



# public works & infrastructure

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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

**BID / TENDER NO.  
LSPE05/2022**

## PA-04 (LS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR PROVISION OF:

<b>Property description:</b>	<b>UITENHAGE: ALTERNATIVE ACCOMMODATION FOR DEPARTMENT OF LABOUR</b>
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<b>Bid no:</b>	<b>LSPE05/2022</b>		
<b>Advertising date:</b>	<b>19 AUGUST 2022</b>	<b>Closing date:</b>	<b>13 SEPTEMBER 2022</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>65 days</b>

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

<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 special Conditions of Tender).
<input checked="" type="checkbox"/>	The (DPW-08 (LS)): Bid offer must be clearly completed by the bidder, with clear specification of the financial offer in terms of rental and tenant installation allowance offered by bidder and the bid documents should be duly signed in ink, by the bidder. The offer should be submitted as per the bid questionnaire which forms part of the bid documents.
<input checked="" type="checkbox"/>	The building must be within the geographic boundaries specified in the bid documents
<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-11): Declaration of Interest and Bidder's Past Supply Chain Management Practices..
<input type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (LS)): List of returnable documents.
<input checked="" type="checkbox"/>	If the bidder is an agent, a copy of the mandate from the owner must be submitted with the bid documents or in case of a prospective buyer the signed purchase agreement must be submitted.
<input type="checkbox"/>	Compliance to Local Production and Content requirements
<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"/>	Use of correction fluid is prohibited
<input type="checkbox"/>	(insert additional responsiveness criteria)
<input type="checkbox"/>	(insert additional responsiveness criteria)

**Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below**

<input type="checkbox"/>	<p><b>Category A</b> - refers to segment where a property is owned by an enterprise(s)/ individual(s) which are not less than:</p> <ul style="list-style-type: none"> <li>a. 51% Black-ownership</li> <li>b. 51% Black-management</li> <li>c. 51% Black controlled ; and</li> <li>d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector codes</li> </ul>
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**Notice and Invitation to Bid: PA-04 (LS)**

<input checked="" type="checkbox"/>	<p><b>Category B</b> – refers to a segment where a property is owned by an enterprise(s)/ individual(s) which have not less than :</p> <ul style="list-style-type: none"> <li>a. 20% Black- ownership;</li> <li>b. 20% Black management</li> <li>c. 20% Black Controlled ; and</li> <li>d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes</li> </ul>
<input type="checkbox"/>	<p><b>Category C</b> – refers to a segment where a property is owned by an enterprise(s)/ individual(s) with less than</p> <ul style="list-style-type: none"> <li>a. 20% Black- ownership;</li> <li>b. 20% Black management</li> <li>c. 20% Black Controlled ; and</li> <li>d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes</li> </ul>
<input checked="" type="checkbox"/>	<p><b>Category D</b> – refers to property funds listed on the Stock Exchange :</p> <ul style="list-style-type: none"> <li>a. That qualify as listed property funds or real estate investment trusts (REITS);</li> <li>b. That have ownership by black individuals or black entities of more than 10% but less than 51% ; and</li> <li>c. That are managed by property asset management entities with not less than 51% Black ownership ; 51% Black management and 51% Black control</li> </ul>

This bid will be evaluated according to the preferential procurement model in the PPPFA: *(Tick applicable preference point scoring system)*

<input checked="" type="checkbox"/> <b>80/20</b> Preference points scoring system	<input type="checkbox"/> <b>90/10</b> Preference points scoring system	<input type="checkbox"/> <b>Either 80/20 or 90/10</b> Preference points scoring system
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<b>Price:</b>	
Price:	80 % of 100
<b>Total must equal:</b>	<b>100%</b>

<b>Functionality:</b>	
Functionality:	50 %
Minimum Functionality Score	50 %
<b>Total must equal:</b>	<b>100%</b>

Functionality criteria:	Weighting factor:
<p><b>Locality</b></p> <p><b>Required area: Uitenhage CBD</b></p> <p><b>If not in the required area the bid will not be further evaluated (5)</b></p> <p><b>Maximum weight for this criterion is 5 which equal 20 points</b></p>	<p><b>20</b></p>



<p><b>Accessibility:</b></p> <p>Requirements for the people with disability is a prerequisite. If the building does not comply it will be not considered.</p> <ol style="list-style-type: none"> <li>1. Close to major roads and public transport amenities: (taxis, bus, train)</li> <li>2. Easily accessible from main routes:</li> <li>3. Meets entrance and exit requirements:</li> <li>4. Availability of public parking</li> </ol> <p>All items compliant: Maximum weight for this criterion is 5 which equal 40 point (5)</p>	40
<p><b>Suitability:</b></p> <p>Minimum required size and number of parking to be provided on site (1, 101.42m<sup>2</sup> and 16 open, undercover, lockable and secured parking) are a prerequisite. The building can be stand alone or multi tenanted, be on the ground floor and have burglars in all windows and doors, have fire extinguishers, escape or exit doors and security parameter lights around the building.</p> <ol style="list-style-type: none"> <li>1. Proposed designed and layout aligned with the needs assessment:</li> <li>2. The availability of lockable parking on site:</li> <li>3. Functional layout easily achievable on ground floor</li> <li>4. Close proximity to other Government Main offices</li> </ol> <p>All items provided (5) Maximum weight for this criterion is 5 which equal 40 points</p>	40
<b>Total</b>	<b>100 Points</b>

Subject to sub-regulation 6(2) and /or 7 (2), points must be awarded to a tenderer for attaining B-BBEE status level contributor 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

- A maximum of 10/20 points may be allocated in accordance with sub-regulation 7(2) and 6(2) respectively of the PPPFA Regulations of 2017.
- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6 (2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6 (1) and 7 (1) respectively
- Subject to regulation 7, the contract must be awarded to the tenderer who scores the highest total number of points.



