

PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF Cape Town:
Events: State of the Nation Address 2026: Grande Parade Infrastructural Resources

Project title:	Cape Town: Events: State of the Nation Address 2026: Grande Parade Infrastructural Resources
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Bid no:	CPTSC17/25		
Advertising date:	05/12/2025	Closing date:	19/01/2026
Closing time:	11:00	Validity period:	84 days

1. FUNCTIONALITY CRITERIA APPLICABLE YES ☐ NO ☒

Note 1: Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality criteria: ¹	Weighting factor:
Total	100 Points

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:

(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

2. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:

☒ Method 1 (Financial offer)	☐ Method 2 (Financial and Preference offer)
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2.1. Indicate which preference points scoring system is applicable for this bid:

☒ 80/20 Preference points scoring system	☐ 90/10 Preference points scoring system	☐ Either 80/20 or 90/10 Preference points scoring system
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¹The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

3. RESPONSIVENESS CRITERIA

3.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☒	All parts of tender documents submitted must be fully completed in ink and signed where required
4	☒	Use of correction fluid is prohibited.
5	☒	Submission of PA-32: Invitation to Bid
6	☒	Submission of record of attending compulsory briefing session. The bidders must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive
7	☒	The bidder must submit 3 completed projects in provisioning of glass aluminium frame Marquees and HVAC system to the value of R 800 000.00 per project. The following documents must be submitted in relation to the above: 1. Appointment letter(s) with clear contract description, contract value and contact details. OR 2. Service Level Agreement with clear contract description, contract value and contact details. OR 3. Purchase order with clear contract description, contract value and contact details. The above documents must be accompanied by the reference letters and be aligned to the submitted completed projects. Failure to submit any of the above required documents will render the bid non-responsive and disqualified.
8	☒	Submission of fully completed pricing schedule - The total bid price must be transferred to the PA-32 (Invitation to Bid). Failure to transfer the total bid price will result in disqualification.
9	☐	<i>Specify other responsiveness criteria</i>
10	☐	<i>Specify other responsiveness criteria</i>
11	☐	<i>Specify other responsiveness criteria</i>

3.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	☒	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.
3	☒	Submission of (PA-11): Bidder's disclosure.
4	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.

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5	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	☒	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	☐	<i>Specify other responsiveness criteria</i>
8	☐	<i>Specify other responsiveness criteria</i>
9	☐	<i>Specify other responsiveness criteria</i>
10	☐	<i>Specify other responsiveness criteria</i>

3.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals:

1	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

4. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

☒	<u>4.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.</u> <u>Table 1</u> <table> <tr> <th>Serial No</th><th>Specific Goals</th><th>Preference Points Allocated out of 20</th><th>Documentation to be submitted by bidders to validate their claim</th></tr> <tr> <td>1.</td><td>An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)</td><td>10</td><td> - SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. </td></tr> <tr> <td>2.</td><td>Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)</td><td>2</td><td> - Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder. </td></tr> </table>			Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim	1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim												
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.												
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.												



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3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



4.2. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.

NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



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	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
	3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
	4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDSA).
	5. ☐	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

OR

5. COLLECTION OF BID DOCUMENTS:

☒ Bid documents are available for free download on e-Tender portal
www.etenders.gov.za

- ☒ Alternatively; Bid documents may be collected during working hours at the following address Customs House Building; Lower Heerengracht, Cape Town - 9th Floor; Room 941. A non-refundable bid deposit of R 200.00 is payable, (Cash only) is required on collection of the bid documents.
- ☒ A **compulsory** pre bid meeting with representatives of the Department of Public Works will take place at Customs House Building; Lower Heerengracht, Cape Town- on 12/12/2025 starting at 10:00. Venue 11th Floor; Main Boardroom. *(if applicable)*

6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

DPWI Project Manager	Luvuyo Rasmeni	Telephone no:	021 402 2218
Cellular phone no	082 454 1487	Fax no:	
E-mail	Luvuyo.rasmeni@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

SCM Official	Sibongile Dyani	Telephone no:	021 402 2096
Cellular phone no		Fax no:	
E-mail	Sibongile.dyani@dpw.gov.za		

7. DEPOSIT / RETURN OF BID DOCUMENTS:

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 bid document.

