

**TENDER BULLETIN**

FORM FOR SUBMITTING: - **A NEW TENDER NOTICE** or  
**AN ERRATUM NOTICE** or  
**AN INVITATION TO REGISTER ON SUPPLIER DATABASE NOTICE**

FOR PUBLICATION IN THE GOVERNMENT TENDER BULLETIN

To submit a Cancellation notice, use TForm2, for a Results notice use TForm3, for a Responses from Suppliers notice use TForm4

**\*Type of Tender Notice:** (Select an option)  **New Tender**  **Erratum**  **Invitation to Register on Supplier Database**

**TENDER CATEGORY:**  
**\*Tender Category:** SERVICES: GENERAL

**REQUIRED AT:**

**Province:** KwaZulu-Natal **\*Department or Entity:** Department of Public Works

**Division or Section:** Supply Chain Management

**TENDER DETAILS:**

**\*Tender / Quotation No:** DBN21/03/13

**\*Closing Date:** 2 0 2 1 - 0 3 - 1 1 (CCYY-MM-DD) **\*Closing Time:** 1 1 H 0 0 (HH:MM)

**Date of Original Publication:** (only required for **ERRATUM** notice) For a New Tender or Invitation to Register on Supplier Database advertisement this date field is disabled

**\*Short Description of Tender:**

MIDLANDS CLUSTER: DCS; SEVONTENI 03 months term contract for operation and maintenance for water treatment plant. Tender to be awarded to the highest scoring acceptance tender. Points will be allocated for:  
 (a) Price and Preference points scoring system applicable is 80/20: according to formula in PPPFA: Regulations 2017.  
 (b) A tender having stipulated minimum BBBEE status level of contributor: Level 1. Sworn Affidavit BBBEE must be original certified by Commissioner of Oath. SANAS BBBEE certificate copy subject to verification (Subject to verification). It is compulsory that service providers must be registered on the Central Supplier Database. The Tender Requires to comply with Local Production and Content for designated sectors / items.  
 (c) submission of proof of vehicle onwership via registration certificate/ letter of intent to hire for the duration of contract, Letter of intent to do quality water testing from any laboratory or recognized institution,submitt letter of award and completion for past project in operation and maintenance of sewearge, Vaild public liability and Valid and relevat COIDA

**BRIEFING SESSION and SITE MEETING(S):**

**Briefing Session Details:**  
 There will be no site briefing for clarification of Scope of Works  
 Any technical queries please contact works manager:Thembalihle Tshobeni  
 031-314 7364/082 841 7502

**Briefing Session Date:**           **Briefing Session Time:**

**Site Meeting(s) - Meeting Place(s), Date(s) and Time(s)**

**This is a multi-page form. Please complete all relevant sections before submitting the form for publication.**



**DOCUMENTS AVAILABLE FROM:**

**\*Address (Specify details for Hard Copy Documents / Email / Website as applicable, as well as the document cost for each option):**

1. Bids obtainable from: National Department of Public Works: Corner Samora Machel (Aliwal) and Dr. Pixley Ka Seme (West) Street, Durban.

2. Bid document are available for free download on e-Tender Portal ([www.etenders.gov.za](http://www.etenders.gov.za))

**Payment Details:**

No Cost collecting hour: 08:00a.m - 12:45p.m & 13:30 p.m. - 16:00 p.m (Monday to Friday)

**Document Notes:****POST OR DELIVER DOCUMENTS TO:****\*Address:**

Supply Chain Management  
National Department of Public Works  
Private Bag x54315, Durban 4000

**Document Delivery Instructions:**

SCM TENDER HALL-TENDER BOX LABELLED TENDER NUMBER: DBN21/03/13  
Tenders received after closing time (11:00a.m) will not be accepted

**SPECIFICATIONS / TECHNICAL CONTACT DETAILS:**

**Name:** Thembalihle Tshobeni

**Telephone:** 031-314 7364/082 841 7502

**Fax Nr:** 086 554 0250

**Email:** [thembalihle.tshobeni@dpw.gov.za](mailto:thembalihle.tshobeni@dpw.gov.za)

**Office Hours:** 08:00 am - 16:00 p.m.

**TENDER CONTACT DETAILS:**

**Name:** sthembela mthiyane, senzeni masondo, thokozani zwane

**Telephone:** 031 314 7310/ 031 314 7078 / 031 314 7109

**Fax Nr:** 086 554 0250

**Email:** [sthembela.mthiyane@dpw.gov.za](mailto:sthembela.mthiyane@dpw.gov.za) / [senzeni.masondo@dpw.gov.za](mailto:senzeni.masondo@dpw.gov.za) / [thokozani.zwane@dpw.gov.za](mailto:thokozani.zwane@dpw.gov.za)

**Office Hours:** 08:00 am - 16:00 p.m.

**Additional Notes:**

Only locally manufactured / items with a specified minimum threshold for local production and content will be considered. PA-36 Form must be signed, completed and attached together with Annexure C as part of the bid document. Failer to comply will lead to disqualification. Adjudication of bids is open for public observation.

**TENDER SUBMITTED BY:**

**\*Advertiser Name:** Sthembela Mthiyane

**Advertiser Email:** [sthembela.mthiyane@dpw.gov.za](mailto:sthembela.mthiyane@dpw.gov.za)

**\*Date Submitted:**

2 0 2 1 - 0 3 - 0 9

**\*Advertiser Telephone:**

031 314 7310

**\*For Publication in the Government Gazette on:**

2 0 2 1 - 0 3 - 0 9

(CCYY-MM-DD)



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

Private Bag X54315, DURBAN 4000 Int Code: +27 31 Tel: 314 7000 website: [www.publicworks.gov.za](http://www.publicworks.gov.za)  
Supply Chain Management: Ms. Senzeni Masondo – 031 314 7078  
Works Management – Mr. P. Singh

## REQUEST FOR QUOTATION

You are hereby invited to submit a quotation for the supply and delivery of the following service to be rendered at **Department of DCS: Sevontein:**

Bid response documents to be deposited in the bid box situated at: **National Department of Public Works and Infrastructure: Corner of (formally known as) Alliwall and West Street (Corner of Pixley Kaseme and Samora Machel Street) OR**

**Alternatively documents can be emailed to: hand deliver**

| Item | Description   | Quantity / Period |
|------|---|-------------------|
| 1    | Contract for Operation and Maintenance of waste water Treatment Plant | 3 months          |

**CLOSING DATE: 11 / 03 / 2021, CLOSING TIME @ 14h00**

**NB: No late documents will be accepted.**

Kindly submit your quotation by fully completing the attached bid document and bill of quantities or specifications attached in hereunder, and clearly indicate the delivery period and the validity period of your quotation, Kindly also clearly indicates if you price includes or excludes VAT. ***“You may claim VAT only if you are a VAT Vendor”***

### **TERMS AND CONDITIONS**

- If a supplier fails to deliver any or all goods or fails to deliver the required services within the specified period on the **order/ Contract or appointment letter** the Department of Public Works and Infrastructure may impose a penalty and further deduct from the order / contract a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Department of Public Works and Infrastructure quotation documents must be fully completed, signed by the bidder and bear the signature of witnesses and be forwarded to the aforementioned physical address or email, failure to comply with these requirements will result in the quotation being disregarded.

Yours Faithfully



**SIGNATURE:**

**DATE:** 08/03/2021

**For: National Department of Public Works and Infrastructure**

**Acknowledgement of the request to quote**

Sign for acceptance \_\_\_\_\_

**Company Stamp**

Sign for rejection \_\_\_\_\_

## PART A INVITATION TO QUOTE

|  |   |                              |  |  |                              |
|--|---|------------------------------|--|--|------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF DCS: SEVONTEIN</b>  |   |                              |  |  |                              |
| BID NUMBER:  | DBNQ21/03/13<br>19/2/3/2/14/198   | CLOSING DATE:                | 11/03/2021   | CLOSING TIME:  | 11H00AM                      |
| DESCRIPTION  | <b>THREE MONTHS CONTRACT FOR OPERATION AND MAINTENANCE OF WASTE WATER PLANT</b> |                              |  |  |                              |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).</b>  |   |                              |  |  |                              |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX<br>SITUATED AT (STREET ADDRESS)   |   |                              |  |  |                              |
| <b>NDPW (DURBAN REGION) BOX 16 AT ROOM 05</b>  |   |                              |  |  |                              |
| <b>CORNER OF ALIWALI AND WEST STREET (CORNER OF PRIXLEY KASEME AND SAMORA MACHEL STREET)</b>   |   |                              |  |  |                              |
| <b>HAND DELIVER</b>  |   |                              |  |  |                              |
|  |   |                              |  |  |                              |
| <b>SUPPLIER INFORMATION</b>  |   |                              |  |  |                              |
| NAME OF BIDDER   |   |                              |  |  |                              |
| STREET ADDRESS   |   |                              |  |  |                              |
| TELEPHONE NUMBER   | CODE  |                              | NUMBER   | NA   |                              |
| CELLPHONE NUMBER   |   |                              |  |  |                              |
| E-MAIL ADDRESS   |   |                              |  |  |                              |
|  |   | TCS PIN:                     |  | OR   | CSD No:                      |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE<br>[TICK APPLICABLE BOX]  |   | <input type="checkbox"/> Yes | B-BBEE STATUS LEVEL SWORN AFFIDAVIT  |  | <input type="checkbox"/> Yes |
|  |   | <input type="checkbox"/> No  |  |  | <input type="checkbox"/> No  |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX   |   | <input type="checkbox"/>     | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |  |                              |
|  |   | <input type="checkbox"/>     | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |  |                              |
|  |   | <input type="checkbox"/>     | A REGISTERED AUDITOR   |  |                              |
|  |   | NAME: _____                  |  |  |                              |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |   |                              |  |  |                              |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?  |   | <input type="checkbox"/> Yes | <input type="checkbox"/> No  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                              |
|  |   | [IF YES ENCLOSE PROOF]       |  | [IF YES ANSWER PART B:3 BELOW ]  |                              |
| SIGNATURE OF BIDDER  |   |                              | DATE   |  |                              |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)   |   |                              |  |  |                              |
| TOTAL NUMBER OF ITEMS OFFERED  |   |                              | TOTAL BID PRICE (ALL APPLICABLE TAXES)   |  |                              |
|  |   |                              |  |  |                              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>   |   |                              | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                   |  |                              |
| DEPARTMENT/ PUBLIC ENTITY  | Department of Public Works  |                              | CONTACT PERSON   | Mr T. TSHOBENI   |                              |
| CONTACT PERSON   | Sthembela   |                              | TELEPHONE NUMBER   | 031 314 7364   |                              |
| TELEPHONE NUMBER   | 031 314 7310  |                              | CELL PHONE NUMBER  | 082 841 7502   |                              |

## PART B TERMS AND CONDITIONS FOR BIDDING

|  |
|--|
| <b>7. BID SUBMISSION:</b>  |
| <p>1.11. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.12. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.13. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.14. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.15. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p> <p style="padding-left: 20px;">7.5.1 THIS SERVICE WILL BE ADJUDICATED ON <b>80/20</b> PRINCIPLE IN LINE WITH (PPPFA OF 2017)</p> <p style="padding-left: 20px;">7.5.2 A TENDERER <b>MUST</b> HAVE A STIPULATED MINIMUM B-BBEE STATUS <b>LEVEL 1 OR LEVEL 2</b></p> |
| <b>8. TAX COMPLIANCE REQUIREMENTS</b>  |
| <p>2.13 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.14 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.15 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.16 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.17 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.18 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>   |
| <b>9. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |
| <p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>   |

**NB:** FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.  
**IN THE CASE OF EXEMPTED MICRO ENTERPRISES (EME), A VALID CERTIFIED SWORN AFFIDAVIT MUST BE SUBMITTED WITH THE BID OFFER)**

**Note Well:**

- |  |
|--|
| <p>k) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.</p> <p>l) <b>All delivery costs must be included in the bid price, for delivery at the prescribed destination.</b></p> <p>m) The price that appears on this form is the one that will be considered for acceptance as <b>a firm and final offer.</b></p> <p>n) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).</p> <p>o) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.</p> |
|--|



## PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

|                    |   |               |          |
|--------------------|---|---------------|----------|
| Project title:     | <b>DCS: SEVONTEIN PRISON: THREE (03) MONTHS OPERATION AND MAINTENANCE OF WASTE WATER TREATMENT PLANT.</b> |               |          |
| Tender / Quote no: |   | Reference no: | ID-61728 |
| Receipt Number:    |   |               |          |