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- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act.

1. COLLECTION OF BID DOCUMENTS:

- Bid documents may be collected during working hours at the following address i Eben Donges Building, Cnr of Hancock and Roberts Street, North End, Port Elizabeth Room 296sert physical address.
A non-refundable bid deposit of R 300.00 is payable, (Cash only) is required on collection of the bid documents.
A select pre bid meeting with representatives of the Department of Public Works will take place at insert address on dd/mm/yyyy starting at insert time. Venue insert venue. (if applicable)

2. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

Table with contact information for Charlotte Machumolotsa, including telephone, cell, fax, and email details.

3. DEPOSIT / RETURN OF BID DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
3.2. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.
3.3. All tenders must be submitted on the official forms – (not to be re-typed).

Table with two columns: BID DOCUMENTS MAY BE POSTED TO: and DEPOSITED IN THE TENDER BOX AT:.

4. COMPILED BY:

Table with signature and date information for C Machumolotsa, dated 17 August 2022.



A	B	C	D	E	F	G
1	<b>ESTIMATED SPACE REQUIREMENTS FOR LEASING OF BUILDINGS</b>					
2	<b>1 PROJECT PARTICULARS</b>					
3	<b>PROJECT :</b>					
4	<b>FILE NO. :</b>					
5	<b>TIMEFRAME OF LEASE</b>					
6	<b>2 WORKSPACE</b>					
7	<b>DESCRIPTION OF ROOM</b>	<b>NUMBER FTE'S</b>	<b>SPATIAL REQUIREMENTS</b>	<b>ASSIGNABLE SQUARE METER</b>	<b>NORM</b>	<b>REMARKS</b>
8						
9	<b>EXECUTIVE MANAGEMENT INCL. MINISTERS</b>				20-25m <sup>2</sup>	
10	POST 1 (16)	-			25	WORKSPACE ASSIGNED
11	<b>SENIOR MANAGEMENT</b>				16-20m <sup>2</sup>	
12	POST 1 (15)	-			20	WORKSPACE ASSIGNED
13	<b>TECHNICAL &amp; MANAGEMENT</b>				8-16m <sup>2</sup>	
14	POST 1 (14)	-	16		16	WORKSPACE ASSIGNED
15	POST 2 (13)	-	14		14	WORKSPACE ASSIGNED
16	POST 3 (11/12)	1	12		12	WORKSPACE ASSIGNED
17	POST 4 (9/10)	2	10		20	WORKSPACE ASSIGNED
18	POST 5 (7/8)	14	8		112	WORKSPACE ASSIGNED
19	<b>ADMINISTRATION</b>				6-8m <sup>2</sup>	
20	POST 1 (5/6)	31	6		186	WORKSPACE ASSIGNED / OPEN OFFICE
21	POST 2 (3/4)	-	6		6	WORKSPACE ASSIGNED / OPEN OFFICE
22	POST 3 (2)	-	6		6	WORKSPACE ASSIGNED / OPEN OFFICE
23	POST 2 (3/4)	4	6		24	
24	<b>TOTAL NET WORKINGSAPCE (LESS CLEANERS)</b>	<b>52</b>	<b>7</b>		<b>354</b>	<b>&lt;12m<sup>2</sup></b>
25	<b>3 SUPPORT SPACE PER WORKSPACE AREA</b>					
26	<b>3.1 RECEPTION / PUBLIC WAITING AREA</b>					
27	RECEPTION / PUBLIC WAITING AREA	1	50.00		50	TYPICAL YOUTH CENTRES PROVIDES FOR LARGER AREAS. PLEASE CONFIRM SPACE REQUIRED
28	YOUTH CENTRE DEVELOPMENT	52	0.16		8	REDUCED TO NORM
29	BOARDROOM	2	45.00		90	
30	SERVER ROOM	1	12.00		12	
31	STRONG ROOMS (SECURITY & FINANCE)	1	12.00		12	5 YEAR CYCLE
32	REGISTRY	1	20.00		20	REDUCED TO NORM
33	TRAINING ROOM / COMPUTER ROOM	-	60.00		-	15% OF STAFF MEMBERS
34	ARCHIVE / OLD RECORDS ***	1	60.00		60	LESS THEN NORM
35	COMPUTER ROOM AND SERVICES (UPS)	4	1.00		4	