All tenders must be submitted on the official forms

BID DOCUMENTS MAY BE POSTED TO: THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X N/A N/A N/A ATTENTION: PROCUREMENT SECTION: ROOM N/A <i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i>	OR	DEPOSITED IN THE TENDER BOX AT: Main entrance Customs House Lower Heerengracht street Foreshore Cape Town
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Invitation to Bid: PA-32

**PART A
INVITATION TO BID (EXEMPTION)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CPTSC17/25	CLOSING DATE:	19/01/2026	CLOSING TIME:	11:00
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OR POSTED TO:					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [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 (1ALL APPLICABLE TAXES)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

Invitation to Bid: PA-32

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. 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).
- 1.4. 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.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 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.
- 2.3 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.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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.

Note Well:

- a) 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.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer**.
- d) 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).
- e) 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.

¹ All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

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:

1. 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)*

2. *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			
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17			
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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, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. 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).
4. 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).
5. 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:

1. 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)

2. *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.

3. 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.
4. 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)



Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
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13			
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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, where possible, be signed by *all* the Directors / Members / Partners of the Bidding Enterprise.
3. 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).
4. 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).
5. 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)

PA-15.3: Special Resolution of Consortia or Joint Ventures

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: _____

_____ (Postal code) _____

Postal Address: _____

_____ (Postal code) _____

Telephone number: _____

Fax number: _____

PA-15.3: Special Resolution of Consortia or Joint Ventures

	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 & Infrastructure 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).

PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 Preference Points System to be applied

(tick whichever is applicable).

- ☒ The applicable preference point system for this tender is the **80/20** preference point system.
- ☐ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ Either the **90/10 or 80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

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

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	☒ 80/20	☐ 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

1.5 Breakdown Allocation of Specific Goals Points



1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

			and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or • National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



1.5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or

			- Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).

5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
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1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.

NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51%	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

		owned by black women (mandatory)		
	4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
	OR			
	5. ☐	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 4: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or	2	2		

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Province area for work to be done or services to be rendered in that area				
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

State Owned Company
[TICK APPLICABLE BOX]

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

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

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

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: CPTSC17/25

Name of Tenderer

☐ EME¹ ☐ QSE² ☐ 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/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
11.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
12.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ 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

Tender no:

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), 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

Name of representative	Signature	Date



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE FOR PROVISION OF INFRASTRUCTURE
REQUIREMENTS: GRAND PARADE: FEB 2026 SONA**

VENUE: GRANDE PARADE, CAPE TOWN

PROVISION OF INFREASTRUCTURE REQUIREMENTS FOR STATE OF THE NATION ADDRESS 2026: GRANDE PARADE: FEB 2026 SONA

1. INTRODUCTION

- 1.1 The Department of Public Works (DPW) invites bids for the provision of Marquees, Tents; HVAC; ablution facilities and furniture for FEB 2026 SONA, as per the pricing schedule.

2. DELIVERY PERIOD

- 2.1 The contract period will be one (1) week (7 February 2026 to 13 February 2026) commencing prior to the event. All Marquees, Tents and HVAC and furniture should be taken down and site left clean by Friday February 13, 2026 at 10h00.

3. SUBMISSION REQUIREMENTS

- 3.1 Bidders must be registered on Government's new Central Supplier Data Base (CSD). Bidders must attach documentary proof (screen print) of their registration to their tender at the time of submitting.
- 3.2 Bidders must comply strictly with the Basic Conditions of Employment Act (BCEA), Act 75 of 1997, as amended and any applicable sectoral determination in regard to salaries and wages.

4. CONTRACTUAL ASPECTS

- 4.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract (PA10).
- 4.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.
- 4.3 The bid document, together with the specifications contained in this document, shall constitute part of the Contract.
- 4.4 Bidders shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect by the Department.
- 4.5 The successful bidder must advise the Acting Chief Director: Prestige: Department of Public Works immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished in writing.
- 4.6 Contractor after installing the infrastructure should have personnel on standby to deal with any work that might need their attention caused by winds or any other cause.
- 4.7 The successful bidder to leave premises in good condition once work is completed and marquees are removed.
- 4.8 For all marquees, tents and scaffolding, successful bidder must have qualified rigger and or Structural Engineer to certify and provide certificate of compliance.
- 4.9 All certificates of compliance should be issued on Monday 09 February 2026 at 10:00.
- 4.10 Successful bidder should provide Health and Safety file prior occupation of site, to be approved by DPW and Parliament Health and Safety sections.