### 1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

**Note:** Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

| Tender document name   | Number of pages issued | Returnable document |
|--|------------------------|---------------------|
| Form of Offer and Acceptance (DPW-07 EC)   | 4 Pages                | Yes                 |
| Declaration of Interest and Tenderer's Past Supply Chain Management Practices (PA-11)  | 4 Pages                | Yes                 |
| Submission of (PA-29): Certificate of Independent Bid Determination  | 4 Pages                | Yes                 |
| Resolution of Board of Directors (PA-15.1) (if applicable)   | 1 Page                 | Yes                 |
| Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) (if applicable)   | 2 Pages                | Yes                 |
| Special Resolution of Consortia or JV's (PA-15.3) (if applicable)  | 3 Pages                | Yes                 |
| Site Inspection Meeting Certificate (DPW-16 EC) (if applicable)  | 1 Page                 | Yes                 |
| Particulars of Tenderer's Projects (DPW-09 EC)   |                        |                     |
| Submission of valid proof workman's compensation (COIDA) & valid Public Liability.<br><br>The Bidder to submit the Proof of ownership (motor vehicle licence (MLV 1 CC (2)(2008/02) or proof of registration or logbook/s ) for the Bakkie or panel van registered under Him/ Her or company or letter of intent to hire the Bakkie or panel van to be used during this contract period. | Pages                  | Yes                 |
| Submission of original sworn affidavit of BBBEE certificate attested by the Commissioner of Oaths or A certified copy. Or submission of SANAS approved BBBEE certificate (Subjected for verification).<br><br>Submission of PA-36 Declaration Certificate for Local Production and Content for designated sectors together with Annexure C that must be fully completed and signed.      | Pages                  | Yes                 |
| Declaration of Interest and Bidder's Past Supply chain Management Practices PA-11  | 4 Pages                | Yes                 |

### 2. ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

**Note:** Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also F.2.18 of the Standard Conditions of Tender]

| Tender document name   | Number of pages issued | Returnable document |
|--|------------------------|---------------------|
| Any <u>additional</u> information required to complete a risk assessment (if applicable) | -                      | Yes                 |

### 3. RETURNABLE DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

**Note:** Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer

being disqualified from further consideration. [See also F.2.18 of the Standard Conditions of Tender]

| Tender document name  | Number of pages issued | Returnable document |
|---|------------------------|---------------------|
| Record of Addenda to tender documents (DPW-21 EC) <i>(if applicable)</i>                        | 1 Page                 | Yes                 |
| Schedule of proposed sub-contractors (DPW-15 EC) <i>(if applicable)</i>                         | 1 Page                 | Yes                 |
| Particulars of Electrical Contractor (DPW-22 EC) <i>(if applicable)</i>                         | 1 Page                 | Yes                 |
| Mechanical / Electrical / Security Work material and equipment schedules <i>(if applicable)</i> | Pages                  | Yes                 |
| Schedule for Imported Materials and Equipment (DPW-23 EC) <i>(if applicable)</i>                | 1 Page                 | Yes                 |

#### 4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

*(Insert a tick in the "Returnable document" column to indicate which documents must be returned with the tender)*

**Note:** Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

| Tender document name   | Number of pages issued | Returnable document   |
|--|------------------------|---|
| Priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts)    | Pages                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Preference Points Claim for Bids PA-16</b>  | 5 Pages                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Declaration of Designated Groups for Preferential Procurement PA-40</b>                   | 2 Pages                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Declaration Certificate for Local Production and Content for Designated Sectors PA-36</b> | 4 Pages                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>CIDB Grading 1ME / 1CE or Higher CONDITIONS OF CONTRACT PA-10 (FM)</b>                    | 18 Pages               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

#### 5. ADDITIONAL INFORMATION THAT MAY BE REQUIRED FOR TENDER EVALUATION PURPOSES

| Legal Status of Tendering Entity:<br>If the Tendering Entity is:  | Documentation to be submitted with the tender, or which may be required during the tender evaluation:  |
|---|--|
| a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)  | Copies of the Founding Statement – CK1   |
| b. A profit company duly registered as a private company.<br><br>[including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)]. | Copies of:<br>i. Certificate of Incorporation – CM1;<br>ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or<br>iii. Memorandum of Incorporation in the case of a personal liability company. |
| c. A profit company duly registered as a private company in which any, or all,  | Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).   |





|  |   |
|--|---|
| shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).      |   |
| d. A profit company duly registered as a public company.   | Copy of Certificate of Incorporation – CM1, and a signed statement of the company’s Secretary or Auditor confirming that the company is a public company.   |
| e. A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended). | Copies of:<br>i the Founding Statement – CK1; and<br>ii the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest. |
| f. A natural person, sole proprietor or a Partnership  | Copy(ies) of the Identity Document(s) of:<br>i. such natural person/ sole proprietor, or<br>each of the Partners to the Partnership.  |
| g. A Trust   | Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.  |

**Signed by the Tenderer**

|                               |                  |             |
|-------------------------------|------------------|-------------|
|                               |                  |             |
| <b>Name of representative</b> | <b>Signature</b> | <b>Date</b> |



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

# **SPECIFICATION**

## **UNPLANNED MAINTENANCE**

### **Mechanical Work**

**DCS: SEVONTEIN PRISON  
(3) MONTHS TERM CONTRACT,  
PREVANTATIVE AND DAY TO DAY  
MAINTENANCE OF WASTE WATER  
TREATMENT WORKS (WWTW)**

**REF: ID-61728**

*Compiled by Works Manager: T. H Tshobeni*

*Date: 2021/02/03*

***Total number of pages to be received and returned by Bidder = 14 pages***

*DCS Sevontein Prison: 3Months Term Contract, Preventative and Maintenance of Sewerage Plant: Ref No: ID-61728*

**A) CONDITIONS OF TENDER**

- Contractor must introduce themselves and what they will be doing to the relevant official at the institution before any assumption of work: [**Contact official at institution: Mr. Alvin Chengiah – Tel (031-845 5690) /082 456 4507.**]
- Due to the Urgent nature of the works ,the successful tenderer undertakes to commence the work immediately from the receipt of an official complaint number and proceed with due diligence to its final completion in all respects
- At the completion of the works the Contractor is to submit the attached completion certificate that must be faxed immediately to the Department of Public Works at fax No.086 554 0250 for final inspection of the works
- The contractor must establish and maintain telephone, fax and cellular connection
- The Contractor must comply with all Occupational Health and Safety regulations and instructions
- The contract period is from the date the official letter of award is issued.
- Time shall be considered as the essence of this contract .If the contractor fails to complete the works within the above specified contract period a penalty will be proportioned according to the estimated value of the contract and will be deducted from the sum due

**B) Notes to tenderers**

- Contractor is to **supply project plan, safety plan and work schedule** at the commencement of works
- Contractor to note that all quantities are measurable as per Departmental QS and Mechanical Engineer
- All supporting suppliers material and service invoices must be provided together with all payment invoice claims
- Job cards must be detailed , stamped and signed by the Client Department and accompany all invoices claimed
- Contractor must provide proof of relevant required registration and all compliant certification
- Contractor to be CIDB registered with grading of **3ME/BCE** or higher
- The Contractor must notify the relevant Works Manager immediately on completion of Works in all respects for inspection of the works

**C) SCOPE OF WORKS Compiled By T.H Tshobeni - Tel: 031 314 73164 / 082 849 7502  
3 Months Term Contract: Preventative and Maintenance of Waste Water Purification Plant**

**D) PRICING SCHEDULE**

- **Note All rates and totals must be filled in and completed in all respects**
- **All prices quoted must be inclusive of labour, materials, profit and transport as per BOQ below**

| No. | Item Description  | Description of Service   | QTY      | Responsibility    |
|-----|-------------------|--|----------|-------------------|
|     | <b>SCHEDULE 1</b> | <b>Technical Specifications</b>  |          |                   |
|     |                   | The Contractor is require to Maintain plant and reservoir premises                       | 3 months | Bidder/Contractor |
|     |                   | The Contractor is required to Maintain Water supplies, electric power and communications | 3 months | Bidder/Contractor |
|     |                   | The Contractor is required to provide training of Personnel when necessary               | Once Off | Bidder/Contractor |

DCS Sevontein Prison: 3Months Term Contract, Preventative and Maintenance of Sewerage Plant: Ref No: ID-61728

|  |  |  |          |  |  |
|--|--|--|----------|--|--|
|  |  | and legally due so.  |          |  |  |
|  |  | The contractor is required to do Vaccination of plant personnel for sewer/water-borne diseases (e.g. Typhoid fever, Tetanus etc.) when necessary and legally due.  | Once off |  | Bidder/Contractor/<br>Plant Personnel          |
|  |  | The contractor is required to supply PPE for each plant personnel as follows (Mask, Safety boots – short, T- shirts , gloves, Overalls & Goggles ) etc   | Once off |  | Bidder/Contractor/<br>Plant<br>Personel/NDPW   |
|  |  | The contractor is required to do quality water testing at a recognized institution and produce a Valid laboratory Test certificate or report   | 3 months |  | Bidder/Contractor/<br>NDPW                     |
|  |  | The contractor is required to make allowance for minor breakdown on site for the following items;<br><ul style="list-style-type: none"> <li>a. minor electrical / mechanical materials (seals, gaskets, corrosion protection) – <b>time-related item</b></li> <li>b. minor replacement of water plant facilities – small locks, hinges; doors; window panes : <b>time related item</b></li> <li>c. Purchase chemical water testing equipment : <b>fixed-charge item</b></li> </ul> | Once off |  | Bidder/Contractor                              |
|  |  | Allow for Compensation of Occupational Injuries and diseases Act 130 of 1993 (COIDA) Registration with workmen Compensation  | Once off |  | Bidder/Contractor                              |
|  |  | Grass cutting when necessary and petrol for the cutter should be provided  | 3 months |  | Bidder/Contractor                              |
|  |  | Tools required to carry out the monthly works;<br>Hose pipe complete unit with both ends connectors (dia. 20mm x 30m)  | Once off |  | Contractor/Bidder/<br>Plant Personnel/<br>NDPW |

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|  |                    |  |          |  |                   |
|--|--------------------|--|----------|--|-------------------|
|  |                    | <p>Brooms (1 hard-outdoor, 2- soft indoor)<br/>                 Spade<br/>                 Fork<br/>                 Wheelbarrow<br/>                 Rake (1 steel &amp; 3 plastic)<br/>                 Pool leaf catcher</p> <p>Brush cutter<br/>                 Step ladder (6m or 12 m)<br/>                 Gritty scoop<br/>                 Shovel<br/>                 Boulder bucket<br/>                 Gate valve tools (shifting spanner; spanner set sizes – 6mm to 32mm)<br/>                 Mop<br/>                 Liquid Soap &amp; Toiletries</p> |          |  |                   |
|  |                    | <p><b>Chemical Test Equipment (purchased by the Department)</b><br/>                 Chlorine meter<br/>                 pH meter<br/>                 Turbidity meter (for water only)</p>  | Once Off |  | NDPW              |
|  |                    |  |          |  |                   |
|  | <b>SCHEDULE 2:</b> | <b>Reservoirs &amp; Raw Water Balancing Tank</b>   |          |  |                   |
|  |                    | Check and record static water level of reservoir   | 3months  |  | Contractor/Bidder |
|  |                    | Monitor and record flow meter readings   | 3 months |  | Contractor/Bidder |
|  |                    | Record pump hours and water meter reading & electricity meter  | 3months  |  | Contractor/Bidder |
|  |                    |  |          |  |                   |
|  | <b>SCHEDULE 3</b>  | <b>Water Pump Station</b>  |          |  |                   |
|  |                    | <b>Mechanical Equipment</b>  |          |  |                   |
|  |                    | Service and maintain existing dam raw water pumps 35 kw at pump station (low-lift and high-lift pumps)   | 3 months |  | Contractor/Bidder |
|  |                    | Service and maintain self-priming clean treated drinking water pumps and associated pipework, valves and   | 3months  |  | Contractor/Bidder |



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|  |                   |   |          |  |                            |
|--|-------------------|---|----------|--|----------------------------|
|  |                   | clamps 75 kw<br>Pump-station - (high-lift pumps)  |          |  |                            |
|  |                   | Service and maintain – Pumps and Motors   | 3 months |  | Contractor/Bidder          |
|  |                   | Service and maintain compressors – sand washing   | 3 months |  | Contractor/Bidder          |
|  |                   | Flush and maintain backwash pump  | 3 months |  | Contractor/Bidder          |
|  |                   | Service and maintain Non Return Valves (NRV) / gate valves  | 3 months |  | Contractor/Bidder          |
|  |                   |   |          |  |                            |
|  |                   | <b>Electrical Equipment</b>   |          |  |                            |
|  |                   | <b>Telemetry System:</b><br>Measure and record raw water from the dam at flow meter inlet at pump station every three hours<br><br>Measure and record clean water to the 10MI reservoir at flow meter inlet at reservoir station every three hours<br><br>Measure and record clean water from the 10MI reservoir outlet at flow meter inlet at reservoir station every three hours<br><br>Monitor water Pressure and level at reservoirs and pump-station | 3 months |  | Contractor/Bidder/<br>NDPW |
|  |                   | <b>Main control panel</b><br><br>Routine and maintenance of existing control panel equipment  | 3 months |  | Contractor/Bidder          |
|  |                   | <b>Plumbing</b><br>Monitor water leaks and maintain any plumbing works at reservoirs and pump-station   | 3months  |  | Contractor/Bidder          |
|  |                   |   |          |  |                            |
|  | <b>SCHEDULE 4</b> | <b>Spiral Screen</b>  |          |  |                            |
|  |                   | Ensure that spiral screen is working  |          |  | Contractor/Bidder          |