A	B	C	D	E	F	G
1	<b>ESTIMATED SPACE REQUIREMENTS FOR LEASING OF BUILDINGS</b>					
2	1 PROJECT PARTICULARS					
3	PROJECT : LEASING: DEPARTMENT OF EMPLOYMENT AND LABOUR: EASTERN CAPE: UITENHAGE					
4	FILE NO. : LABOUR CENTRE: ALTERNATIVE OFFICE ACCOMMODATION					
5	TIMEFRAME OF LEASE 3 YEARS					
35	CAFETERIA (SEATING ONLY) ****	1	15.00	15		15% OF STAFF: INCREASED TO NORM
36	MOTHER'S ROOM	1	10.00	10		
37	FIRST AID ROOM	1	12.00	12		
38	TEA KITCHEN (COUNTER SPACE) *	2	4.00	8		MIN SPACE PROVIDED: TO BE DISTRIBUTED OVER FLOOR SPACE REDUCED TO NORM: TO BE DISTRIBUTED OVER FLOOR SPACE
39	TEA ROOM / BREAK AWAY	2	12.00	24		
40	STORE ROOM FOR CLEANING MATERIALS	1	20.00	20		
41	STORE ROOMS (FOR UNITS)	7	20.00	140		
42	STRONG ROOM (IT)	1	20.00	20		
43	SECURITY CONTROL ROOM / MANAGEMENT	1	12.00	12		
44	TOTAL NET SUPPORT SPACE A	-	-	517	>60%	146.1%
45						NOT STANDARD OFFICE BLOCK
46	3.2 PARKING SPACE					
47	GARAGES	15	18	270		PROVIDE PARKING & DELIVERY AREAS ACC MUNICIPAL REQUIREMENT
48	LOCKABLE; UNDERCOVER & SECURE PARKING BAYS	1	32	32		
49						
50						
51	TOTAL NET SUPPORT SPACE B	-	-	302		
52	TOTAL NET SUPPORT SPACE A + B	-	-	819	<60%	
53	<b>CORE SPACE PER WORKSPACE AREA</b>					
54	ORGANISATION SUPPORT		65% Max			50 TO 80 % OF WORK- SPACE AREA
55	INCL COUNTER SPACE, MOTHERS ROOM					
56	CIRCULATION, TECHNICAL SUPPORT, FACILITIES MANAGEMENT AND ABLUTIONS ACC. SANS 10400			230.10		PROVIDE 1m2 PER CLEANER. MIN 8m2 PER REST ROOM WITH LOCKERS. PROVIDE ONE 8m2 CLEANER STORE ROOM PER 1335m2. PROVIDE FOR THREE SECURITY HOUSES
57	<b>STRUCTURAL SPACE PER WORK, SUPPORT AND CORE SPACE AREA</b>					
58	STRUCTURAL SPACE		10% Max			NOT EXCEEDING 10 %
59	CONCRETE STRUCTURE, EXTERNAL EN- VELOPE AND INTERNAL DIVISIONS			137.14		
60						



A	B	C	D	E	F	G
1	<b>ESTIMATED SPACE REQUIREMENTS FOR LEASING OF BUILDINGS</b>					
2	1 PROJECT PARTICULARS					
3	PROJECT: LEASING: DEPARTMENT OF EMPLOYMENT AND LABOUR: EASTERN CAPE: UITENHAGE					
4	FILE NO.: LABOUR CENTRE: ALTERNATIVE OFFICE ACCOMMODATION					
5	TIMEFRAME OF LEASE 3 YEARS					
61	GROSS LEASING AREA			1,540.56		
62	LETTABLE AREA			1,403.42		VERTICAL CIRCULATION, DUCTS INCLUDED
63	LETTABLE AREA WITHOUT PARKING AREA			1,101.42		
64	TOTALS REFLECTED ARE ESTIMATED SPACE TO INFORM ACQUISITION OF LEASE ACCOMMODATION					
65						
66	COST IMPLICATIONS & OTHER NOTES:					
72						
73						
74	COMPILED BY:					
75						
76	VB VAN DEVENTER	SAO				2020/03/18
77	Name	Rank	Signature			Date
78	DIRECTORATE: USER DEMAND MANAGEMENT					
79						
80	CHECKED BY:					
81						
82	HELENE NIENABER	C ARCH				18 March 2020
83	Name	Rank	Signature			Date
84	DIRECTORATE: ARCHITECTURAL SERVICES					
85	CONFIRMED BY CLIENT DEPARTMENT					
86	Client have approved needs on 17/03/2020, with the same mt as recent document PB.					
87						
88						
89	Name		Signature			Date
90						
91						