- 4.11 The successful bidder should have health and safety rep from the day they take occupation of the site.
- 4.12 Bidders should make allowance on their pricing for standby technicians for Marquees; HVAC and Generators electrical engineer on standby on Thursday 12 February 2026 from 05:00 to 22:00 on site.
- 4.13 All bidders' employees will undertake a site induction session to be conducted by DPW.
- 4.14 The successful bidder should have a liability insurance.
- 4.15 The Department will not be liable for any damages to the infrastructure of the bidder and or for any injuries incurred by the bidder's personnel on site.

5. NATURE AND SCOPE OF WORKS TO BE RENDERED

- 5.1 All work will be coordinated with the DPW officials; Parliament officials and City of Cape Town fire Chief or his designee.
- 5.2 The Service Provider will supply DPW with the Project Execution Plan of how they will install marquees and scaffolding.
- 5.3 The following areas are to be provide with Marquees, Tents and Scaffolding as per pricing schedule.
 - GRANDE PARADE

UNCERTAINTY AND ADDITIONAL ABOUT SCOPE OF WORK

- 6.1 All enquiries about the scope of work will ONLY be addressed in writing. No telephonic or personal interviews will be granted. This is to preclude any perceived or otherwise form of favouritism.
- 6.2 Any additional work not approved by the Department of Public Works in writing will not be paid for.

7. SECURITY CLEARANCE

- 7.1 The successful bidder will be subjected to security screening of Directors and Company undertaken by SSA, if not cleared your tender will automatically be disqualified.
- 7.2 Employees and subcontractors and it's employees will be subjected to a security screening, if not cleared they will not be allowed on site.
- 7.3 It is bidder's responsibility to make sure enough staff complies with security and all other requirements.
- 7.4 No foreign national will be allowed on site.
- 7.5 Bidders employees should at all times wear visible identifiable bibs or company logo.
- 7.6 It is the responsibility of the successful bidder to appoint Rigger to certify all marquees, tents and scaffolding.

8 PRICING

- 8.1 Bidders must submit details regarding the bid price for the services on the **Pricing Schedule** which must be submitted together with the bid documents.
- 8.2 The prices quoted shall remain fixed for the entire duration of the contract and it is expected that bidders will cover the risk of price increases in the composition of the pricing structure.
- 8.3 The unit price and total should include delivery of items.
- 8.4 Handing over of installed items should be strictly as per the stated dates.
- 8.5 All unit prices to be exclusive of VAT.
- 8.6 VAT to be calculated separately and added to the sub-total on the Pricing Schedule

9. PAYMENTS

- 9.1 No advance payment will be made, therefore the bidder must ensure that s/he is financially able to execute the project.
- 9.2 Invoices and delivery notes must be placed in a sealed envelope addressed to **The Department of Public Works** and deposited in the invoice boxes provided on the ground or at registry at 11th floors of Customs House. Alternatively, the invoices may be posted to the following address:

Private Bag x9027, Cape Town, 8000.
- 9.3 The original invoice must reflect the Order Number, supplier's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the supplier, addressed to the Department of Public Works.
- 9.4 Payment shall be made by bank transfer into the successful bidder's bank account within 30 days after receipt of an acceptable, **original and valid tax invoice**.
- 9.5 The successful bidder shall be responsible for accounting to the appropriate authorities for its income tax, VAT, or other monies required to be paid in terms of the applicable laws.
- 9.6 The decision of the Chief Director: Prestige as to the quality of the work completed by the contractor shall be final and binding.

10. DISCLAIMER

Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The Department will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

11. ABSENCE OF OBLIGATION

No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment documentation has been signed. The Department is not obliged to proceed with any proposals of any bidder. The Department also reserves the right to request changes to any proposed consortia.

12. DEFAULT / BREACH OF CONTRACT AND CANCELLATION OF THE CONTRACT

- 12.1 In case where the successful bidder fails to commence with the contracted work/service within seven (7) days of receiving an official notification the Department may cancel the contract.
- 12.2 The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- 12.3 The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery from the successful bidder.
- 12.4 Notwithstanding any other provision contained herein the Department shall be entitled to terminate this contract in the event of at least three written notifications during the currency of this contract having been furnished to the contractor requiring the latter to remedy his / her default.
- 12.5 For purposes of this contract a "written notification" shall include a notification transmitted by e-mail or facsimile.
- 12.6 Contractor shall be held liable for all damages he/she made to the state property.

