



GAUTENG
LEGISLATURE
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REQUEST FOR PROPOSAL

APPOINTMENT OF SERVICE PROVIDER TO DOCUMENT, CURATE, INSTALL AND EVALUATE THE HERITAGE ARTWORK/EFFECTS OF THE GAUTENG PROVINCIAL LEGISLATURE

RFQ NO: PR 10064261

CLOSING DATE: 02 DECEMBER 2024

TIME: 11:00 AM

RFQ SUBMISSION: VLetshokota@gpl.gov.za

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	Yes		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3	Preference Point Claim form (SBD 6.1) Original completed and signed.	Yes		
4	Did you submit copies of full Company Registration documents?	Yes		
5	Did you submit copies of South African IDs' for shareholders?	Yes		
6	Did you submit your company profile?	Yes		
7	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
8	Did you submit one (1) electronic copy of the RFQ ?	Yes		
9	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		

Service Provider's Name:.....

Completed by:.....

Signature:.....



Session **Non-Compulsory Virtual Briefing**
(Declaration of Attendance)

Section 2

BID NUMBER: RFQ 10064261

BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO DOCUMENT, CURATE, INSTALL AND EVALUATE THE HERITAGE ARTWORK/EFFECTS OF THE GAUTENG PROVINCIAL LEGISLATURE

BID CLOSING DATE : 02 DECEMBER 2024

CLOSING TIME : 11H00am

NON-COMPULSORY BRIEFING SESSION: YES

Venue: Microsoft Teams

Date: 29 NOVEMBER 2024

Time: 12h00pm

I/We hereby declare that I/we attended the non-compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

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

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY BRIEFING SESSION WAS UNDERSTOOD.

<p>SIGNATURE OF BIDDER OR ASSIGNEE(S)</p> <p>.....</p>	<p>DATE:</p>
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Position

Name Bidder

Name of Company.....

SIGNATURE OF GPL OFFICIAL _____ DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:
.....
.....

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

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidde

² 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.

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

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

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

1. GENERAL CONDITIONS

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

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive

tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

80/20 *or* *90/10*

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 + \frac{80/20 (P_t - P_{max})}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{90/10 (P_t - P_{max})}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
2	Youth	4	ID Copy
3	Locality	4	Letter from Ward Councillor or Tribal Authority or Affidavit or Lease Agreement
	TOTAL	20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 TYPE OF COMPANY/ FIRM

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

State Owned
Company [TICK
APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

 <p>GAUTENG LEGISLATURE Your View — Our Vision</p>	<p>Terms of Reference</p>	<p>Section 3</p>
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1. INTRODUCTION

The Gauteng Provincial Legislature (GPL) a National Key Point premise and established in terms of section 104 of the Constitution of the Republic of South Africa (1996) is housed at a Heritage Site, the City Hall in Johannesburg, 43 Rissik Street. The institution is having 411 arts (that form part of our heritage assets) which are disclosed in its balance sheet of the Annual Report. It is for this reason that the GPL must be protected from risk at all times hence the need for a comprehensive Insurance Cover. To be able to implement this requirement, the arts effects must be documented, curated, installed and evaluated, the final report of which will be used to draft the Terms of Reference for the Comprehensive Short-term Insurance.

2. OBJECTIVE

- 2.1 The objective of this project is for the Gauteng Provincial Legislature to engage and appoint a competent, suitably qualified and a professional Artist to document, curate, install and evaluate the art effects and provide a Report on the estimated market and replacement value of all art works.

3. REQUIRED COMPETENCIES

- 3.1 Only Service Providers who have resources and qualified Art Curators will be considered.
- 3.2 The Art Curator should have at least a junior degree in Fine Arts specialising in History of art. A master's degree in fine arts will be an added advantage (certified copies of the qualification and a comprehensive CV must be submitted).
- 3.3 The Art Curator must have a minimum of two years' experience in the field of art documentation, curation, installation and evaluation of art effects (submit signed reference letter indicating the work performed and confirmation of satisfactory performance must be submitted).

4. PERIOD OF THE ASSIGNMENT

- 4.1 The service provider should commence and complete the assignment within a period **30 or less working days** from date of award.

5. SCOPE OF WORK

- 5.1 The successful service provider is expected to provide a comprehensive Report on the below activities that are to be conducted in order to assist the GPL to have appropriate documentation and latest market and replacement values for insurance purposes.