A	B	C	D	E	F	G
1	<b>ESTIMATED SPACE REQUIREMENTS FOR LEASING OF BUILDINGS</b>					
2	<b>PROJECT PARTICULARS</b>					
3	PROJECT : LEASING: DEPARTMENT OF EMPLOYMENT AND LABOUR: EASTERN CAPE: UITENHAGE					
4	FILE NO. : LABOUR CENTRE: ALTERNATIVE OFFICE ACCOMMODATION					
5	TIMEFRAME OF LEASE 3 YEARS					
92	NOTE					
93	* TOTAL NUMBER OF STAFF TO BE ENTERED					
94	** TOTAL NUMBER OF STAFF x 20 FILES EACH TO BE ENTERED					
95	*** TOTAL NUMBER OF STAFF x 20 FILES EACH x 5 YEARS TO BE ENTERED					
96	**** TOTAL NUMBER OF STAFF x 15% TO BE ENTERED					
97	***** TOTAL NUMBER OF STAFF x 30% TO BE ENTERED					
98	***** TOTAL NUMBER OF STAFF x 10% TO BE ENTERED					
99						
100	EXPLANATORY NOTES					
101	A= SUPPORT SPACE					
102	B= SUPPORT SPACE- PARKING SPACE					
103						
104	CORE SPACE PER WORKSPACE AREA					
105	PERCENTAGE X TOTAL NETT WORKING SPACE					
106	CORE SPACE PERCENTAGE CAN BE ALTERED TO ACCOMMODATE SPECIAL NEEDS OF THE CLIENTS. MINIMUM PARAMATER IS 50% AND MAXIMUM PARAMETER IS 65%					
107						
108	STRUCTURAL SPACE PER WORK , SUPPORT AND CORE SPACE AREA					
109	10% X (TOTAL NETT WORKING SPACE+ TOAL SUPPORT SPACE INCL A AND B+ CORE SPACE)					

## **ANNEXURE A**

### **Additional responsive criteria that may be required during the bid evaluation**

1. Certified copy of the Founding Statement (CK1), if the firm is a Close Corporation
2. Articles of Agreement, (CM1) and shareholding certificates endorsed by an auditor if the firm is a Company.
3. Articles of Association and shareholding certificate, endorsed by an auditor, if the firm as a private company (Pty) Ltd.
4. In the event of the bidder being a public company, a letter from their auditor, certifying their status as a public company and attached thereto, a certified copy of the bidder's Articles of Agreement.
5. Submission of certified copy(s) of identify document(s) if natural person(s) or partnership.
6. Copy of joint venture agreement if bidder is a joint venture and / or consortium.
7. Contract period 5 years.
8. The Tenderer must submit together with the bid, a maintenance programme for the period of the lease agreement for electrical installations including emergency lights and generator, a letter committing to refurbish the building to conform to the tenant specification and a copy of the proposed floor plan. The refurbishment must be in compliance with the Government standard specifications and conform to the standards, norms and specification of the tenants and their corporate image. All costs of the tenant installation shall be borne by the tenderer. The tenderer must commit to submit a letter ensuring that after the refurbishment of the building, the building will comply with all the National Building Regulations. Tenderer must commit to submit prior to occupation a certificate of Compliance with the Occupational Health and Safety Act (OHASA) and Accessibility Regulation. This tender is subject to the tenderer signing the government standard lease agreement without amendments.
9. The tenderer must submit together with this document present and future photographic portfolio of the building and building floor plans. The tenders will be evaluated in terms of the PPPFA/ B-BBEE.
10. **It is compulsory for the tenderer to complete the annexure to the DPW08.1 (LS) – the LS Price Confirmation of the summary of the Bid Price**

**PLEASE NOTE: The Department reserves the right to negotiate options of lease to purchase / or lease to own with the highest scoring bidder**

## **ANNEXURE B**

### **Additional to standard specification**

**All accommodation to comply with the following:**

- 1. Security measures**
  - Burglar proofing to all accessible windows
  - Security gates must be fixed to all entrances
  - External security lighting
  - Alarm System
  
- 2. Specialised equipment**
  - Air conditioning to be provided in all offices (hot Cold)
  - Blinds should be provided to all offices and rooms with windows.
  - Generator to be installed as backup electricity supply. The capacity of the generator should include the following equipment to be connected during times of power outages:
    - (i) UPS (The UPS may other instances forms the Secondary feed to the dedicated socket outlet
    - (ii) All lights/ Emergency lights where applicable
    - (iii) Dedicated socket outlets feeding all the computers reprographic equipment.
    - (iv) PA system/ emergency warning system
    - (v) Fire control panel & accessories
    - (vi) Alarm system
    - (vii) PABX systems (Where applicable / equivalent)
    - (viii) Franking System (Where applicable / equivalent)
  
- 3. Energy Efficiency requirements:**
  - Energy efficient lights / equipment
  - Heat pump to be provided in place of geyser where possible
  - Occupancy sensors (especially in toilets)
  
- 4. Water Provision and Efficiency:**
  - Hot and cold water to be provided in kitchen and bathrooms.
  - Possibility of rain water harvesting / grey water recycling for flushing.