13. DELIVERY DATES:

13.1 MARQUEES:

Installation date: Saturday 7 February 2026
Hand over: Monday 9 February 2026
Dismantle: Friday 13 February 2026 at 09:00

13.2 MEDIA SCAFFOLDING:

Installation Date: Tuesday 10 February 2026
Handover Date: Tuesday 10 February 2026 at 12:00
Dismantle Date: Thursday 12 February 2026 at 23:00

13.3 CERTIFICATES OF COMPLIANCE:

All Health and Safety Compliance Certificates to be provided on the 12 February 2026 at 10:00.

13.4 VIP TOILETS: GRAND PARADE

Double VIP toilets with tissue holder, soap dispenser; toilet paper and mirror. Toilet paper refill frequently as and when required.

Price to include delivery of toilets to site and emptying daily.

DELIVERY: TUESDAY 10 FEBRUARY 2026 at 10:00

REMOVAL: FRIDAY 13 FEBRUARY 2026 at 11:00 – (3 Days hire period)

13.5 FURNITURE AND APPLIANCES DELIVERY:

Delivery Date: Tuesday 10 February 2026 at 13:00
Handover Date: Tuesday 10 February 2026 at 16:00
Removal Date: Thursday 12 February 2026 at 23:00

13.6 GENERATORS AND ELECTRICAL PLUGS AND CORDS:

Delivery Date: Tuesday 10 February 2026 at 10:00

Handover Date: Tuesday 10 February 2026 at 16:00

Removal Date: Thursday 12 February 2026 at 23:00

13.6 HVAC / AIR CONDITIONING:

Installation Date: Tuesday 10 February 2026 at 10:00

Handover Date: Tuesday 10 February 2026 at 16:00

Removal Date: Thursday 12 February 2026 at 23:00

13.7 SAFETY REPRESENTATIVE

Safety Rep must be on site for days from 7-13 February 2026), starting at 08:00 till late.

13.8 Medics:

The following medical people should on site for the following duration 7 - 13 February 2026)

ILS (Immediate Life Support)

BLS (Basic Life Support)

14. COMPULSORY SITE BRIEFING

- 14.1 Bidders should attend compulsory briefing at 11th Floor boardroom, Customs House Building, Foreshore, Cape Town. **Refer to PA04 for the date and time.**

15 OTHER

Enquiries can be directed as follows:

Tender Administration queries:	Technical queries
1. Sibongile Dyani – 021 402 2096 Sibongile.dyani@dpw.gov.za	2. Luvuyo Rasmeni – 021 402 2218 Luvuyo.rasmeni@dpw.gov.za

PRICING SCHEDULE

NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER

WITH THE BID

2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DISQUALIFICATION FROM
THE BIDDING PROCESS

	DESCRIPTION (SUPPLY & DELIVERY)	QTY	UNIT PRICE (per one item / each) EXCLUDING VAT	TOTAL UNIT PRICE FOR THE FULL QUANTITY REQUIRED EXCLUDING VAT
1.	AREA A: GRANDE PARADE MARQUEE 1: MEDIA, BROADCASTING AND STAKEHOLDER LOUNGE FACILITY:			
1.1	MARQUEE: Marquee Size 25m x 15m marquee. - Fully enclosed glass panel marquee, allowing natural light and views of proceedings outside City Hall. - Flooring made wooden flooring. - Covered with green artificial grass. 20 Fire Extinguishers & 20 x Signs 4 x Exit sign	1	R	R
1.2	Roof Draping: All draping must be made of non-flammable (fire-retardant) material. (m2)	375	R	R
1.3	Climate Control: HVAC Equipped with air-conditioning suitable for the marquee size. Size 360 000 BTU	1	R	R
1.4	Lighting: Adequate lighting throughout, including workstations and catering areas. Fluorescent lights	10	R	R
1.5	Lounge set: Lounge sets. Each furnished with modern, multi-coloured furniture.	15	R	R

	Lounge set: 1x3 seater + 1x2 seater + 1x1 seater + coffee table + rug = Lounge Set			
1.6	Pot plants: (Indoor Plants) Pot plants 600mm - 900mm high, with 500mm diameter (greenery).	15	R	R
1.7	Workstation Area: 40-seater corporate workstation (can be subdivided into smaller 2x 20-seater areas). 20 x Black tablecloths for all workstations.	20	R	R
1.8	Electrical supply: 3 plug points per workstation and per pocket lounge.	20	R	R
1.9	Beverage & Catering Area (with power supply): 6 x rectangular serving tables with black tablecloths (12 total). 6 x glass double-door fridges. 5 x hot box warmers with shelving.	1	R	R
1.10	GENERATOR: 200 KVA Generator and sufficient diesel to cover 2 days full load. - Sufficient power supply/generator for all operational and A/V equipment.	1	R	R
1.11	POWER SUPPLY: Supply marquee with 220 Volt power supplies from the generator	15	R	R
1.12	EXTENSION CORDS: - Heavy-duty extension cords. (Size: 30m long)	30	R	R
1.13	Mobile Refrigeration Mobile refrigeration trailer units.	2	R	R
1.14	Electric Urns: 20L urns.	5	R	R
1.15	Additional Amenities: Cell phone charging stations.	15	R	R
2	AREA A: MARQUEE 2 - TEMPORARY TELEVISION STUDIO FACILITY:			