5.1.1 Curation and Installation

The successful service provider must conduct art curation and make recommendations on the 411 art effects of the GPL in terms of art themes, art visual aesthetics where applicable. This will include unhooking for use, hanging of art effects after the use and assist where practical to create an artistic experience within the GPL Building.

5.1.2 Documentation of the Art Effect

The successful service provider must be able to document the 411 art effects curated, that is provide the history of each artwork (i.e., mainly documents representing provenance of the artworks and artists)

5.1.3 Evaluation of the Artwork

The successful service provider must assess the 411 artworks (considering the formal qualities and contextual significance of the art, historical context amongst others) and an estimated market and replacement values of all the art to inform the insurance risk cover.

5.2 While it is not necessary to provide a comprehensive narrative, the following minimum information is required:

5.2.1.1 Basis of valuation method used.

5.2.1.2 Estimated market and replacement value for insurance purposes

5.2.1.3 Functional Performance Standard

5.2.1.4 Date of inspection.

5.2.1.5 Effective date of the valuation; and

5.2.1.6 Any other important and relevant information.

6. KEY ASSUMPTIONS

6.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations (i.e., provision of access to the art effects, relevant documents, and available data as may be required is available and accessible)

6.2 The work would be completed as per scope, budget, and time, without any delays on the part of the service provider.

6.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform the work assigned.

6.4 Under no circumstances shall the GPL incur any additional cost because of timeline extension on the part of the service provider.

7. EVALUATION CRITERIA

7.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process. For this project, the 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

7.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

7.1.1.1 To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., ID copies, samples, Shareholders or Directors Letter/Delegation of Authority; Professional Body certificates etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

7.1.2 Phase 2: Functionality Evaluation Criteria (100)

7.1.2.1 This phase may be divided into two or three stages (Stage 1: Functionality; Stage 2: Presentation and Stage 3: In loco inspection where applicable). This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and Specific Goals**

7.1.2.2 Submissions scoring less than **70 points** will be deemed to be non-responsive.

Description	Mandatory for Award	Weight	Key score (0-5)
<p>1. Service provider experience A minimum of 2-year experience in conducting a similar project Attach reference letters signed by the recipient of the service</p>	Yes	60	<p>Non submission of one or all the required verification documents = 0 2 years = 3 points 3 to 5 years = 4 points Above 5years = 5 points</p>
<p>2. Qualifications The Art Curator deployed for the project must have the necessary qualification Attach certified copies of academic qualifications and comprehensive CV detailing the experience</p>	Yes	40	<p>Junior Degree in Fine Art =3 points Honours degree in Fine Arts including History of Art = 4 Points Master's degree in Fine Arts including History of Art = 5 points</p>

Description	Mandatory for Award	Weight	Key score (0-5)
TOTAL POINTS			100
Cut off points			70

7.1.3 Phase 3: Price and Specific Goals (100)

- 7.3.1.1. Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula below to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation Ps 80 $\left(1 - \frac{Pt - P \text{ min}}{P \text{ min}}\right)$	80
Specific Goals	20
TOTAL	100

Where,

- Ps = Points scored for comparative price of bid under consideration
Pt = Comparative price of bid under consideration
Pmin = Comparative price of lowest acceptable bid

- 7.3.1.2. The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
2	Youth	4	ID Copy
3	Locality	4	Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement

	TOTAL	20	
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8. PREPARATION AND ALTERATION OR WITHDRAWAL OF PROPOSALS

- 8.1 The costs incurred by interested parties in respect of the attendance of any briefing or presentation meetings if necessary or costs incurred in preparing any proposal will be borne by the interested party and the GPL shall in no way be liable to reimburse such costs incurred.
- 8.2 Interested Parties may withdraw their proposal by written notification before the Bid Award
- 8.3 The GPL shall on receipt of any proposal relating to this request and submitted in accordance with the procedure set out herein, become the owner thereof and shall not be obliged to return any proposal.
- 8.4 It is a condition of all bids inclusive of foreign bidders / individuals) that the South African taxes of the successful bidder must be in order.
- 8.5 The service provider shall not divulge directly or indirectly to any other person than a person employed by the GPL, make copies or extracts of any of the information obtained during this assignment, while they may have access to the GPL confidential information or any other records of whatsoever nature without the written consent of GPL and shall surrender all these items back to the GPL on the termination of the assignment or on demand by the GPL.
- 8.6 Any document shall remain the property of the GPL and shall be returned (all copies) on completion of the contract.
- 8.7 The service provider shall provide the GPL with the sole and exclusive right to alter and adapt the work for its purposes.
- 8.8 The service provider shall not be entitled to make use of the information whether for its own benefit or that of others, to make available or derive any profit from any of the information or knowledge specifically related to the business or affairs of the GPL.