## **ANNEXURE B**

### **Additional to standard specification**

#### **All accommodation to comply to the following**

1. Security measures
  - > Burglar proofing to all accessible windows
  - > Security gates must be fixed to all entrances,
  - > External security lighting
  - > Alarm System
2. Specialised equipment
  - > Air conditioning to be provided in all offices (hot and cold)
  - > Blinds should be provided to all offices and rooms with windows.
  - > Generator to be installed as backup electricity supply.
  - > Energy efficiency.
  - > Hot and cold water to be provided in kitchen and bathrooms.
3. Professional Services
  - > Architects who have proven ability to Project Management must be made available to co-ordinate layout and design with the Client. In additional architect drawings detailing proposals for layout and design is required.
4. Flexibility
  - > The proposed layout should cater for flexibility in re-arrangement of office space in consultation with the Client
5. Available and functional
  - > 3 – 6 months for existing accommodation and 8-12 months for building under construction.
6. Corporate image
  - > Must be as the corporate colours of the department



DEPARTMENT OF EMPLOYMENT AND LABOUR  
**CORPORATE IMAGE MANUAL**

**ABSTRACT**

To be used for the construction of new facilities or the implementation of Tenant Installations on Lease Facilities

**Abdol Everyday**  
Facilities Management

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## 1. Introduction

The idea of any corporate identity programme is to create a readily recognisable and positive image of the Department. The corporate identity comprises all the visual elements observed by its clients and the general public. These include its corporate signature, the way its name is written, its colours, etc. The effect of a carefully designed corporate identity system and its meticulous implementation and maintenance will dramatically promote the Department amongst its clients and general public.

Use this manual both as an introduction to, and a working reference for all forms of visual communication involving DoL. These guidelines should be adhered to vigorously in everyday work. The aim is to cover DoL's identity with its multitude of positive values and principles by means of all available communication elements.

The building should make provision for access control, proper computer cabling and plugs, telephone cabling and plugs. Telephone and computer cabling is to be done by the Department of Labour but at least a two-channel power skirting to be available through-out the building.

A proper room, with industrial air-conditioning and 60Amp circuit breaker, should be provided for IT servers and telecom units.

**If there is any doubt as to how the DoL identity is to be applied, please contact Mr. Vincent Pienaar for State Owned Buildings at (012) 309 4888 (Land line), 082 908 2467 (Cellular phone) or [Vincent.pienaar@labour.gov.za](mailto:Vincent.pienaar@labour.gov.za) (e-mail) and Privately owned Buildings, please contact Ms Rose Maloka at (012) 309 4058 (Land line), 082 794 0900 (Cellular phone) or (email) [Rose.Maloka@labour.gov.za](mailto:Rose.Maloka@labour.gov.za). Address your queries to "The Accommodation and Facilities Manager, Department of Employment and Labour Head Office" Attention of Mr. V Pienaar and Ms. Rose Maloka. All implementation of Corporate Image / Labour Centre Model must be strictly be done according to this manual and NO deviations will be allowed without written approval from the HO of DoL.**

## 2. Identification of elements

### 2.1 Introduction

The corporate signature is the most important visual component of the corporate identity programme.

This section will set out all controls needed to maintain a consistent quality of its use and application.



The logo and logotype are combined in a specific image. There are two formats for the corporate signature, horizontal and vertical.

The corporate colour palette is another important facet of the corporate identity programme and care must be taken to ensure that the correct colour match is achieved in all applications.

N.B

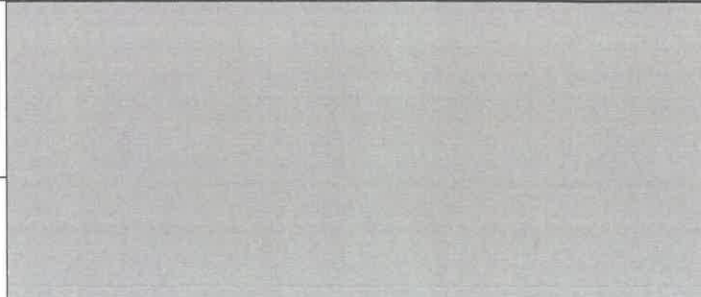
Official artwork and colour swatches are available for reproduction, samples in this manual must not be used. (Above signage to be provided by DoL and not to form part of any building or refurbishment contract)

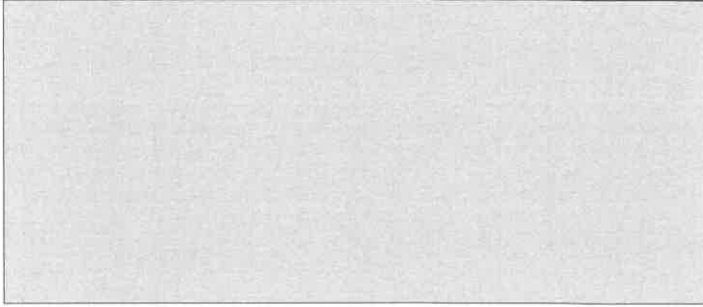
## 2.2 Corporate Signature

Item	Description	Image
2.2.1	Positioning guide for horizontal format	
2.2.2	Positioning guide for horizontal format	

## 2.3 Corporate colours

The below are wall colours, for wall paint, one colour may be chosen, from the two below, however, for architectural autistics, both colours may be used and it will than become the architects prerogative. All other colours respective to the building envelop in addressed here below under the finishing schedule.