2.1	Studio Structure: • Glass panelled structure measuring approximately 6m (L) x 5m (W) x 3m (H). • Constructed from rigid or tinted safety glass panels ($\geq 2.5\text{m}$ each) with aluminium or steel framing. • Minimum 1.5m raised flooring. • Wheelchair access required. • Cable Management & Safety: • Safe and concealed cable routing. • Compliance with fire, electrical, and structural safety codes. • The marquee must be securely anchored against strong winds. • 4 Fire Extinguishers & 4 x Signs • 4 x Exit sign 	1	R	R
2.2	Soundproofing & Flooring: • Adequate acoustic treatment for broadcast-quality audio. • Quiet, carpeted flooring suitable for studio recording.	1	R	R
2.3	Climate Control/ HVAC: • 60,000 BTU air-conditioning (silent and efficient).	1	R	R
2.4	Lighting & Sunlight Control: • Sufficient lighting for broadcast use. • UV filters/solar film or similar for sunlight control.	1	R	R

2.5	Furnishings & Décor: • 4 x single-seater couches. • 2 x small coffee tables. • 4 x greenery arrangements with indigenous medium-height plants (≈600mm).	1	R	R
2.6	Power & Accessibility: • 6 plug points per work area. • Adequate power supply for all lighting and broadcast equipment. • This marquee will be connected to Generator on Marquee 1.	6	R	R
3	AREA A: MARQUEE 3: TEMPORARY STUDIO PRODUCTION AND WAITING FACILITY:			
3.1	Studio Production Area Specifications: • 3m x 3m standard marquee, fully enclosed with glass sides. • Carpeted flooring and adequate lighting. • 24,000 BTU air-conditioning. • 1 x table (1.8m x 600mm). • 4 x operators' chairs.	1	R	R
3.2	Waiting Area: Specifications: • 3m x 3m standard marquee, fully enclosed with glass sides. • Carpeted flooring and adequate lighting. • 4 x tables (1.8m x 600mm). • 6 x operators' chairs. • 1 x two-seater couch.	1	R	R
3.3	MEDIA SCAFFOLDING: Hire and supply assemble media scaffolding for the TV Camera men and issue CoC: Size 4600x2500x2500mhigh Scaffolding to be anchored by concrete slab to with stand wind speed of 80km/hr	8	R	R

4	AREA B: GRANDE PARADE MARQUEE: MARQUEE 4 – GUEST OVERFLOW MARQUEE			
4.1	Marquee Size 25m x 30m marquee. - Fully enclosed glass panels marquee, allowing natural light and views of proceedings outside City Hall. - Flooring made of PVC or wooden flooring. - Entrances to be covered with mat to prevent tripping hazard with door opening. - Fire Extinguishers & Signs - Exit sign	1	R	R
4.2	Roof Draping: All draping must be made of non-flammable (fire-retardant) material. Size 25m x 30m (m2)	375	R	R
4.3	GENERATOR: 200 KVA Generator and sufficient diesel to cover 2 days full load. Sufficient power supply/generator for all operational and A/V equipment.	1	R	R
	POWER SUPPLY: Supply marquee with 220 Volt power supplies from the generator	5	R	R
4.4	Climate Control: HVAC Equipped with air-conditioning suitable for the marquee size. Size 480 000 BTU	1	R	R
4.5	Lighting: Adequate lighting throughout, including workstations and catering areas. Fluorescent lights.	15	R	R
4.6	FLOORING: Flooring made wooden flooring.	750	R	R
4.7	FLOOR COVERING: Floor should be covered with grey – Albert carpets	750	R	R
4.8	CHAIRS: Padded chairs	400	R	R