9. ETHICS

- 9.1 Any attempt by an interested service provider to obtain confidential information or enter into unlawful agreements with competitors or influence the Evaluation and /or the Procurement Committee or the GPL during the process of examining, evaluating and comparing Bids/Proposals/Interest or Quotations will lead to the disqualification of its bid/quotation/proposal/interest in its entirety.
- 9.2 The interested service provider must declare any business or **other interests it has with the GPL or any employee of the GPL or any other Bidder submitting proposal for the same bid**, as per the declaration of interest form annexed hereto as SBD 4; failing which the Bidder shall be automatically disqualified from further participation in the Bid or call for proposals. The disqualification will be applicable at any stage of the bidding and / or engagement process.

10. AWARD AND/OR CANCELLATION OF THE BID

- 10.1 The GPL reserves to right to award/appoint or not to appoint in part or in full to one or more service provider. Therefore, the publication of the bid does not commit the GPL to appoint any of the qualifying Bidders.
- 10.2 The GPL shall be entitled, within its sole and entire discretion, to cancel this Bid/Call for Proposals and/or Quotations at any time and shall notify the interested service providers accordingly.
- 10.3 The GPL shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Bid.

11. DISCLAIMER

- 11.1 This Bid document has been prepared for the purpose of providing information to interested service providers. The provision of any additional information about the organisation to the interested service provider, are disclosed and will be made available to enable the prospective service providers to submit comprehensive proposals.
- 11.2 Interested service providers are accordingly required to conduct their own due diligence in respect of the GPL and its business operations, and the nature and scope of the services required.
- 11.3 The GPL accepts no responsibility for the fairness, accuracy or completeness of any information or opinions, for any errors, omissions or misstatements, negligent otherwise, made by any person in this Bid document or at any Compulsory briefing session.
- 11.4 The GPL accepts no liability for any loss incurred by any person(s) due to events or action taken because of the preparation and dissemination of this Bid request.

12. ROLES AND RESPONSIBILITIES

- 13.1 The **GPL** shall provide the necessary access and information to allow the successful service provider to deliver as per the scope of work within the allotted time or lesser period.
- 13.2 Notwithstanding the fact that a description of the services has been provided above, the **GPL** shall be entitled to request additional services related to deliverables required to ensure the successful completion of the outcome set out above on such further terms and conditions as may be agreed between the parties in writing.
- 13.3 The **service provider** shall at all times faithfully and timeously carry out and perform the assignment and shall use its best endeavours to properly conduct and achieve the set objectives and outcome within the stipulated time or less time as may be practical without compromising the quality of the work required to be done. .
- 13.4 The **service provider** shall as part of his duties, attend such meetings as may be required by the GPL from time to time and submit progress reports on the services as may be required and requested by the GPL
- 13.5 The **service provider** shall notify the GPL writing of all subcontracts awarded under this contract if not already specified in the bid proposal. Such notification, in the original bid proposal or later, shall not relieve the awarded service provider from any liability or obligation under the contract.
- 13.6 The awarded service provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the GPL's prior written consent.
- 13.7 Unless otherwise agreed in writing by the GPL, the Service Provider will work from its own office and provide its own facilities, such as transport, cellphone, and computer facilities to perform the services.

13. CONTACT AND COMMUNICATION

13.1 All communication between the Bidder(s) and the GPL in regard to the specification must be done in writing to:

Details	Bidding Procedure
Department	Asset and Inventory Management
Contact person	Mr YD Ndhlovu
Telephone number	073 238 3447
E-mail address	yndhlovu@gpl.gov.za

- 13.2 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GPL (other than minor clerical matters), the Bidder(s) must promptly notify the GPL in writing of such discrepancy, ambiguity, error or inconsistency in order to give the GPL an opportunity to consider what corrective action is necessary (if any).
- 13.3 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the GPL will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 13.4 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid, or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

THE END