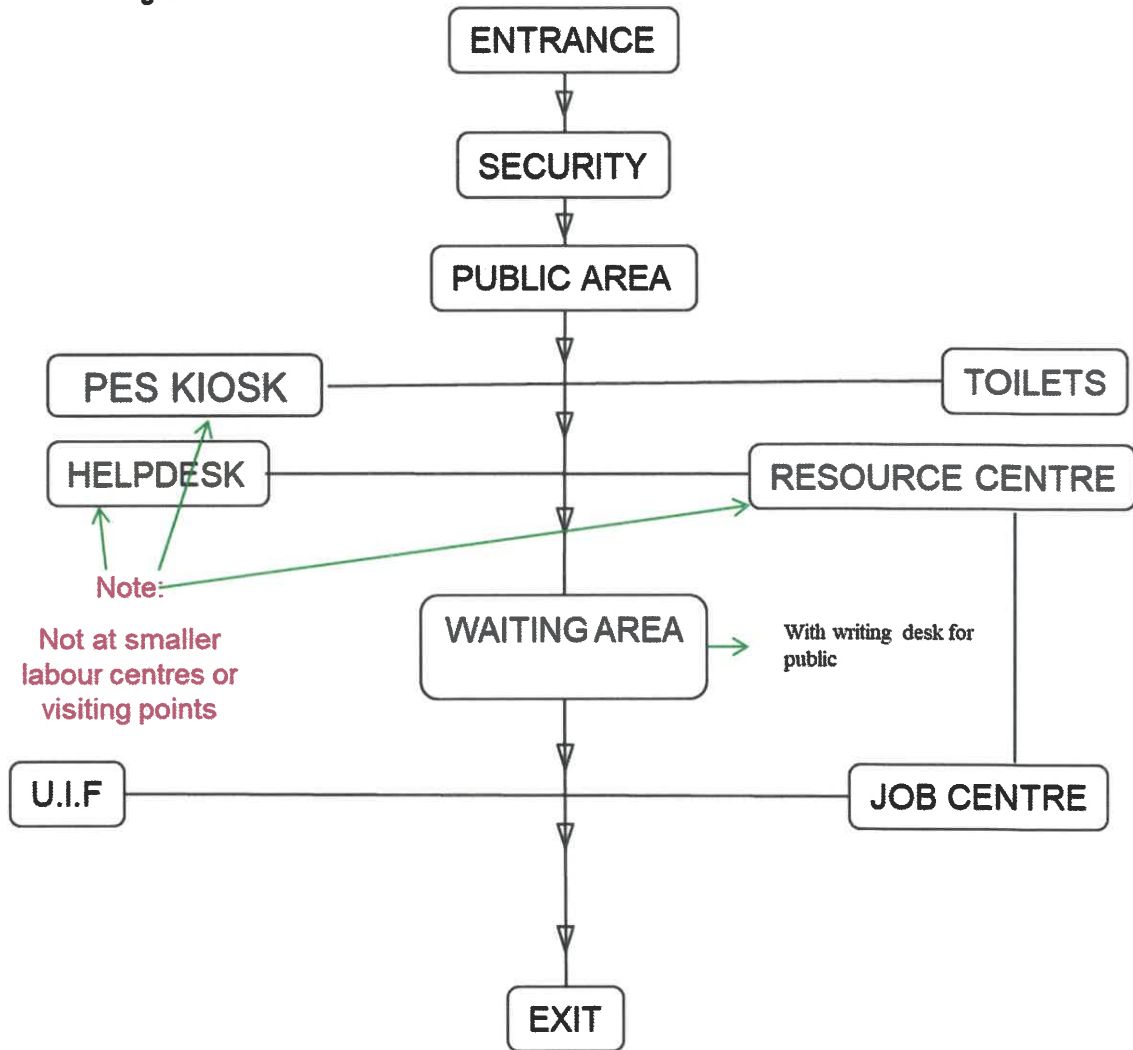
Item	Description	Colour
2.3.1	E33-3 Sydney	

2.3.2	E33-1 Halifax	



All colours reference numbers refer to Plascon Colour Expression colour chart. Paint used should be of similar, or higher, quality. Need not use Plascon products




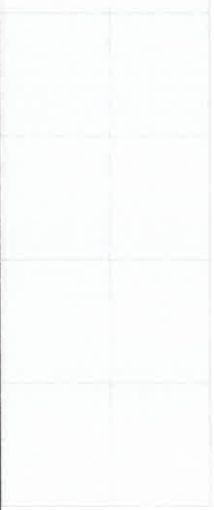
**3. Building Environment**




### 3.1 Flow Diagram





#### 4. Internal Finishing Schedule





Keynote	Description	Image	Specifications
<b>FLOOR FINISHES</b>			
F01	Porcelain Floor Tiles		CTM Soft Light Grey Matt Glazed Porcelain Floor Tile size 600 x 600mm x 10mm. Code: GR1CSO170A. Floor to be properly prepared. Tiles to be bedded to a true and even surface on a screed and fixed with tile adhesive all as per manufacturer, with a 3mm joints continuous in both directions grouted with tile grout as per manufacturer with minimum 5mm expansion joints at perimeter, all structural expansion and construction joints and maximum 5m centres internally and at 3m centres externally, in both directions. The tiles shall be grouted with care in order not to stain the surface of tiles.
F02	Carpet Tiles		Belgotex Berber Point 920 colour Neon, heavy commercial (SABS location grade: 5) Stainproof Miracle Fibre (Polypropylene) 7mm thick, Structured Needlepunch Resinbac Carpet.