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|  |                   |   |          |  |                   |
|--|-------------------|---|----------|--|-------------------|
|  |                   | properly  | 3 months |  |                   |
|  |                   | The screen must be kept clean every hour during working hours from any Waste solids, plastics etc.  | 3months  |  | Contractor/Bidder |
|  |                   | Remove rags, plastics etc. during peak usage and flow to ensure that only biodegradable material is passed on to subsequent oxidation dams processes. |          |  | Contractor/Bidder |
|  |                   | All soft papers & faces must be left thoroughly rinsed with a hosepipe and metal raked and put in a refuse bag for safe disposal.                     | 3 months |  | Contractor/Bidder |
|  |                   | Keep the yard and the area around the screen neat / tidy all the time   |          |  |                   |
|  |                   |   |          |  |                   |
|  | <b>SCHEDULE 5</b> | <b>Aerator &amp; Oxidation Dams</b>   |          |  |                   |
|  |                   |   |          |  |                   |
|  |                   | Ensure that all Aerator & valves are working properly (as per schedule 5).  | 3 months |  | Contractor/Bidder |
|  |                   | Remove all weeds from the dam walls.  | 3 months |  | Contractor/Bidder |
|  |                   | Remove all plastics, rags and any unwanted solids from the dams.  | 3months  |  | Contractor/Bidder |
|  |                   | Weekly Inspection of Aerator and Bearings.<br><br>Quarterly inspect the dam wall and repair any damage to walls.                                      | 3 months |  | Contractor/Bidder |
|  |                   | <b>Disinfection Tank</b>  |          |  | Contractor/Bidder |
|  |                   | Ensure only <b>HAZOP</b> trained and certified staff work on the installation   | 3 months |  | Contractor/Bidder |
|  |                   | Ensure gas-bottle platform scale is   | 3 months |  | Contractor/Bidder |

DCS Sevontein Prison: 3Months Term Contract, Preventative and Maintenance of Sewerage Plant: Ref No: ID-61728

|  |  |  |          |  |                   |
|--|--|--|----------|--|-------------------|
|  |  | working properly   |          |  |                   |
|  |  | Fit gas-bottle with removable chain fixed onto the back rails on the scale   | 3 months |  | Contractor/Bidder |
|  |  | Always ensure the installation is properly entailed before use.  | 3 months |  | Contractor/Bidder |
|  |  | Ensure that all gas masks and gas detectors are working properly   | 3 months |  | Contractor/Bidder |
|  |  | Ensure that all leakages and defective parts are replaced.   | 3 months |  | Contractor/Bidder |
|  |  | Purchase approved water treatment chemicals in 25 litres drum  | 3months  |  | Contractor/Bidder |
|  |  | Maintain and service extractor fan   | 3 months |  | Contractor/Bidder |
|  |  | Maintain and service gas masks   | 3 months |  | Contractor/Bidder |
|  |  | Maintain and service Electronic Chlorine gas detector  | 3 months |  | Contractor/Bidder |
|  |  | Keep the interior and exterior of chlorine dosing room clean   | 3 months |  | Contractor/Bidder |
|  |  | <b>Drinking Water Quality Specification Standard</b>   |          |  |                   |
|  |  | <p><i>Specifications for drinking water iro NDWAF standard SABS 241-2001 –</i></p> <p>The following are the existing and allowable maximum drinking water parameters as stipulated by Department of Water Affairs</p> <p>(Please refer bulletin number 6 – laboratory water testing on Schedule 1 for further instruction)</p> | 3months  |  | Contractor/Bidder |

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| <b>Parameter</b>                       | <b>Limit</b>     |
|--|------------------|
| Odour                                  | <b>None</b>      |
| Colour in mg Pt-Co                     | <b>&lt;20</b>    |
| Turbidity in NTU                       | <b>&lt;1</b>     |
| Total dissolved solids (TDS) in mg/l   | <b>&lt;1000</b>  |
| Conductivity in $\mu\text{S/cm}$       | <b>&lt;1500</b>  |
| pH                                     | <b>5.5 – 9.5</b> |
| E-Coli                                 | <b>0</b>         |
| Free Chlorine as $\text{Cl}_2$ in mg/l | <b>&lt; .25</b>  |
| Nitrate Nitrogen as N in mg/l          | <b>&lt;10</b>    |
| Chemical Oxygen Demand (COD) in mg/l   | <b>&lt; 75.0</b> |
| Ammonia Nitrogen (as N) in mg/l        | <b>&lt;10.0</b>  |
| Chloride as Cl                         | <b>&lt;200</b>   |
| Sulphate as $\text{SO}_4$              | <b>&lt;400</b>   |
| Sodium as $\text{Na}^+$                | <b>&lt;200</b>   |
| Temperature in $^{\circ}\text{C}$      | <b>No limit</b>  |

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| <b>SCHEDULE<br/>6</b>   |                         | <b>PRICING ITEMS</b>  |                                    |                                  |                            |
|---|-------------------------|---|------------------------------------|----------------------------------|----------------------------|
| <p><b>Please note that prices must include all profits and inflation rates for 3 months from item no3 to no6</b></p> <p><b>Labour Prices must also include weekends and public holidays</b></p> |                         |   |                                    |                                  |                            |
| <b>No</b>   | <b>Item Description</b> | <b>Description of Service</b>   | <b>Quantity/<br/>per<br/>month</b> | <b>Rate</b>                      | <b>Total</b>               |
| <b>6.1</b>  | <b>P&amp;Gs</b>         | <p><b>Preliminary and General</b></p> <p>a) Contractual Requirements(once off)</p> <p>b) Site establishment(Once Off)</p>   | <p>01</p> <p>01</p>                | <p>SUM</p> <p>SUM</p>            | <p>R</p> <p>R</p>          |
| <b>6.2</b>  | <b>OHSA</b>             | <p><b>Occupational Health and Safety Act Specifications (Act 85 of 93)</b></p> <p>a) Develop a Health and Safety Plan for the contract</p> <p>b) Provide Risk Assessment for the contract</p> <p>c) Provide and manage resources to implement and maintain the Safety Plan for the contract</p> <p>d) Bidder to comply with all the requirements of the Act and all its regulations and</p> | <p>01</p> <p>01</p> <p>01</p>      | <p>SUM</p> <p>SUM</p> <p>SUM</p> | <p>R</p> <p>R</p> <p>R</p> |



DCS Sevontein Prison: 3Months Term Contract, Preventative and Maintenance of Sewerage Plant: Ref No: ID-61728

|     |                         |  |  |            |            |
|-----|-------------------------|--|--|------------|------------|
|     |                         | incorporated standards with regards to permanent works<br><br>e) ( Bidder will be required to produce/submit Safety Plan only on Award which will be verified and approved by Departmental Safety Officer)<br>(Once Off)   |  |            |            |
|     |                         |  | <b>Sub Total item (1&amp;2) once off</b> |            | <b>R</b>   |
| 6.3 | <b>Site Maintenance</b> | Grass cutting<br>Main Water Treatment plant<br>± 2 550 m2<br>Piggery Sewerage Plant premises<br>± 2 000 m2<br><br>Petrol supply for 3months<br><br>Two stroke(500 ml) for 3 months<br><br>Expected to at least cut twice a month for twelve (3) months. As per Schedule 1 on technical specifications. | 120L<br><br>6                            | R<br><br>R | R<br><br>R |
|     |                         |  | <b>Sub Total item 3)</b>                 |            | <b>R</b>   |
| 6.4 | <b>Consumables</b>      | Bidder to supply consumables for the workers every month for 3 months<br><br>a) Toilet paper(48 pack) for the workers 3 months' supply<br><br>b) Air Fresheners (300 ml)3months' supply  | 6packs<br><br>9                          | R<br><br>R | R<br><br>R |

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|  |                      |  |                         |   |          |
|--|----------------------|--|-------------------------|---|----------|
|  |                      | c) Hand soap 5 litter) 3 months' supply                  | 6                       | R | R        |
|  |                      | d) Bath soap(175g) 3 months' supply                      | 72                      | R | R        |
|  |                      | e) Refuse bags 3 months' supply                          | 150                     | R | R        |
|  |                      | f) Pine disinfectant(5 litter) 3 months' supply          | 6                       | R | R        |
|  |                      | g) Dust and surgical musk's3months' supply               | 12 boxes                | R | R        |
|  |                      | h) Surgical mask's(100 in a box, 3 months' supply        | 12boxes                 | R | R        |
|  |                      | i) Floor polish(5 litter) 3 months' supply               | 6                       | R | R        |
|  |                      | j) Engine Cleaner(5 litter) 3 months' supply             | 3                       | R | R        |
|  |                      | k) Engine Oil(5 litter)3 months' supply                  | 3                       | R | R        |
|  |                      | l) Grease(5 litter)3 month s supply                      | 3                       | R | R        |
|  |                      | m) Jeyes fluid (5 liitter) 3 months' supply              | 3                       | R | R        |
|  |                      | n) Hand Sanitizer(5 litter) 70% alcohol 3 months' supply | 6                       | R | R        |
|  |                      |  | <b>Sub Total Item 4</b> |   | <b>R</b> |
|  | <b>Water Quality</b> | Quality water testing once a month for 3 months at a     |                         |   |          |

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|     |  |  |   |            |   |
|-----|--|--|---|------------|---|
| 6.5 | <b>Testing</b>   | recognized institution and submit a Valid laboratory Test certificate or report(3 copies to be submitted)  | 1                                       | R          | R |
| 6.6 | <b>Chemicals</b>   | The bidder is require to purchase water treatment chemicals each month as per Schedule 5 of the technical specification  |   |            |   |
|     |  | 25 litter-Hypochlorite Sodium liquid-3months' supply   | 15                                      | R          | R |
|     |  | 25 litter-HTH Granules 3 months' supply  | 6                                       | R          | R |
| 6.7 | <b>Travelling</b>  | Estimated complete travelling loop cycle until completion of contract (3months) kilometers to be to be travelled( To and from site including order and collection of purchased material) | <u>                    </u><br>Km/month | R...../ km | R |
| 6.8 | <b>Labour Normal Hrs incl Weekends and Public Holidays</b> | <b>Plant Personnel over 12 months</b>  |   |            |   |
|     | Supervisor   | Supervisor over 3 months   | 192 hrs                                 | R ...../hr | R |
|     | Process Controller   | Process Controller x 4 over 3 months   | 480hrs                                  | R ...../hr | R |
|     | Millwright/Artisan /Technician                             | Millwright x 1 or /Artisan /Technician ( Mechanical and Electrical) Over 3 months  | 480hrs                                  | R...../hr  | R |
|     | Safety Officer   | Safety Officer Over 3 months   | 192hrs                                  | R...../hr  | R |

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|  |                                 |                                     |                             |           |   |
|--|---------------------------------|-------------------------------------|-----------------------------|-----------|---|
|  | Labourer's                      | Labourer's x 4 Over 3 months        | 480 hrs                     | R...../hr | R |
|  |                                 |                                     | <b>Sub Total</b>            |           | R |
|  |                                 |                                     | <b>Add 15% VAT</b>          |           | R |
|  |                                 | <b>Final Offer for three months</b> | <b>Grand Total(3Months)</b> |           | R |
|  |                                 | <b>To be carried to PA32</b>        |                             |           |   |
|  | <b>Total in Words: 3 months</b> |                                     |                             |           |   |
|  |                                 | Total price per month R             |                             |           |   |
|  | Name of tendering Entity        |                                     |                             | CIDB No.  |   |
|  | Signature                       |                                     |                             | Date      |   |

NB\*- Contractor to observe safety in terms of OHSA, act 85 of 1993

- Contractor to make sure that the water line is closed when working on safety  
Valves and water pump to avoid serious injuries and casualties to employees.
- Contractors to note that only material and specialized work(to be agreed up-on) will be paid by the department in terms of any repair work during the period of contract
- COVID 19 REQUIREMENTS
- Bidder to provide workers with all COVID 19 requirements for duration of contract.

