



**NATIONAL TREASURY
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**TO ALL
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CHIEF FINANCIAL OFFICERS: PROVINCIAL DEPARTMENTS
CHIEF EXECUTIVE OFFICERS / CHIEF FINANCIAL OFFICERS: CONSTITUTIONAL
INSTITUTIONS / PUBLIC ENTITIES**

**Supply Chain Management Office
Practice Note Number SCM 1 of 2003**

**GENERAL CONDITIONS OF CONTRACT (GCC) AND STANDARDIZED BIDDING
DOCUMENTS (SBDs)**

In accordance with the Framework for Supply Chain Management [Section 76 (4) (c) of the PFMA] that was promulgated in Government Gazette Number 25767 on 5 December 2003 as Treasury Regulations, National Treasury is required to issue general conditions of contract and bid documentation for supply chain management.

1 General Conditions of Contracts (GCC)

- 1.1 To ensure that uniformity exists in the bidding processes, all accounting officers / authorities are required to base their bid invitations on the General Conditions of Contract issued by the National Treasury. The GCC are attached as Annexure A.
- 1.2 All bids and contracts should be subject to the GCC and the standard wording should not be amended.
- 1.3 If any aspect is not covered by the GCC, Special Conditions of Contract relevant to a specific bid invitation may be compiled separately. These special conditions will supplement the GCC. However, when the special conditions are in conflict with the GCC, the provisions of the Special Conditions of Contract will prevail.

1.4 For bids related to building, engineering and construction works, accounting officers / authorities should use the *General Conditions of Contract and Standard Bidding Documents for Construction Projects* issued by the Construction Industry Development Board (CIDB).

2 Standardized Bidding Documents (SBDs)

2.1 Accounting officers / authorities should customize and utilize the standard bidding documents (SBDs) issued by the National Treasury.


2.2 These SBDs should be used with minimum changes that are necessary to address contract and project specific issues. Where no relevant bidding documents have been issued, institutions should use other internationally recognized documents acceptable to the accounting officer / authority, in concurrence with the relevant treasury.

2.3 The following SBDs are attached for use, where applicable:

SBD Description	Document Number
(i) Invitation to Bid	SBD 1
(ii) Application for tax clearance certificate	SBD 2
(iii) Pricing Schedules	SBD 3.1 to 3.3
(iv) Declaration of Interest	SBD 4
(v) National Industrial Participation Programme	SBD 5
(vi) Preference claim forms in terms of the Preferential Procurement Regulations	SBD 6.1 to 6.12
(vii) Formal contract	SBD 7.1 to 7.3

Note:

- ◆ The standard wording for the application for tax clearance certificate (SBD 2) and the National Industrial Participation Programme (SBD 5) should not be amended.
- ◆ The formal contract document (SBD 7.1 to 7.3), should not form part of the bidding documents issued to every prospective bidder, but should be made applicable only to the successful bidder after adjudication and award of the bid.


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