<b>Keynote</b>	<b>Description</b>	<b>Image</b>	<b>Specifications</b>
<b>SKIRTINGS</b>			
S01	Timber Skirtings		Standard 13 x 75mm high plain skirting meranti skirting, finished in matching door paint. Fixed to walls with screws at 300mm centres
<b>Wall Finishes</b>			
W01	Plaster and Paint 01 (Offices and Toilets)		PLASCON, Expression Collection, Egg-shell Enamel Code: E 33-1 Halifax
W02	Plaster and Paint 02 (Passages Only)		PLASCON, Expression Collection, Egg-shell Enamel Code: E33- 3 Sydney
W03	Ceramic Wall Tiles (200 x 200 x 8mm)		Glazed ceramic wall tiles, size 200 x 200mm, fixed to wood floated Class II mortar plaster backing with approved tile adhesive mixed with bonding liquid in lieu of water, with 3mm joints continuous in both directions grouted with tile grout with minimum 5mm expansion joints at perimeter, all structural expansion and construction joints and maximum 5m centres internally and at 3m centres externally, in both directions. Tile walls to door height, and paint above tiles with high gloss enamel as per specification above

Keynote	Description	Image	Specifications
<b>Door Finishes</b>			
D1	Masonite Door		Light Duty Hardboard Hollow Core Door with exposed edges. Size: 813 x 2032mm and 40mm thick
D2	Door Paint		Plascon WoodCare Interior water-based coating. Colour: Mahogany or similarly approved colour
D3	Door Frame		Standard Aluminium door frame

Keynote	Description	Image	Specifications
<b>Ceiling</b>			
C1	Suspended Ceilings 01 (1200 X 600mm)		<p>Pelican Systems 1200 x 600 x 9mm thick Econotile Vinyl Clad foil back Shell White ceiling tiles, laid on Econogrid pre-painted 38mm exposed steel tee suspension system, including all necessary hangers, grids and hold down clips. Suspension shall be in accordance with the manufactureres recommendations and SABISA.</p>
C2	Plastered Ceilings and Bulkheads	N/A	<p>Pelican Systems JUMBO skimmed ceiling system with 9mm thick JUMBO plasterboard fixed at right angles using 25mm Jumbo drywall screws at 150mm centres to JUMBO grid system comprising JUMBO screw up ceiling grid including galvanised main tees at 1200mm centres and cross tees at 400mm centres, all suspended with 25 x 25mm galvanised angles not exceeding 1200mm centres. Main tees suspended at 1200mm centres by means of 25 x 25 x 0,6mm galvanised steel angle. All joints to be covered with JUMBO fiba tape and the entire surface plastered with 3mm to 6mm thick JUMBO skimming plaster. Colour White</p>
C3	Existing Plastered Ceilings (Paint)	N/A	<p>Plascon PVA White to interior new cement plaster.</p>
<b>Electrical</b>			
L1	Recessed Downlights		<p>Radiant Lighting Glass III, IP20, QC32 downlight in Aluminium finish (Code: CB42-AL) with 1 x MR16 lamp.</p>



Keynote	Description	Image	Specifications
L2	Recessed Fluorescent Lights (1200X600mm)		Radiant Lighting Class I, IP20, QC31 recess fluorescent light colour Silver (Code: KR22ES) with 3 x T8 lamps.
L3	Recessed Fluorescent Lights (600X600mm)		Radiant Lighting Class I, IP20, QC31 recess fluorescent light colour Silver (Code: KR20ES) with 3 x T8 lamps.
<b>Joinery / Cupboards</b>			
J1	Wood Finish 01		16mm thick Saligna Textured, comprising single layer of melamine-impregnated decorative paper, fused under heat and pressure to both sides of a high quality Medium Density Fibreboard (MDF) using a thermosetting adhesive (UF) in a hot pressing operation and constructed in accordance with the drawings.
J2	Wood Finish 02		Sonae Novobord 16mm thick novolam™ Pure White Alpine, comprising single layer of melamine-impregnated decorative paper, fused under heat and pressure to both sides of a high quality Medium Density Fibreboard (MDF) using a thermosetting adhesive (UF) in a hot pressing operation and constructed in accordance with the drawings.

#### 4.1 Toilets

All toilets are to be tiled with 600 x 600 x 8.5mm Polished Kalahari Dust Porcelain tiles. To be laid in strict accordance with the Manufacturer's instructions.



#### 4.2 Doors

40mm Flush laminated doors with W.C. indicator bolts, chrome plated furniture and rubber door stop painted with furnish

#### 4.3 Kitchen

Kitchens to be provided with SINGLE kitchen sink with space for teacups and other things to be stored in the kitchen under the sink. Walls above sink to be tiled with 200 x 200 mm glazed white tiles up to door height. Walls to be painted same as the frontline area – painted colour E33-3 Sydney up to height of 900mm and E33-1 Halifax up to ceiling level. No dado rail to be provided. Floor to be tiled with 600 x 600 x 8.5 mm Kalahari Dust / Namib Dust Polished Porcelain floor tiles . (Model T0026042, Work size A3-1, Color J62, Class AAA).