*DCS Sevontein Prison: 3Months Term Contract, Preventative and Maintenance of Sewerage Plant: Ref No: ID-61728*

- Bidder to ensure that all personnel visiting site comply with all COVID 19 requirements to prevent the spread of virus



**Working Hours and Rates**

Bidder to provide the following plant personnel rates per hour for evaluation purposes

| <b>Plant Personnel</b>   | <b>Rate/hour</b> |
|--|------------------|
| 1) Plant supervisor  | R                |
| 2) Process controller  | R                |
| 3) Millwright x 1 or<br>/Artisan /Technician<br>( Mechanical and Electrical) | R                |
| 4) Safety Officer  | R                |
| 4) Labourer's  | R                |
|  |                  |
|  |                  |
|  |                  |

- ▶ The plant is expected to operate 24 hrs a day, 7 days a week for the period of 3 months
- ▶ Each person is expected to work 40hrs a week as prescribed by Labour Relations Act.
- ▶ The Plant will be operational on a three (3) shift basis a day
- ▶ Morning shift will be from 06h00 am to 14 h00 pm
- ▶ Afternoon shift will be from 14h00 pm to 22h00 pm
- ▶ Night shift will be from 22h00 pm to 06h00 am



|   |   |   |                           |
|---|---|---|---------------------------|
| <br><b>WORX4U</b><br><br>Department:<br>Public Works and Infrastructure<br>REPUBLIC OF SOUTH AFRICA | <b>JOB CARD</b>   |   | <b>PRIORITY:</b>          |
|   | <b>NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE</b> |   | <b>PROBLEM TYPE:</b>      |
|   | <b>DATE REQUESTED</b><br>/ /                                  | <b>REGION : DBN</b><br>Durban Regional Office | <b>BUILDING NAME</b>      |
| <b>REQUESTOR</b>  |   |   | <b>REQUEST NUMBER ID:</b> |
| <b>CLIENT DEPARTMENT NAME</b>   |   |   | <b>TEL NR</b>             |
| <b>ADDRESS</b>  |   |   |                           |
| <b>CLIENT NAME</b>  |   |   | <b>TEL NR</b>             |
| <b>DESCRIPTION</b>  |   |   |                           |
| <b>SCOPE OF WORK</b>  |   |   |                           |
| <b>DATE SCHEDULED</b>   | <b>TIME SCHEDULED</b>   | <b>SCHEDULED HOURS</b>                        |                           |

SERVICE PROVIDER COMPANY: \_\_\_\_\_

| No.  | Room No. | Description of work done | Qty | Rate | Total |
|--|----------|--------------------------|-----|------|-------|
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
|  |          |                          |     |      |       |
| <b>Total Material Cost</b>                       |          |                          |     |      |       |
| <b>Mark-up on material @ _____ %</b>             |          |                          |     |      |       |
| <b>Total Transport ( _____ km @ R _____ /km)</b> |          |                          |     |      |       |
| <b>Total Labour</b>                              |          |                          |     |      |       |
| <b>SUB TOTAL</b>                                 |          |                          |     |      |       |
| <b>15% VAT</b>                                   |          |                          |     |      |       |
| <b>GRAND TOTAL</b>                               |          |                          |     |      |       |

|                               |                               |  |                  |
|-------------------------------|-------------------------------|--|------------------|
| <b>SERVICE PROVIDER NAME:</b> | <b>DATE STARTED: PER DAY</b>  |  | <b>SIGNATURE</b> |
|                               | <b>TIME STARTED: PER DAY</b>  |  |                  |
|                               | <b>DATE FINISHED: PER DAY</b> |  |                  |
|                               | <b>TIME FINISHED: PER DAY</b> |  |                  |
| <b>REMARKS</b>                |                               |  |                  |

TO BE COMPLETED BY CLIENT MANAGER

I certify I personally checked and am satisfied that the work has been executed (however I do not certify technical correctness).

|                  |                |                    |   |
|------------------|----------------|--------------------|---|
| <b>NAME:</b>     | <b>TEL Nr.</b> | <b>DESIGNATION</b> | <b>CLIENT DEPARTMENT OFFICAL DATE STAMP</b> |
|                  |                |                    |   |
| <b>SIGNATURE</b> | <b>DATE</b>    |                    |   |

SERVICE PROVIDER MUST SUBMIT THE COMPLETED FORM WITH SIGNATURE AND DATE STAMP OF CLIENT DEPARTMENT

TO BE COMPLETED BY WORKS MANAGER

I certify/ declare that the work was executed satisfactorily, that the good / materials were according to specification and were received in good order, installed and that all records were updated. Circle or N/a (Work completed: Yes, No, N/a) (Work Incomplete: Yes, No, N/a)

|                  |                 |                          |
|------------------|-----------------|--------------------------|
| <b>NAME :</b>    | <b>TEL Nr.</b>  | <b>DESIGNATION : CWM</b> |
|                  | <b>Cell Nr.</b> |                          |
| <b>SIGNATURE</b> | <b>DATE</b>     |                          |

## PA-03 (EC): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS INVITES QUOTATIONS FOR:

|                |  |
|----------------|--|
| Project title: | <b>DCS: NEW HANOVER PRISON: THREE (03) MONTHS OPERATIONS AND MAINTENANCE OF WASTE WATER TREATMENT PLANT.</b> |
| Reference no:  | <b>ID-60417</b>  |

|               |  |                  |                |
|---------------|--|------------------|----------------|
| Quote no:     |  | Closing date:    |                |
| Closing time: |  | Validity period: | <b>56 days</b> |

It is estimated that tenderers should have a CIDB contractor grading designation of **1 ME** or **1 CE\*** or higher.

*\* Delete "or select tender value range select class of construction works" where only one class of construction works is applicable*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **select tender value range select class of construction works PE** or **select tender value range select class of construction works PE\*** or higher.

*\* Delete "or select tender value range select class of construction works" where only one class of construction works is applicable*

Only tenderers who are responsive to the following responsiveness criteria are eligible to submit quotations. Failure to comply with the criteria stated hereunder shall result in the quotation offer being disqualified from further consideration:

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.  |
| <input checked="" type="checkbox"/> | Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed and signed in ink (All as per Standard Conditions of Tender).  |
| <input type="checkbox"/>            | Submission of (DPW-07 EC): Form of Offer and Acceptance.   |
| <input checked="" type="checkbox"/> | Submission of (PA-11 ): Declaration of Interest and Tenderer's Past Supply Chain Management Practices.   |
| <input checked="" type="checkbox"/> | Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. |
| <input checked="" type="checkbox"/> | Submission of (PA-29): Certificate of Independent Bid Determination.   |
| <input type="checkbox"/>            | Submission of (DPW-16 EC): Site Inspection Meeting Certificate as proof of attendance of compulsory site inspection meeting. <b>insert motivation why the site inspection meeting is declared compulsory</b>                 |
| <input checked="" type="checkbox"/> | Registration on National Treasury's Central Supplier Database (CSD)  |
| <input checked="" type="checkbox"/> | Compliance with Pre-qualification criteria for Preferential Procurement  |
| <input checked="" type="checkbox"/> | Submission of (PA36) Declaration Certificate for Local Production and Content for designated Sectors   |
| <input checked="" type="checkbox"/> | Use of correction fluid is prohibited  |
| <input type="checkbox"/>            | Submission of (DPW09EC) Particulars of Tender's past projects  |
| <input checked="" type="checkbox"/> | The tenderer will be required to submit his fully priced Bills of Quantities / <del>Document</del> <b>Lump Sum</b> (complete document inclusive of all parts) together with his tender                                       |
| <input type="checkbox"/>            | Submission of (DPW 09EC) Particulars of tenderer's Projects  |

**5.2 Compliance with Pre-qualification criteria for Preferential Procurement (Tick where applicable)**

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | A tenderer having stipulated minimum B-BBEE status level of contributor:<br><input checked="" type="checkbox"/> Level 1<br><input checked="" type="checkbox"/> Level 2<br><input type="checkbox"/> Level 3  |
| <input type="checkbox"/>            | An EME or QSE   |
| <input type="checkbox"/>            | A tenderer subcontracting a minimum of 30% to:<br><input type="checkbox"/> An EME or QSE which is at least 51% owned by black people<br><input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth<br><input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women<br><input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities<br><input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships<br><input type="checkbox"/> A co-operative which is at least 51% owned by black people<br><input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans<br><input type="checkbox"/> An EME or QSE; |

**This tender will be evaluated according to the preferential procurement model in the PPPFA in terms of points for price and preference as follows:**

The formula:

$$W_C = W_3 \left[ 1 - \left( \frac{P - P_m}{P_m} \right) \right]$$

where

$W_C$  = the number of tender evaluation points awarded for the financial offer

$W_3$  = the number of tender evaluation points for financial offer and equals:

- 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R 50 000 000; or
- 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers equals or is less than R 50 000 000

$P_m$  = the lowest acceptable tender offer;

$P$  = the tender offer under consideration.

**Scoring Preferences:**

Up to 100 minus  $W_3$  tender evaluation points will be awarded to the tenderer who submits a valid original or certified copy of its B-BBEE Status Level Verification Certificate as described in more detail in the Tender Data (DPW-03 EC).

A consortium or joint venture will qualify for points for its B-BBEE status level only if such consortium or joint venture submits a consolidated B-BBEE status certificate which covers the consortium or joint venture as a combined unit as if it were a single enterprise.

Preference points will be allocated according to the following \*table:

| B-BBEE Status Level of contributor | Number of preference points, where $W_3$ : |      |
|------------------------------------|--|------|
|                                    | = 90                                       | = 80 |
| 1                                  | 10   | 20   |
| 2                                  | 9  | 18   |
| 3                                  | 6  | 14   |
| 4                                  | 5  | 12   |
| 5                                  | 4  | 8    |
| 6                                  | 3  | 6    |
| 7                                  | 2  | 4    |

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

|                           |   |   |
|---------------------------|---|---|
| 8                         | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

- In the case of Exempted Micro Enterprises (EME) and Qualifying Small Business Enterprise (QSE) a valid Sworn Affidavit must be submitted with the bid offer
- bidders other than EME or QSE must submit an original or certified copy of the B-BBEE Status Level Verification Certificate in order to qualify for preference points for B-BBEE
- A tender must submit its proof of its B-BBEE status level of contributor
- A tender failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified
- A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the tender value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for; inless the intended subcontractor is an EME that has the capability to execute the subcontract.

**Collection of tender documents:**

Tender documents may be collected during working hours at the following address: **National Department of Public works Corner Dr Pixley KaSeme & Samora Machel (Aliwal and West Street) Durban 4001..**

A non-refundable tender deposit of R **0.00** (cash only) is payable on collection of the tender documents.

**Site inspection meeting**

A **select** pre tender site inspection meeting will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**. Venue **insert venue**.

**Enquiries related to tender documents may be addressed to:**

|                             |                                 |                      |              |
|-----------------------------|---------------------------------|----------------------|--------------|
| <b>DPW Project Manager:</b> | T. H Tshobeni                   | <b>Telephone no:</b> | 031 314 7364 |
| <b>Cell no:</b>             | 082 849 7502                    | <b>Fax no:</b>       | 086 554 0251 |
| <b>E-mail:</b>              | thembalihle.tshobeni@dpw.gov.za |                      |              |

**Deposit / return of tender documents**

The closing time for receipt of tenders is ..... on .....

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

All tenders must be completed in ink and submitted on the official forms – (forms not to be re-typed)

|   |    |   |
|---|----|---|
| <p><b>Tender documents may be posted to:</b></p> <p><b>The Director-General<br/>Department of Public Works<br/>Private Bag X 54315<br/>Durban<br/>4000</b></p> <p>Attention:<br/><b>Procurement section: Room SCM</b></p> | OR | <p><b>Deposited in the tender box at:</b></p> <p><b>NATIONAL DEPARTMENT OF PUBLIC WORKS<br/>OLD GOVT BUILDING<br/>Cnr Samora Machel &amp; Dr. Pixley Kaseme<br/>SCM</b></p> |
|---|----|---|



|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Compiled by:

|                         |           |      |
|-------------------------|-----------|------|
|                         |           |      |
| Name of Project Manager | Signature | Date |



## PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

|                       |   |                      |                        |
|-----------------------|---|----------------------|------------------------|
| <b>Project title:</b> | <i><b>DCS: SEVONTEIN PRISON: THREE (03) MONTHS OPERATIONS AND MAINTENANCE OF WASTE WATER TREATMENT PLANT.</b></i> |                      |                        |
| <b>Bid no:</b>        |   | <b>Reference no:</b> | <i><b>ID-61728</b></i> |

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

**1. CIDB REGISTRATION NUMBER (if applicable)**

2. Any legal person, including persons employed by the State<sup>1</sup>; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, 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 and/or take an oath declaring his/her interest, where:

- The bidder is employed by the state; and/or
- 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.

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

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

3.2 Identity number:.....

3.3 Position occupied in the Company (director, trustees, shareholder<sup>2</sup> ect .....

3.4 Company Registration Number: .....

3.5 Tax Reference number:.....

3.6 VAT Registration Number: .....

3.6.1 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.

<sup>1</sup> "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup> "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

3.7 Are you or any person connected with the bidder presently employed by the state?  YES  NO

3.7.1 If so, furnish the following particulars:

Name of person / director /trustees/shareholder/ member:.....

Name of state institution at which you or the person is connected to the bidder is employed .....

Position occupied in the state institution:.....

Any other particulars:

.....  
 .....

3.8 Did you or your spouse, or any of the company's directors / trustees/shareholders / members or their spouses conduct business with the state in the previous twelve months?  YES  NO

3.8.1 If so, furnish particulars:.....  
 .....

3.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  YES  NO

3.9.1 If so, furnish particulars.  
 .....  
 .....

3.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the

evaluation and or adjudication of this bid?  YES  NO

3.10.1 If so, furnish particulars.

.....  
 .....

