

23 October 2024

TENDER NUMBER: CPTSC 19/24

NOTICE TO TENDERERS: ADDENDUM NO.1

PROJECT TITLE:

CAPE TOWN: SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN CAPE: 36 MONTHS

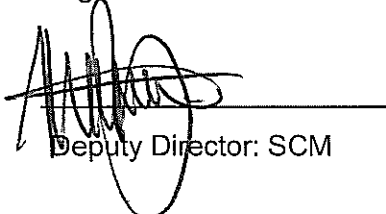
Dear Tenderer

1. The above mentioned matter bears the reference.
2. Herewith Addendum No.1 for your attention
3. The following amendment is to be included with the above tender document when submitting the tender on the closing date.

PLEASE ACKNOWLEDGE RECEIPT OF THIS AMENDMENT AS FOLLOWS:

1. Confirm receipt of this addendum by completing and signing the attached acknowledgement of receipt and send back with your tender document on the closing date of tenders.
2. Bidders are requested to utilise the information issued in terms of this addendum.

Regards



Deputy Director: SCM



**THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. 1 MUST BE
SUBMITTED TOGETHER WITH THE TENDER DOCUMENT**

DEPARTMENT OF PUBLIC WORKS – CAPE TOWN

CUSTOMS HOUSE BUILDING

HEERENGRACHT STR

8000

Dear Sir/Madam

PROJECT TITLE:

**SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY
BINS/SHE BINS) AT WESTERN CAPE: 36 MONTHS WORKS TENDER NUMBER:**

CPTSC 19/24

Changes to the document:

- **ATTACHEMENT OF OUTSTANDING DOCUMENTS**
- Kindly note the following amendments on the advertised tender document:

ADDITIONS REQUIRED IN TERMS OF THIS ADDENDUM:
On the PA-04 (Notice and Invitation to Bid), page 3 of 6 paragraph 3.2 administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable was omitted. Therefore, a revised PA 04 is attached to clarify the evaluation criteria for administrative requirements.
The following documents were attached on the Bid Document, but not listed under administrative requirements- PA-15-1, PA15-2 and PA15-3

I/We _____ accept that this Addendum forms part of the Tender Document.

(a) Have noted the contents of this Addendum

(b) Have fully considered this Addendum

(c) Have incorporated the amendments contained in this Addendum in my/our Tender Document for Tender

COMPANY NAME: _____

SIGNATURE: _____

DATE: _____

STATUS: This Addendum forms an integral part of the Tender Document and the subsequent contract with the successful Tenderer. The variations and amendments to the tender document as described hereafter, shall take precedence. Notwithstanding anything said during the tender period, only the additional information or variations and amendments contained in this Addendum, will be legally binding.

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

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF SUPPLY,
INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN
CAPE :36 MONTHS

Project title:	SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN CAPE :36 MONTHS
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Bid no:	CPTSC 19/24		
Advertising date:	15/10/2024	Closing date:	05/11/2024
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:	N/A
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(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

N/A

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

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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2.1. Indicate which preference points scoring system is applicable for this bid:

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> 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	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	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	<input type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session.
7	<input checked="" type="checkbox"/>	<p>The bidder must submit 3 completed projects in the sanitary removal industry with a minimum accumulated value of R100 000.00.</p> <p>The following documents must be submitted in relation to the above completed projects:</p> <ol style="list-style-type: none"> 1. Signed appointment letter(s) by the employer, with clear contract description, contract value, contract duration and contact details. OR 2. Service Level Agreement with clear contract description, contract value, contract duration and contact details. OR 3. Purchase order with clear contract description and contract value. <p>Each of the above documents must be accompanied by the reference letters and must be aligned to the submitted completed projects. (with clear description, contract value, contract duration and contact details.)</p> <p>Failure to submit any of the above required documents will render the bid non-responsive and duly disqualified.</p>
8	<input checked="" type="checkbox"/>	<p>The bidder must submit a fully and adequately completed Pricing Schedule, Final Summary page and PA-32 (Invitation to Bid Form).</p> <p>Sub-total on pricing schedules must be transferred to final summary page, as indicated.</p> <p>Grand total offer on the summary Page must be transferred to the PA-32, (Invitation to Bid Form).</p> <p>Failure to transfer the grand total price from the pricing schedule final summary page to the Invitation to bid form (PA-32) will result to the bid being disqualified .</p>
9	<input checked="" type="checkbox"/>	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
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	

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	<input checked="" type="checkbox"/>	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	<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.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	

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	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	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

<input checked="" type="checkbox"/>	<p>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.</p> <p>Table 1</p> <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> <ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. </td></tr> <tr> <td>2.</td><td>Located in a specific Local Municipality or District</td><td>2</td><td> <ul style="list-style-type: none"> Official Municipal Rates Statement 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	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. 	2.	Located in a specific Local Municipality or District	2	<ul style="list-style-type: none"> Official Municipal Rates Statement 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	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. 												
2.	Located in a specific Local Municipality or District	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. 												



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	Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)		<p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> 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%	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit



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	owned by black people (Mandatory)		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	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
OR			
5. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

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. 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 Fernwood Parliamentary Sports Club on 22/10/2024 starting at 11:00. Venue Fernwood Parliamentary Sports Club, 27 Rhodes Avenue, Fernwood, Kirstenboach. *(if applicable)*

6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

DPWI Project Manager	Thandiwe Makhubela	Telephone no:	021 402 2237
Cellular phone no	072 134 4944	Fax no:	
E-mail	Thandiwe.makhubela@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

SCM Official	Owethu Zibaya	Telephone no:	021 402 2345
Cellular phone no		Fax no:	
E-mail	owethu.zibaya@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

<p>BID DOCUMENTS MAY BE POSTED TO:</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X</p> <p>ATTENTION: PROCUREMENT SECTION: ROOM</p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i></p>	OR	<p>DEPOSITED IN THE TENDER BOX AT:</p> <p>Front Entrance Customs House Building Lower Heerengracht Ground floo Main Entrance</p>
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