4.9	Pot plants: (Indoor Plants) Pot plants 600mm - 900mm high, with 500mm diameter (greenery).	15	R	R
4.10	EXTENSION CORDS: Heavy-duty extension cords. (Size: 25m long)	10	R	R
4.11	TABLES: Trestle tables and cloths for serving	10	R	R
4.12	TABLES: Stainless steel type bar round tables with table cloths	20	R	R
5	AREA B: FOOD PRODUCTION MARQUEE 5:			
5.1	Marquee Size 15m x 10m marquee. - Flooring made of wooden non-slip flooring. - Floor carpet - Fire extinguishers	1	R	R
5.2	40m x 220 volts and 240 volts electrical plugs connected to a generator elsewhere.	10	R	R
5.3	Tables: Stainless steel tables (2400mm L x 650mm W x 915mm H)	10	R	R
5.4	Black cotton tablecloths	10	R	R
5.5	HVAC: Sufficient extractor fans for the food production area	1	R	R
5.6	Sinks: Double sinks with hot & cold-water supply	2	R	R
5.7	Hand wash basins: handwashing basins with soap & sanitizer dispensers (to be refilled periodically)	2	R	R
5.8	Lighting: Adequate lighting inside and outside the marquee	1	R	R
5.9	Large extractor fans	4	R	R

5.10	Trailer walk-in freezers with shelving	6	R	R
5.11	Double-glass-door fridges	12	R	R
5.12	Mobile fridge trailers	3	R	R
6	AREA A: MARQUEE 6: STAFF DINING FACILITY			
6.1	Marquee: Fully enclosed 20m x 15m structure with glass doors, PVC or wooden flooring covered with artificial grass or black/charcoal carpet tiles, and sufficient lighting throughout. - o Sufficient fire extinguishers - o Sufficient power supply and lighting	1	R	R
6.2	240 000 BTU Air-conditioning sufficient for the marquee size	1	R	R
6.3	Side Tables	2	R	R
6.4	Hot box warmers	3	R	R
6.5	Electrical Bain Marie screens	3	R	R
6.6	Mobile trailer freezer with shelving on wheels	2	R	R
6.7	Serving tables	6	R	R
6.8	Catering Chairs with covers	120	R	R
6.9	Round Tables	12	R	R
6.10	3-seater soft seating couches with coffee tables	10	R	R
6.11	Coffee station table/mobile bar	1	R	R
6.12	Glass double-door display fridges	6	R	R
6.13	Hot Box Warmers with shelving	5	R	R
6.14	20m x heavy-duty extension cords (SABS approved)	12	R	R
6.15	Black round tablecloths	12	R	R

6.15	black rectangle tablecloths (for serving tables)	6	R	R
6.16	Sufficient Greenery and Pot plants to fully decorate the marquee	1	R	R
7	AREA B: MARQUEE 7: KITCHEN FACILITY: Marquee: Fully enclosed 15m x 15m structure with glass doors, wooden non-slip flooring, and sufficient lighting throughout.	1	R	R
7.1	Normal plugs	10	R	R
7.2	Stainless steel tables (2400mm length x 650mm width 915mm height)	10	R	R
7.3	Black cotton tablecloth	10	R	R
7.4	Double sinks with hot & cold-water supply.	2	R	R
7.5	Hand washing basins with soap & sanitizer and dispensers (refilled periodically)	2	R	R
7.6	Trailer walk in freezers with shelving	6	R	R
7.7	Double glass door fridges	12	R	R
7.8	Mobile fridge trailers	3	R	R
7.9	Large extractor fans	4	R	R
8	VIP TOILETS: GRAND PARADE Double VIP toilets with tissue holder, soap dispenser; toilet paper and mirror. Price to include delivery of toilets to site and emptying daily.	8	R	R
	DISABLE VIP TOILETS: GRAND PARADE Disable VIP toilets with tissue holder, soap dispenser; toilet paper and mirror. Price to include delivery of toilets to site and emptying daily.	2	R	R
	BDM Application (No)	1	R	R
	Event application (No)	1	R	R
	Safety Officer for days (7-13 Feb 2026) (Days)	7	R	R

	Safety Rep for days (7-13 Feb 2026) (Days)	7	R	R
	Medics: (7-13 Feb 2026)			
	1. ILS (Immediate Life Support) (Days)	7	R	R
	2. BLS (Basic Life Support)			
	SUB-TOTAL			R
	VAT (If VAT vendor)			R
TOTAL OFFER PRICE		R		

Total Bid offer price to be carried to the form of offer PA32. Failure to transfer the total bid price will result in disqualification.