3.11 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

3.11.1 If so, furnish particulars:

.....  
 .....

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

| Full Name | Identity Number | Personal Tax Reference Number | State Employee Number / Persal Number |
|-----------|-----------------|-------------------------------|---------------------------------------|
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |

**5. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

|     |  |  |                                    |
|-----|--|--|------------------------------------|
| 5.1 | <i>Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?</i><br><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</b> | <input type="checkbox"/><br><b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| 5.2 | <i>If so, furnish particulars:</i>   |  |                                    |



|     |   |                                 |                             |
|-----|---|---------------------------------|-----------------------------|
|     |   |                                 |                             |
| 5.3 | <p><i>Is the tenderer / 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)?</i></p> <p><b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b></p> | <input type="checkbox"/><br>Yes | <input type="checkbox"/> No |
| 5.4 | <p><i>If so, furnish particulars:</i></p>   |                                 |                             |
| 5.5 | <p><i>Was the tenderer / bidder 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?</i></p>   | <input type="checkbox"/><br>Yes | <input type="checkbox"/> No |
| 5.6 | <p><i>If so, furnish particulars:</i></p>   |                                 |                             |
| 5.7 | <p><i>Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</i></p>  | <input type="checkbox"/><br>Yes | <input type="checkbox"/> No |
| 5.8 | <p><i>If so, furnish particulars:</i></p>   |                                 |                             |

## 6. 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.

|                           |           |      |          |
|---------------------------|-----------|------|----------|
|                           |           |      |          |
| Name of Tenderer / bidder | Signature | Date | Position |

This form has been aligned with SBD4 and SBD 8

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_ (legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED that:**

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

\_\_\_\_\_ (project description as per Bid / Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

- \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
| 5  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |
| 11 |      |          |           |
| 12 |      |          |           |
| 13 |      |          |           |
| 14 |      |          |           |

|    |  |  |  |
|----|--|--|--|
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

- \* Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

\_\_\_\_\_

*(Legally correct full name and registration number, if applicable, of the Enterprise)*

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

### RESOLVED that:

- The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_

\_\_\_\_\_

*(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)*

to the Department of Public Works in respect of the following project:

\_\_\_\_\_

\_\_\_\_\_

*(Project description as per Bid /Tender Document)*

Bid / Tender Number: \_\_\_\_\_ *(Bid / Tender Number as per Bid / Tender Document)*

- \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
- The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *(code)*



Post Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
| 5  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |
| 11 |      |          |           |
| 12 |      |          |           |
| 13 |      |          |           |
| 14 |      |          |           |
| 15 |      |          |           |

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

**Note:**

- \* Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



# PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

~~RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: (legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)~~

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

## RESOLVED that:

### RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_

(Project description as per Bid /Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid /Tender Document)





B. \*Mr/Mrs/Ms: \_\_\_\_\_

in his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_



|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
| 5  |      |          |           |
| 6  |      |          |           |
| 7  |      |          |           |
| 8  |      |          |           |
| 9  |      |          |           |
| 10 |      |          |           |
| 11 |      |          |           |
| 12 |      |          |           |
| 13 |      |          |           |
| 14 |      |          |           |
| 15 |      |          |           |

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).





PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

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

1.2.

- a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.3. Points for this bid shall be awarded for:

- (a) Price; and
(b) B-BBEE Status Level of Contributor.

1.4. The maximum points for this bid are allocated as follows:

Table with 2 columns: Category and Points. Rows include PRICE (80), B-BBEE STATUS LEVEL OF CONTRIBUTOR (20), and Total points for Price and B-BBEE must not exceed (100).

1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 

|    |   |                      |
|----|---|----------------------|
| 1) | certificate issued by an authorized body or person; | B-BBEE Status level  |
| 2) | prescribed by the B-BBEE Codes of Good Practice;    | A sworn affidavit as |
| 3) | requirement prescribed in terms of the B-BBEE Act;  | Any other            |
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 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:

**80/20**

or

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

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

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 6                               | 14                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |
| 6                                  | 3                               | 6                               |
| 7                                  | 2                               | 4                               |
| 8                                  | 1                               | 2                               |
| Non-compliant contributor          | 0                               | 0                               |

**5. BID DECLARATION**

1.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

1.1. B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

1.1. Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| <b>Designated Group: An EME or QSE which is at least 51% owned by:</b> | <b>EME</b><br>√ | <b>QSE</b><br>√ |
|--|-----------------|-----------------|
| Black people   |                 |                 |
| Black people who are youth   |                 |                 |
| Black people who are women   |                 |                 |
| Black people with disabilities   |                 |                 |
| Black people living in rural or underdeveloped areas or townships      |                 |                 |
| Cooperative owned by black people                                      |                 |                 |
| Black people who are military veterans                                 |                 |                 |
| <b>OR</b>  |                 |                 |
| Any EME  |                 |                 |
| Any QSE  |                 |                 |

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

1.1. Name of company/firm:.....

1.2. VAT registration number:.....

1.3. Company registration number:.....

1.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

1.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....

1.6. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

1.7. Total number of years the company/firm has been in business:.....

1.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in



paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS  
.....  
.....  
.....



## PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

|                       |   |                      |          |
|-----------------------|---|----------------------|----------|
| <b>Project title:</b> | DCS: SEVONTEIN PRISON: THREE (03) MONTHS OPERATIONS AND MAINTENANCE OF WASTE WATER TREATMENT PLANT. |                      |          |
| <b>Bid no:</b>        |   | <b>Reference no:</b> | ID-61728 |

### INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

**(Bid Number and Description)**

in response to the invitation for the bid made by:

\_\_\_\_\_

**(Name of Institution)**

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.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and



- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

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

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of 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.

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

<sup>3</sup> 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.





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.

| Name of Bidder | Signature | Date | Position |
|----------------|-----------|------|----------|



## **PA-36: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**



- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|--|-------------------------------------|
| <b>Uniform</b> - Protective Clothing           | 100%                                |
| OVERALLS, GLOVES _____                         | _____ %                             |
| SAFETY BOOTS & MUSK _____                      | _____ %                             |

- 3. Does any portion of the goods or services offered have any imported content?  
(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| Currency       | Rates of exchange |
|----------------|-------------------|
| US Dollar      |                   |
| Pound Sterling |                   |
| Euro           |                   |
| Yen            |                   |
| Other          |                   |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- 4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION  
(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF**



**EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

**NB**

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

|  |   |
|--|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**



- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_





**PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT**

Name of Tenderer .....  EME<sup>1</sup>  QSE<sup>2</sup>  Non EME/QSE (tick applicable box)

**1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.**

| Name and Surname # | Identity/<br>Passport<br>number<br>and<br>Citizenship## | Percentage<br>owned | Black  | Indicate if<br>youth                                     | Indicate if<br>woman                                     | Indicate if<br>person with<br>disability                 | Indicate if<br>living in rural /<br>under<br>developed<br>area/township | Indicate if<br>military veteran                          |
|--------------------|---|---------------------|--|--|--|--|---|--|
| 1.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10.                |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11.                |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12.                |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                | <input type="checkbox"/> Yes <input type="checkbox"/> No |

# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number  
 ## State date of South African citizenship obtained (not applicable to persons born in South Africa)

1 EME: Exempted Micro Enterprise  
 2 QSE: Qualifying Small Business Enterprise



# PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

## 2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

### Signed by the Tenderer

|                               |                  |
|-------------------------------|------------------|
|                               |                  |
|                               |                  |
| <b>Name of representative</b> | <b>Signature</b> |
|                               | <b>Date</b>      |

# Special Conditions of Contracts:

## DCS: OPERATION AND MAINTENANCE OF SEWERAGE PLANTS, WATER TREATMENT PLANTS AND BOILERS

### 1. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

Successful bidder to submit Safety Plan for approval by the Departmental Safety Officer within 72 hours from appointment.

Successful bidder to submit Project Plan for approval by the Control Works Manager within 72 hours from appointment.

All work should comply with Occupational Health and Safety Act No 85 of 93

Successful bidder MUST provide Material Safety data Sheet for chemical purchased and or used.

Awarded bidder to submit monthly quality water testing results from a recognized laboratory or institution.

Successful bidder to ensure compliance to **Blue drop** for drinking water and **Green drop** for waste water in line with SANS 241.

### 2. CREDIBILITY AND QUALIFICATION OF PERSONS UNDERTAKING THIS WORKS

This contract is subjected to a month to month contract basis until the long term contract is in place.

As soon as the long term contract is put in place this contract will be terminated with immediate effect

Within 24 hours from appointment / site hand over, successful bidder is required to submit acceptable proof of accreditation of the persons undertaking any boiler maintenance / operational work.

Plant Operators must be in a position of competency certificate as regulated by Occupational Health and Safety Act No 85 of 93

Vaccination of Plant personnel when necessary due so must be adhered to as required by Occupational Health and Safety Act No 85 of 93

### 3. REPAIR WORK

Bidder to immediately reports all defects to identified during the course of a contract to the client representatives. Defects to be recorded on the maintenance book / register signed by the client representative.



Client Representative is indicated on the appointment letter.

Bidder to submit a quotation for repairs for evaluation by the employer (DPWI). **NO REPAIRS MUST BE CARRIED OUT WITHOUT PRIOR APPROVAL BY THE DELEGATED AUTHORITY AND WRITTEN INSTRUCTION / APPOINTMENT TO PROCEED THEREAFTER.** Failure to comply may result to non-payment.

Submitted quotation will be tested on the market to determine competitiveness and value for money thereof.

Plant Operation data sheet and records must be kept on site for future reference.

#### **4. PENALTY FOR NON-PERFORMANCE**

A penalty fee of 1% of the contract value to be paid by the contractor on services not execute as per the agreed timelines as per PA 10 (FM) clause 25, unless a mutual agreement is reached between relevant Works Manager (WM) and contractor due to delays of outside bidder such as site being not available/ accessible (cause by client), or material being unavailable from the manufacturer.

Standing time approval for a period motivated and agreed upon by the WM and contractor days motivated and

#### **SUCCESSFUL BIDDER MUST ENSURE COMPLIANCE TO COVID 19 REQUIREMENTS**

#### **COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA).**

Successful bidder to ensure compliance and good standing with COIDA for the duration of the contract.

#### **5. PAYMENTS**

Awarded bidder to provide proof of purchase of monthly consumables and chemicals and delivery note **signed by the Client.**

Bidder to attach job cards, completion certificate fully completed and signed by both the Client and the bidder, Proof of water chemical testing and chemical purchases to be also attached.

Bidder to attach Material Safety Data Sheet for chemical used.

Bidder to attach Blue drop or Green drop certification for payment, failure to submit may result to non-payment.

The employer undertakes to pay compliant invoices within 30 day from receipt date.

Signed for acknowledgement by:

\_\_\_\_\_  
Name of bidder

\_\_\_\_\_  
Date

**FACILITIES MANAGEMENT**

**CONDITIONS OF CONTRACT (DPW)**

**SEPT. 2005 VERSION 1**

## PA-10 (FM): CONDITIONS OF CONTRACT

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## 1. DEFINITIONS

- 1.1. The following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:
- 1.1.1. "Additional Services" are increases in the quantity of the routine Services detailed in the Scope of Works.
  - 1.1.2. "Bill of Quantities" means the document so designated in the Pricing Data that describes the Services and indicates the quantities and rates associated with each item which the Employer agrees to pay the Service Provider for the Services completed;
  - 1.1.3. "Certificate of Completion" means the certificate issued by the Service Manager signifying that the Contract has expired;
  - 1.1.4. "Commencement Date" means the date on when the Service Provider is notified of the Employer's acceptance of its offer;
  - 1.1.5. "Contract" means the Contract signed by the Parties and of which these Conditions of Contract form part of, and such amendments and additions to the Contract as may be agreed in writing between the Parties;
  - 1.1.6. "Contract Data" means the specific data, which together with these Conditions of Contract, Scope of Works and Pricing Data collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract;
  - 1.1.7. "Contract Period" is from Commencement Date for the period stated in the Contract Data;
  - 1.1.8. "Contract Price" means the price to be paid for the Services in accordance with the Pricing Data, subject to such additions thereto or deductions there from as may be made from time to time under the provisions of the Contract;
  - 1.1.9. "Contract Sum" refers to the amount stated by the Service Provider in the Form of Offer and Acceptance;
  - 1.1.10. "CPAP" means contract price adjustment provisions used for the adjustment of fluctuations in the cost of labour, plant and materials and goods as stated in the Contract Data;
  - 1.1.11. "Day" means a calendar day;
  - 1.1.12. "Drawings" means all drawings, calculations and technical information which are made available to the Service Provider for inspection at a venue and time to be announced by the Service Manager and any modifications thereof or additions thereto from time to time approved in writing by the Employer or delivered to the Service Provider by the Employer;
  - 1.1.13. "Employer" means the contracting Party named in the Contract Data who appoints the Service Provider;
  - 1.1.14. "Equipment" includes all appliances, tools implements, machinery, articles and things of whatsoever nature required in or for the rendering, completion or defects correction of the Services but does not include materials;
  - 1.1.15. "Facilities" means the land and buildings, detailed in the Scope of Works, and any additions, or omission thereto, made available by the Employer for the purposes of the Contract, on, under, over, in or through which the Services are to be rendered or carried out;
  - 1.1.16. "Form of Offer and Acceptance" means the written communication by the Employer to the Service Provider recording the acceptance of the Service Provider's offer;
  - 1.1.17. "Identified Projects" means any projects, other than routine Services, identified and agreed to by the Parties during the Contract period or any extensions thereto, to be completed in terms of the Contract.

- 1.18. "Materials" includes all materials, commodities, articles and things required to be furnished under the Contract for the execution of the Services;
- 1.1.19. "Month" refers to the period commencing on a certain day of a month to the day preceding the corresponding day of the next month;
- 1.1.20. "Parties" means the Employer and the Service Provider;
- 1.1.21. "Pricing Data" means the document that contains the Bill of Quantities and provides the criteria and assumptions, which it will be assumed in the Contract were taken into account by the Service Provider when developing his prices;
- 1.1.22. "Services" means all the work to be performed by the Service Provider during the Contract Period in accordance with the Contract, as more fully set out in the Scope of Works, as amended from time to time by written agreement between the Parties;
- 1.1.23. "Service Provider" means the Tenderer, as named in the Contract Data, whose offer has been accepted by or on behalf of the Employer and, where applicable, includes the Service Provider's heirs, executors, administrators, trustees, judicial managers or liquidators, as the case may be, but not, except with the written consent of the Employer, any assignee of the Service Provider;
- 1.1.24. "Service Manager" means the representative of the Employer named as the Service Manager in the Contract Data. The Employer reserves the right to replace the said Service Manager, by written notice to the Service Provider, without the need to furnish reasons therefor;
- 1.1.25. "Scope of Work" refers to the document which defines the Employer's objectives and requirements and specifications and any other requirements and constraints relating to the manner in which the Services must, or may, be provided or performed;
- 1.1.26. "Service Period" refers to the period indicated in the Contract Data during which the Service Provider shall render the Services required in terms of the Contract;
- 1.1.27. "Transitional Stage" refers to the period indicated in the Contract Data, which commences immediately on the expiry of the Service Period, and during which the Services to be provided by the Service Provider shall include, inter alia, the provision and transfer to the incoming service provider of managerial support and information, as detailed in the Scope of Works.

## 2. INTERPRETATION

- 2.1. In this Contract, except where the context otherwise requires:
- 2.1.1 The masculine includes the feminine and the neuter, vice versa;
- 2.1.2 The singular includes the plural; and vice versa
- 2.1.3 Any reference to a natural person includes a body corporate, firm, association or consortium/joint venture/partnership, vice versa.
- 2.2. The headings to the clauses of this Contract are included for reference purposes only and shall not affect the interpretation of the provisions to which they relate.
- 2.3. Words and phrases defined in any clause shall bear the meanings assigned thereto.
- 2.4. The various parts of the Contract are severable and may be interpreted as such.
- 2.5. The expressions listed in clause 1 bear the meanings as assigned thereto and cognate expressions bear corresponding meanings.
- 2.6. If any provision in a definition clause is a substantive provision conferring rights or imposing obligations on any Party, effect shall be given to it as if it were a substantive clause in the body of the Contract, notwithstanding that it is only contained in the interpretation clause.



### **3. DURATION**

- 3.1. The rights and obligations of the Parties to this Contract shall commence on the Commencement Date.
- 3.2. Subject to the terms of clauses 33 and 34 relating to breach and termination respectively, the Contract will commence on the Commencement Date and terminate on the expiry of the Contract Period, unless it is extended in terms of clause 3.3.
- 3.3. The terms or duration of the Contract may be extended as a result of bona fide negotiations between the Parties. No extension of term or duration of the Contract shall however be valid unless the terms and conditions of such extension has been reduced to writing and signed by the authorised representatives of both Parties.

### **4. RIGHTS AND OBLIGATIONS OF THE EMPLOYER**

- 4.1. The Employer shall give access to or supply the Service Provider with:
  - 4.1.1 All relevant, available data and information required and requested by the Service Provider for the proper execution of the Services; and
  - 4.1.2 Such assistance as shall reasonably be required by the Service Provider for the execution of its duties under the Contract.

### **5. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER**

- 5.1. The Service Provider shall, in executing his obligations, comply with the Service Manager's written instructions on any matter relating to the Services.
- 5.2. The Service Provider shall take instructions only from the Service Manager or other persons authorised by the Service Manager in terms of Clause 6.
- 5.3. The Service Provider shall not have the power of attorney or authority to enter into any contract or to otherwise bind or incur liability on behalf of the Employer, save where prior written authorisation has been obtained.
- 5.4. The Service Provider shall ensure that it, its employees, agents and representatives have the relevant experience and capacity necessary for rendering of the Services with the reasonable degree of skill, care and diligence that may be expected of professionals providing services similar to the Services.
- 5.5. Should any member of the Service Provider's team, in the opinion of the Service Manager or occupants of the Facilities, misconduct himself or is incompetent or negligent in the delivery of the Services, or whose presence on the Facilities is otherwise considered by the Service Manager, or occupants of the Facilities, on reasonable grounds, to be undesirable, the Employer may, in writing and together with reasons therefor, request that such person be removed. Such person shall not again be employed on the Services without the prior written consent of the Employer.
- 5.6. The Service Provider undertakes to effect such removal, as referred to in 5.5 above, within a day of receipt of the Employer's written request.
- 5.7. The Service Provider shall ensure that reasonable levels of care and responsibility are exercised when using items belonging to the Employer in the delivery of the Services.
- 5.8. During the ongoing provision of the Services the Service Provider shall at all times keep the Facilities clean and in a safe condition.
- 5.9. Notwithstanding anything herein contained to the contrary, it is specifically agreed that the appointment of the Service Provider shall not create an employment contract or relationship between the Parties and the Service Provider or his employees shall therefore not be entitled to any benefits to which the employees of the Employer may be entitled.

## 6. SERVICE MANAGER

- 6.1. The Service Manager shall administer the Contract on behalf of the Employer in accordance with the provisions of the Contract.
- 6.2. The Service Manager may delegate any of his powers and authority and may cancel such delegation, on the prior written notification thereof to the Service Provider.
- 6.3. Such delegation shall continue in force until the Service Manager notifies the Service Provider in writing that the delegation is terminated.
- 6.4. The Service Provider may at any time, prior to giving effect thereto, refer any written order or instruction of the Service Manager's delegatee to the Service Manager who shall confirm, reverse or vary such order or instruction.

## 7. SECURITY

- 7.1. The Service Provider shall provide to the Employer security in the amount and in the form set out in the Contract Data and any expenditure incurred in doing so shall be borne by the Service Provider.
- 7.2. Should the Service Provider fail to select the security to be provided or should the Service Provider fail to provide the Employer with the selected security within 21 days from Commencement Date, it shall be deemed that the Service Provider has selected a security in the form of a retention of 2.5 % of the Contract Sum (excl. VAT).

## 8. SECURITY CLEARANCE

- 8.1. In the event of security clearance becoming necessary, the Service Provider, any subcontractors and all human resources utilized by the Service Provider undertake to undergo security clearance, for which purpose the necessary forms will be made available to the Service Provider at the relevant time by the Employer. The Service Provider accepts that if he or any of his human resources refuses to undergo the required security clearance, they will not be allowed on the Facilities to render the Services.
- 8.2. It is required that all persons engaged in the rendering of the Services shall be easily identifiable and where required, security cleared.

## 9. CONFIDENTIALITY

- 9.1. The Service Provider undertakes to keep any and all information, of whatever nature, relating to the Contract or which he becomes privy to due to his presence at the Facilities, strictly confidential and such shall not be sold, traded, published or otherwise disclosed to anyone in any manner whatsoever, including by means of photocopy or other reproduction, without the Employer's prior written consent. As disclosure or improper use of the confidential information, without the Employer's prior written consent, will cause the Employer harm:
  - 9.1.1 the Service Provider shall be liable for any loss or damages suffered by the Employer and shall indemnify the Employer against any claims by third parties as a result of such unauthorised disclosure or use thereof , either in whole or in part; and/or
  - 9.2.1 the Employer shall be entitled to cancel the Contract
- 9.2. The Service Provider shall be entitled to disclose such confidential information to the following persons, who have a clear need to know interest, in order to assist with the rendering of the Services on the Contract:
  - 9.2.1 employees, officers and directors of the Service Provider; and
  - 9.2.2 any professional consultant or agent retained by the Service Provider for the purpose of rendering the Services, provided that the identity of such consultant or agent is made known to the Employer in writing and the Employer acknowledges in writing that the confidential information may be disclosed to such person.

9. The Service Provider shall be responsible for ensuring that all persons to whom the confidential information is disclosed under this Contract shall keep such information confidential and shall not disclose or divulge the same to any unauthorised person.

9.4. The confidential information shall remain the property of the Employer and the Employer may demand the return or destruction thereof, at the cost of the Service Provider, at any time upon giving written notice to the Service Provider. Within ten (10) days of receipt of such notice, the Service Provider shall return all of the original confidential information and shall destroy all copies and reproductions (both written and electronic) in its possession or in the possession of persons to whom it was disclosed and furnish a certificate to the Employer stating as much.

## 10. AMBIGUITY IN DOCUMENTS

10.1. The several documents forming the Contract are to be taken as mutually explanatory of one another and any ambiguity in or discrepancy between them shall be explained and, if necessary, rectified by the Service Manager who shall thereupon issue to the Service Provider a written explanation giving details of the adjustments, if any, and a written instruction directing what Service, if any, is to be delivered.

## 11. INSURANCES

11.1. It is the responsibility of the Service Provider to assess his risks on this project and to ensure that he obtains and maintains the adequate insurances to cover such risks.

## 12. ACCESS TO THE FACILITIES AND COMMENCEMENT OF THE SERVICES

12.1. The Service Provider shall provide the Employer, within 21 days of the Commencement Date, with an acceptable health and safety plan and such other information required in terms of the Occupational Health and Safety Act (85 of 1993).

12.2. The Service Period shall commence 30 days from Commencement date, or on such other date as maybe specified in the Contract Data

12.3. Notwithstanding the provision of 12.2, the Service Provider shall be given access to the Facilities or portions thereof, only after the provision by the Service Provider of an acceptable health and safety plan and of security clearance being obtained in terms of Clauses 12.1 and 8.1 respectively.

12.4. The Service Provider shall be given access to the Facilities or portions thereof and shall render the Services in accordance with its programme, referred to in clause 13 or after the receipt by him of a written instruction to this effect.

12.5. If the Employer fails to give the Service Provider access to the facility or any portion thereof for any reason other than default by the Service Provider and the Service Provider suffers additional costs as a result thereof, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider is able to prove his claim and that he has taken all reasonable steps to mitigate the additional costs.

## 13. PROGRAMME

13.1. The Service Provider shall deliver to the Service Manager within 14 days from Commencement Date, a realistic programme and a cash flow for the delivery of the Services. The programme shall describe and detail the order in which the Services are to be rendered and shall be subject to the approval of the Service Manager, which written approval shall not be unreasonably withheld.

13.2. The Service Provider shall, on receipt of a written request from the Service Manager, furnish the Employer with any documents or information, of whatever nature, in support of the programme and/or in relation to the manner in which the Services are to be rendered and/or the resources to be supplied and used in the rendering of the Services and/or progress of the various parts of the Contract; and/or a detailed cash flow forecast.

13.3. A programme and the cash flow forecast will be submitted in terms of 13.1 and reviewed quarterly or as circumstances may require.



- 13.1. Agreement to the programme by the Service Manager or any adjustment thereto will not alter the responsibilities of the Service Provider in terms of this Contract.

#### 14. SUBCONTRACTING

- 14.1. The Service Provider may subcontract any part of the Services at its discretion. The subcontracts shall incorporate the applicable terms, conditions and requirements of this Contract.
- 14.2. Subcontracting by the Service Provider shall not be construed as relieving the Service Provider from any obligations under the Contract or imposing any liability on the Employer.

#### 15. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

- 15.1. The Service Provider undertakes to obtain the necessary consent from the proprietors or their licensees should the Service Provider make use of the intellectual property of any other person.
- 15.2. The Service Provider further indemnifies the Employer against any claim or action (including costs on an attorney and client scale) caused by or arising from the failure to obtain such consent.

#### 16. COMPLIANCE WITH LEGISLATION

- 16.1. This clause applies to legislation emanating from national and provincial government as well as that of any local authorities in whose area of jurisdiction the Facilities fall and which have a bearing on the delivery of the Services and Facilities under this Contract.
- 16.2. All the applicable legislation, which does not specifically allow discretion in respect of compliance by the Employer, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.
- 16.3. Should any applicable legislation allow discretion in respect of compliance by the Employer it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the Service Provider by the Service Manager.
- 16.4. The Service Provider shall in the provision of the Services comply with the provisions of, and give all notices and pay all fees, taxes, levies and other charges required to be given or paid in terms of any legislation or imposed by any other body or person. The Service Provider hereby indemnifies the Employer against any liability for any breach of the provision of this clause.
- 16.5. It is the responsibility of the Service Provider to obtain the consents, permissions and/or permits, referred to in Clause 16.4, in the provision of the Services.
- 16.6. The Service Provider shall not have a claim against the Employer, and the Employer shall not be liable to refund the Service Provider for any of the fees, taxes, levies and other charges referred to Clause 16.4.

#### 17. REPORTING OF INCIDENTS

- 17.1. In addition to the above, the Service Provider shall, as soon as possible, notify the Employer in writing of any incidents at the Facilities, which resulted or could have resulted in damage to property or injury or death to persons.
- 17.2. The Service Provider shall verbally notify the Service Manager of any of the incidents referred to in 17.1 immediately after the occurrence thereof.
- 17.3. The Service Provider shall follow up the verbal notification referred to in 17.2 with a detailed written report on such incidents to the Service Manager within the time frame indicated by the Service Manager, but in any event within 48 hours of the incident.
- 17.4. The written report referred to in 17.3 shall provide for all incidents, which resulted in injury, death or damage to property.

- 17.5. The Service Provider shall notify the Employer immediately, on becoming aware of the Contract requiring him to undertake anything that is illegal or impossible

## 18. NUISANCE

- 18.1. The Service Provider shall deliver the Services in a manner that shall not cause unnecessary noise, nuisance, or hinder the normal activities in the Facilities.
- 18.2. The Service Provider hereby indemnifies the Employer against any liability arising out of the Service Provider's non-compliance with his obligations in terms of Clause 18.1.

## 19. MATERIALS, WORKMANSHIP AND EQUIPMENT

- 19.1. All Services delivered, and materials and workmanship shall comply with the requirements of this Contract, the manufacturer's specification; good industry practice and the Service Manager's written instructions and shall be suitable for the purpose intended.
- 19.2. The Service Provider shall, in accordance with the Scope of Works or if instructed by the Service Manager, carry out tests demonstrating the acceptability of the relevant Services provided, or the suitability of materials or equipment to be used.
- 19.3. The Service Provider shall provide all necessary assistance, labour, materials, testing equipment and instruments for the purpose of such tests to be performed by himself or, if so instructed by the Service Manager, for the purposes of tests to be performed by any other person.
- 19.4. All costs for tests carried out shall be deemed to be included in the Service Provider's prices
- 19.5. Copies of the reports on the tests referred to in Clause 19.2 shall be forwarded by the Service Provider to the Employer within 10 days of the tests being completed.

## 20. URGENT WORK

- 20.1. The Employer may, by itself or through another service provider, effect any remedial or other repair work which becomes necessary due to no act or omission on the part of the Service Provider.
- 20.2. If the remedial or repair work became necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives, the Service Provider shall effect such remedial or repair work at its own cost.
- 20.3. If the remedial or repair work is urgently necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives and the Service Provider refuses to or is not available or able to effect such remedial or repair work, the Employer may effect such remedial or repair work either by itself or through another service provider.
- 20.4. If the Employer effects the remedial or repair work in terms of 20.3, then the Employer may recover such costs, losses or damages from the Service Provider or by deducting the same from any amount still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Service Provider and for this purpose all these contracts shall be considered one indivisible whole.

## 21. INDEMNIFICATIONS

- 21.1. The Service Provider shall be liable for and hereby indemnifies the Employer against any liability, claim, demand, loss, cost, damage, action, suits or legal proceedings whether arising in common law or by statute consequent upon:
- 21.1.1 personal injuries to or the death of any person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by the rendering of the Services;
- 21.1.2 loss of or damage to any movable or immovable or personal property or property contiguous to the Facilities whether belonging to or under the control of the Employer or any other body or person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by reason of the rendering of the Services;

21.1.3 any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials parts, work-in-process or finished work furnished to, or in respect of which any payment has been made by the Employer.

21.2. The Employer accepts liability for all acts or omissions of its employees, agents or representatives.

## 22. VARIATIONS

22.1. The Employer may at any time during the Contract Period, vary the Services by way of additions, omissions, or substitutions.

22.2. No variation by the Employer of whatever nature shall vitiate the Contract.

22.3. Any Services required by the Employer outside of the Services as referred to in the Scope of Works will be regarded as being Identified Projects and shall be dealt with under clause 23 and shall be executed as a variation order.

22.4. The Service Provider shall inform the Employer of any instructions that are deemed to be Additional Services prior to such instructions being executed.

22.5. Additional Services will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.

22.6. If no prior written authorisation, as required in 22.5 above, has been obtained, the Employer shall not reimburse the Service Provider for the Additional Services so executed, and the Service Provider agrees that it shall not have a claim for payment for such Additional Services.

22.7. The Additional Services will be valued at the rates in the Pricing Data.

## 23. IDENTIFIED PROJECTS

23.1. The Service Provider shall inform the Employer of any instructions that are deemed to be Identified Projects prior to such instructions being executed.

23.2. The Employer is not obliged to engage the services of the Service Provider on Identified Projects. The Employer may, by itself, through another service provider or through the Service Provider effect the services/works under Identified Projects.

23.3. Identified Projects will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.

23.4. If no prior written authorisation, as required in 23.3 above, has been obtained, the Employer shall not reimburse the Service Provider for the Identified Projects so executed, and the Service Provider agrees that it shall not have a claim for payment for such Identified Projects.

23.5 In respect of the Identified Projects, the written instruction referred to in 23.3 shall:

- (a) describe the services/works required to be executed by the Service Provider under the Identified Project;
- (b) state the due commencement and completion dates of the relevant Identified Project;
- (c) state the total cost of the relevant Identified Project as agreed to between the Parties; and
- (d) any additional requirements, conditions of contract and/or restrictions, other than those already stated in the Contract, that will be applicable.

23.6 Within 14 days of receipt of the written instruction referred to in 23.5, the Service Provider shall furnish the Employer with a realistic programme and a cash flow for the relevant Identified Project as required in 13.



- 23.7 Where an Identified Project comprises services/works that are of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at such rates.
- 23.8 Where an Identified Project comprises services/works that are not of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at market related rates to be agreed to in writing between the Employer and the Service Provider and in advance of executing the Identified Project. Failing agreement, the rates applicable shall be as determined by the Employer.
- 23.9 If the Service Provider fails to complete the Identified Project by the completion date specified in the written instruction referred to in 23.3, then the Service Provider will be liable for a penalty, at the rate stated in the Contract Data, for every day that lapses from the due completion date of the relevant Identified Project to the date of the actual completion of such Identified Project.
- 23.10 If the Identified Projects are delayed by variations, omissions, additions, substitutions or organised work stoppages by any workman not due to any action on the part of the Service Provider, exceptionally inclement weather, any substantial increase in provisional quantities or any other cause beyond the Service Provider's control, including delays caused by the Employer, then the Service Provider shall be entitled to apply in writing within 21 days of the cause of delay arising to the Service Manager for extension of the due completion date of the relevant Identified Project stating the cause of delay and period of extension applied for.
- 23.11 If during the period for completion of the Identified Project or any extension thereof abnormal rainfall or wet conditions occur, the formula below shall be used to calculate separately the delay for each calendar month or part thereof. It shall be calculated each month during the period referred to herein above, or until the issue date of the certificate of completion for the relevant Identified Project, whichever is the shorter period. The delay calculated for a given month shall be used to determine the interim extension of time granted for the month. At the end of the applicable period referred to above, the aggregate of the monthly delays will be taken into account for the final determination of the total extension of time for the Contract:

$$V = \frac{(Nw - Nn) + (Rw - Rn)}{X}$$

- V = Delays due to rain in calendar days in respect of the calendar month under consideration.
- Nw = Actual number of days during the calendar month on which a rainfall of Y mm or more per day has been recorded
- Rw = Actual rainfall in mm for the calendar month under consideration.
- Nn = Average number of days in the relevant calendar month (as derived from existing rainfall records provided in the project specifications) on which a rainfall of Y mm or more per day has been recorded.
- Rn = Average rainfall in mm for the calendar month, as derived from the rainfall records supplied in the project specifications.
- X = 20, unless otherwise provided in the project specifications.
- Y = 10, unless otherwise provided in the project specifications.

The total delay that will be taken into account for the determination of the total extension of time for the Contract shall be the algebraic sum of the monthly totals for the period under consideration. But if the grand total is negative, the time for completion shall not be reduced on account of abnormal rainfall. The total extension of time for any calendar month shall not exceed (Nc - Nn) calendar days, where Nc = number of days calendar days in the month under consideration

The factor (Nw - Nn) shall be considered to represent a fair allowance for variations from the average number of days during which rainfall equals or exceeds Y mm per day.

The factor  $(Rw - Rn) \div X$  shall be considered to represent a fair allowance for variations from the average for the number of days during which rainfall does not equal or exceed Y mm per day, but when wet conditions prevent or disrupt work.

~~This formula does not take into account any flood damage, which could cause further or concurrent delays and which should be treated separately in so far as extension of time is concerned.~~

Accurate rain gaugings shall be taken at a suitable point on the site daily at 08:00 unless otherwise agreed to by the Service Manager, and the Contractor shall, at his own expense, take all necessary precautions to ensure that the rain gauges cannot be interfered with by unauthorized persons.

Information regarding existing rainfall records, if available from a suitable rainfall station near the site, will be supplied in the project specifications, together with calculations of rain delays for previous years in accordance with the above formula. The average of these delays will be regarded as normal rain delays which the Contractor shall accommodate in his programme, and for which no extension of time will be considered.

- 23.12 Upon receipt of such written application, referred to in 23.10, the Employer may in writing extend the due completion date of the relevant Identified Project by a period to be determined by the Employer or may refuse to extend the due completion date of the relevant Identified Project. The due completion date of an Identified Project may not be extended beyond the end of the Contract Period stated in the Contract Data.
- 23.13 Any decision given by the Employer, in terms of 23.12, shall be final and binding on the Parties.
- 23.14 Should the Service Provider fail to apply in writing for an extension of the due completion date of the relevant Identified Projects within the 21 days referred to in 23.10, or should the Employer not grant an extension of the due completion date then the due completion date stipulated in the relevant written instruction referred to in 23.5 shall not be extended nor the Service Provider exonerated from liability to pay the penalty stipulated in 23.9 or from specific performance of the service/works within the period in the relevant written instruction.

## 24. SUSPENSION OF THE SERVICES

- 24.1 The Service Provider shall, on the written order of the Service Manager, suspend the provision of the Services or any part thereof for such time or times and in such manner as the Service Manager shall order and shall, during such suspension, properly protect the Services so far as is necessary.
- 24.2 If the Service Provider is instructed in writing by the Service Manager to suspend any or all of the Services, the Service Provider shall re-schedule the relevant Services. For the duration of such suspension all penalties applicable to that Service will be waived. Should the Service Provider suffer any additional costs resulting from such suspension, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider shall prove his claim and that he has taken all reasonable steps to mitigate the additional costs.
- 24.3 If the Service Provider is unable to render any of the Services for any reason other than an instruction by the Employer to suspend the Services in terms of clause 24.1, the Employer shall not be liable for any claim of whatever nature, including a claim for costs, by the Service Provider.

## 25. PENALTY FOR NON-PERFORMANCE

- 25.1 The Service Provider shall be liable for a performance deduction, if the Service Provider in rendering any of the Services required under the Scope of Works, as amended from time to time,
- 25.1.1 delays in performing any of the Services;
- 25.1.2 fails to perform any of the Services;
- 25.1.3 fails to perform any of the Services to the standard required in the Scope of Works, as amended from time to time.
- 25.2 The performance deduction shall be calculated in accordance with the formula detailed in the Scope of Works.

27 The Service Provider shall not be liable for a performance deduction, if the Service Provider is unable to perform due to no fault of his own, his employees, agents or representatives.

## 26. PAYMENTS

26.1 The Service Manager will evaluate the Service Provider's performance on a monthly basis.

26.2 The Service Provider shall submit a monthly certificate taking into account the following:

26.2.1 the assessment of the Services rendered during the assessment month, including routine services, management fees, and services using call down rates;

26.2.2 adjustments in terms of the pricing data;

26.2.3 additional work rendered by the Service Provider;

26.2.4 CPAP adjustment where stated in the Contract Data; and

26.2.5 VAT. Vat will be indicated separately in all documents.

26.3 If the Service Provider elects a security of 2,5% retention, or a 1,25% cash and 1,25% retention, then 5% of all moneys (excl. VAT) in the monthly certificate assessed by the Service Manager as being due to the Service Provider will be retained until such time as the amount retained equals 2.5% or 1,25%, whichever is applicable, of the Contract Sum (excl. VAT)

26.4 The monthly certificate shall be supported by a detailed report substantiating the Services rendered at each Facility during the month under assessment.

26.5 The monthly certificate shall be assessed by the Service Manager. If the Service Manager agrees with the certificate, he will issue a statement within 14 days of the receipt of the certificate, taking into account inter alia the following:

- (1) deductions for penalties;
- (2) deductions for overpayments;
- (3) deductions for retention
- (4) deductions for damages.

26.6 The Service Provider shall, on receipt of the statement referred to in 26.5, issue to the Employer a tax invoice in the amount reflected in the statement. The Employer shall effect payment to the Service Provider within 16 days of receipt of the tax invoice.

26.7 If the Service Manager does not agree with the certificate issued by the Service Provider in terms of Clause 26.2, the Service Manager shall within 14 days of receipt of the certificate, issue a statement in the amount to which the Service Manager agrees and shall give reasons for rejecting the balance of the claim indicated in the statement.

26.8 The Service Provider shall furnish the Employer with a tax invoice in the amount indicated in the statement referred to in Clause 26.7.

26.9 With regards to the claim in dispute, the Service Provider may, within 14 days of the Service Manager issuing the statement referred to in 26.7, submit a revised certificate or a justification for his claim or declare a dispute in terms of 34.

26.10 If it is later resolved that the amount in dispute or any part thereof is owing to the Service Provider, the Employer shall be liable for interest thereon from 30 days after the issue of the relevant monthly certificate referred to in 26.2 until the date of payment at the interest rate determined from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.

26.11 All the work shall be evaluated in accordance with the provisions of the Pricing Data.



26.12 In assessing the quality of the work presented by the Service Provider, the Employer may enlist the assistance of third persons. In assessing the work the third person shall act reasonably. The selection of such third persons shall be in the absolute discretion of the Employer and the Service Provider shall abide by such selection.

26.13 Any and all extra costs incurred by the Service Provider, resulting from the Service Provider having to address and/or rectify queries arising from a claim submitted in respect of work done, shall be for the account of the Service Provider.

## 27. RELEASE OF SECURITY

27.1 If the Service Provider has furnished a security by way of a variable guarantee of 2.5% of the Contract Sum (excl. VAT), the security will be reduced and be released in accordance with the provisions of such variable guarantee.

27.2 If the Service Provider elects to furnish a security by way of a cash deposit of 2.5% of the Contract Sum (excl. VAT), then the security will be released as follows:

27.2.1 annually in equal portions, subject to 27.2.2 and 27.2.3;

27.2.2 95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;

27.2.3 the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.

27.3 If the form of security selected is:

- (a) a retention of 2.5% of the Contract Sum (excl. VAT); or
- (b) a 1,25% cash deposit and a 1,25% retention of the Contract Sum (excl. VAT),

then security will only be released after the 2,5% or 1,25% retention respectively has been accumulated, as follows:

27.3.1 annually in equal portions, subject to 27.3.2 and 27.3.3;

27.3.2 95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;

27.3.3 the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.

## 28. OVERPAYMENTS

28.1 If any overpayment of whatever nature is made to the Service Provider, the Service Provider shall be obliged to repay such amount to the Employer and the Employer shall be entitled to deduct such over payment from any amount due to the Service Provider, in respect of this Contract or any other contract, which the Employer may have with the Service Provider. The Employer shall be entitled to claim interest on any and all overpayments made to the Service Provider at the rate prescribed, from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.

## 29. COMPLETION

28.1 At the expiry of the Service Period the Service Manager shall furnish the Service Provider with a written list of Employer's Assets and Data handed over at commencement of the Contract and accumulated during the Contract Period.

29.2 At the expiry of the Contract Period, the Service Manager shall issue to the Service Provider a Certificate of Completion.

29.3 Upon the issue of a Certificate of Completion, unless otherwise provided in the Contract:

29.3.1 The Guarantee shall be returned, if applicable.

29.3.2 The final cash deposit or retention, whichever is applicable, shall be reduced to zero.

### **30. ASSIGNMENT**

30.1 The rights and obligations of the Parties in terms of this Contract shall not be ceded, assigned, delegated, or otherwise transferred, by either Party to any person outside of the Service Provider and the Employer, save with the prior written consent of the other Party.

30.2 Each Party warrants that he is acting as a principal and not as an agent of an undisclosed principal.

### **31. INDULGENCES**

31.2 No extension of time, latitude or other indulgences which may be given or allowed by either Party to the other shall constitute a waiver or alteration of this Contract, or affect such Party's rights, or prevent such Party from strictly enforcing due compliance with each and every provision of this Contract.

### **32. OWNERSHIP AND PUBLICATION OF DOCUMENTS**

32.1 The Employer will become the owner of the information, documents, advice, recommendations and reports collected, furnished and/or compiled by the Service Provider during the course of, and for the purposes of executing this Contract, all of which will be handed over to the Employer, unless otherwise stipulated in the Contract, within ten (10) days of request therefor, but in any event on the termination and/or cancellation of this Contract for whatever reason. The Service Provider relinquishes its retention or any other rights to which it may be entitled.

32.2 The copyright of all documents, recommendations and reports compiled by the Service Provider during the course of and for the purposes of finalising Services, and the Contract as a whole, will vest in the Employer, and may not be reproduced or distributed or made available to any person outside the Employer's service, or to any institution in any way, without the prior written consent of the Employer. The Employer shall have the right to use such material for any other purpose without the approval of, notification to or payment to the Service Provider.

32.3 The copyright of all electronic aids, software programmes etc. prepared or developed in terms of this Contract shall be vested in the Employer, who shall have the right to use such material for any other purpose without the approval of, information or payment to the Service Provider.

32.4 In case of the Service Provider providing documents or material to the Employer, the development of which has not been at the expense of the Employer, copyright shall not be vested in the Employer. The Service Provider shall be required to indicate to which documents and/or materials this provision applies.

32.5 The Service Provider hereby indemnifies the Employer against any action or claim that may be instituted against the Employer and for any damages suffered or legal costs (including costs on an attorney and client scale) incurred on the grounds of an alleged infringement of any copyright or any other intellectual property right in connection with the work outlined in this Contract.

32.6 All information, documents, recommendations, programmes and reports collected or compiled must be regarded as confidential and may not be communicated or made available to any person outside the Employer's service and may not be published either during the currency of this Contract or after termination thereof without the prior written consent of the Employer.

### **33. BREACH OF CONTRACT**

33.1 In the event of a breach by the Service Provider of any of the terms and conditions of this Contract, the Employer shall issue a notice of non-compliance requiring compliance within 10 (ten) days. In the event that the Service Provider fails to remedy such breach on expiry of the notice period, then the Employer shall without prejudice to any other rights that it may have, be entitled to exercise any or all of the following rights:

33.1.1 Enforce strict compliance with the terms and conditions of the Contract;

- 33.1.2 To terminate this Contract without prejudice to any other rights it may have;
- 33.1.3 To suspend further payments to the Service Provider;
- ~~33.1.4 To appoint other service providers to complete the execution of the Services, in which event the Service Provider shall be held liable for costs incurred in connection with and arising from the appointment of such a service provider as well as damages suffered.~~
- 33.2 The Service Provider agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the project as a whole.
- 33.3 In the event of breach by the Employer of the terms and conditions of this Contract, and in the event of the Employer remaining in breach after ten (10) days' written notice calling for rectification of the breach, the Service Provider shall be entitled to:
- 33.3.1 enforce strict compliance with the terms and conditions of the Contract; or
- 33.3.2 terminate the Contract by delivering written notice to the Employer to that effect to the extent that such breach is of a material term of this Contract.
- 34. STOPPAGE AND/OR TERMINATION OF CONTRACT**
- 34.1 The Employer reserves the right to terminate this Contract or temporarily stop the Services, or any part thereof, at any stage of completion.
- 34.2 The Employer shall have the right to terminate this Contract without prejudice to any of its rights upon the occurrence of any of the following acts:
- 34.2.1 on breach of this Contract by the Service Provider as stipulated in Clause 33;
- 34.2.2 on commencement of any action for the dissolution and/or liquidation of the Service Provider, except for purposes of an amalgamation or restructuring approved in advance by the Employer in writing;
- 34.2.3 if the Service Provider receives a court order to be placed under judicial management or to commence liquidation proceedings that is not withdrawn or struck out within five (5) days;
- 34.2.4 if the Service Provider informs the Employer that it intends to cease performing its obligations in terms of this Contract;
- 34.2.5 if the Service Provider informs the Employer that it is incapable of completing the Services as described; or
- 34.2.6 if in the opinion of the Employer the Service Provider acted dishonestly;
- 34.3 The Employer reserves the right to, even in the absence of breach or the events referred to in 34, terminate this Contract at any time, by giving one (1) calendar month written notice to the Service Provider.
- 34.4 Further, the Contract shall be considered as having been terminated:
- 34.4.1 where the Employer stops the Contract and/or the Project and instructions to resume or reinstate the Services are not issued within twelve (12) months of the instruction; or
- 34.4.2 if instructions, necessary for the Service Provider to continue with the Services after a stoppage instruction, are not received from the Employer within three (3) months after such instructions were requested by the Service Provider.
- 34.5 Should the Contract between the Employer and the Service Provider, or any part thereof, be terminated by either of the Parties due to reasons not attributed to the Service Provider:



- 34.5.1 The Service Provider will be remunerated for the appropriate portion of the Services satisfactorily completed, calculated in accordance with the agreed rates.
- 34.5.2 Invoices for work done shall be submitted to the Employer within three (3) months after the termination of the Contract, failing which the Employer will not be obliged to pay same.
- 34.5.3 The Service Provider shall not be entitled to advance a right of retention or any similar right if this Contract is terminated and specifically agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the Contract as a whole.

### 35. DISPUTE RESOLUTION

- 35.1 In the event of a dispute, the Parties shall endeavour to resolve such dispute through negotiation, in good faith.
- 35.2 If the Parties fail to resolve a dispute through negotiation as mentioned in 35.1, within 14 days of a dispute being declared, the Parties may by written agreement refer the matter to mediation.
- 35.3 The mediator shall be a person agreed to by the Parties, failing agreement, the President: South African Facilities Management Institute shall nominate the mediator.
- 35.4 Whether or not mediation resolves the dispute and irrespective of the outcome of thereof, the Parties shall bear their own costs arising from the mediation and shall equally share the costs of the mediator and related costs. The mediator and the Parties shall, before the commencement of the mediation, agree on a scale of fees on which the mediator's fees will be based.
- 35.5 The Parties shall appoint the mediator within 21 days of agreeing to mediate.
- 35.6 On appointment of the mediator, the Parties shall jointly with the mediator decide on the procedure to be followed, representation, dates and venue for the mediation.
- 35.7 If the dispute or any part thereof is settled, the agreement shall be recorded by the mediator and signed by both Parties. The agreement shall be binding on the Parties to the extent that it correctly records the issues agreed upon between the Parties.
- 35.8 If the dispute or any part thereof remains unresolved, it may be resolved by litigation proceedings.
- 35.9 If the mediator or any Party, at any time during the mediation process, is of the opinion that the mediation will not resolve the dispute, then he may in writing stop the mediation process. The dispute may then be dealt with in terms of 35.8.
- 35.10 Notwithstanding anything else herein contained to the contrary, it is agreed that irrespective of the fact that the dispute is referred to negotiation, mediation or litigation in court, the decision of the Employer on the dispute involved will immediately be given effect to by the Service Provider and the Service Provider shall proceed with the Services with all diligence unless the Parties agree otherwise in writing.

### 36. GENERAL

- 36.1 This is the entire Contract between the Parties and may only be amended if reduced to writing and signed by the duly authorised representatives of both Parties, whereafter such amendments will take effect.
- 36.2 The Contract shall be governed by, construed and interpreted according to the law of the Republic of South Africa.

### 37. DOMICILIUM CITANDI ET EXECUTANDI

- 37.1 The domicilium citandi et executandi of the Parties for all purposes arising from this Contract for the service of notices and legal process shall be as specified by the Parties in the Contract Data.
- ~~37.2 Each of the Parties shall be entitled at any time by way of written notice to the other Party, to change its domicilium citandi et executandi to another physical address.~~
- 37.3 Any notice in terms of the conditions of the Agreement must either be:
- 37.3.1 delivered by hand during normal business hours of the recipient; or
  - 37.3.2 sent by prepaid registered post to the address chosen by the addressee.
- 37.4 A notice in terms of the provisions of this Agreement shall be considered to be duly received:
- 37.4.1 if hand-delivered on the date of delivery;
  - 37.4.2 if sent by registered post as indicated in clause 37.3.2 above, ten (10) days after the date it was posted, unless the contrary is proved.
- 37.5 Notwithstanding anything to the contrary contained or implied in this Agreement, the written notice or communication actually received by one of the Parties from the other, including by way of facsimile transmission, shall be adequate written notice or communication to such Party.
- 37.6 Any notice, request, consent, or other communication made between the Parties pursuant to the Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one day after being sent by facsimile to such Party at the number specified in the Contract Data or one week after being sent by registered post to the addressee specified in the Contract Data.