#### **4.4 Floors**

Cement screed - 600 x 600 x 8.5 mm Kalahari Dust / Namib Dust Polished Porcelain floor tiles . (Model T0026042, Work size A3-1, Color J62, Class AAA). To be laid in strict accordance with the Manufacturer's instructions. (See page 23)

#### **4.5 Walls**

Brick walls with one coat cement plaster with 1200 mm height - 600 x 600 x 8.5 mm Kalahari Dust / Namib Dust Polished Porcelain floor tiles . (Model T0026042, Work size A3-1, Color J62, Class AAA). To be laid in strict accordance with the Manufacturer's instructions.

### **5. External Finishes**

#### **5.1 Walls**

Brick walls with one coat cement plaster painted with external quality PVA paint

#### **5.2 Doors**

40mm Meranti framed ledged and braced flush both sides with double cylinder locks, chrome plated furniture painted, with egg-shell enamel paint, if not natural wood that is varnished and rubber door stop

#### **5.3 Frames**

Painted with high gloss enamel paint, if not in natural wood that is varnished.

#### **5.4 Steel Windows**

Painted with high gloss enamel paint. All windows to be provided with 12mm burglar bars painted.

#### **5.5 Steel Roofing**

Finished with Colomet (colour Traffic Green) or painted with acrylic roof paint.

## **5.6 Garage Doors**

Colomet or Chromadek finish.

## **5.7 Fascias and Barge Boards**

Painted with high gloss enamel paint (colour E33-3 Sydney)

## **5.8 Exposed Rafters**

Painted with high gloss enamel paint (colour White)

## **5.9 Rain Water Goods**

Painted with high gloss enamel paint

## **5.10 Signage**

The necessary signage indicating escape routes, fire extinguishers, hose reels, non smoking , toilets, kitchens and stairs should be provided.

## **5.11 Security Fencing**

Palisade fencing 1.800 high of 30x30mm angle iron at 100mm centres. Fencing to be painted with high gloss enamel paint.

## **5.12 Security gates, burglar bars and alarm system**

Proper steel security gates should be provided at all outside doors. At least 12mm burglar bars should be provided on all windows and an alarm system should also be provided. The alarm system need not be connected to a response unit, but should it be needed, the system should make provisioning for the connection.

## **5.13 Carports**

Approved carports with steel substructure and galvanised I.B.R. roof sheeting. Steel structure to be painted with high gloss enamel paint. Roof sheeting to be painted in accordance with specifications for steel roofing.

## **5.14 Toilets for people with a disability**

To detail

## **5.15 Wheelchair Ramp**

To detail (see page 13 - 14).

## **5.16 Air-conditions**

Air-conditioning units should be provided in public area in frontline, regional managers office, committee room and hub room. The telephone system should also be accommodated in the hub room, if it needs cooling. 20 000 BTU unit to be provided for IT hub and telephone room, depending on the heat load.

**5.17 Security Fence – Clear Vu**



**5.18 Lockable Carports**



## 5.19 Wheel Chair Ramps

Gradient 1: 12

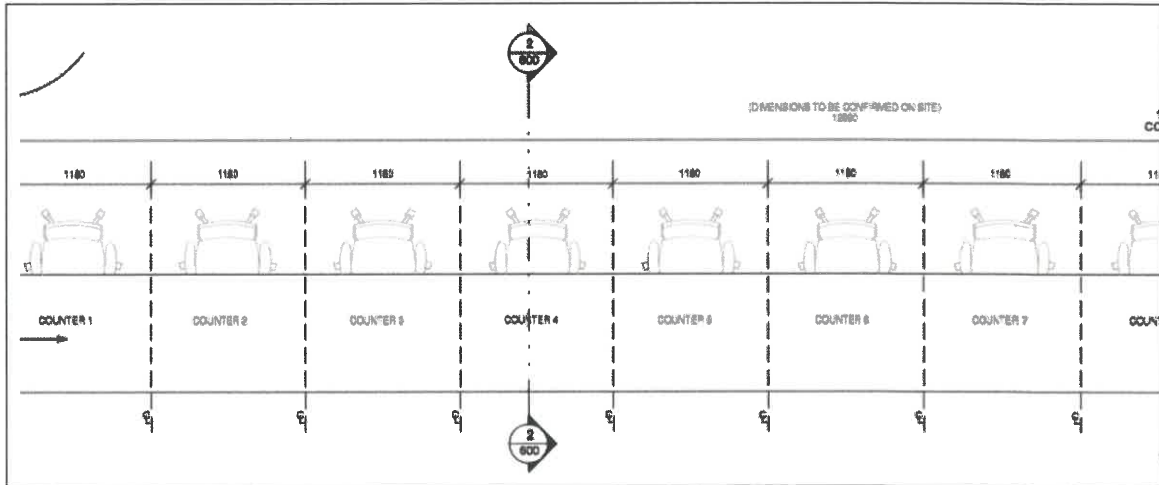
Width should be at least 1100mm

Examples of approved ramps are as follows:

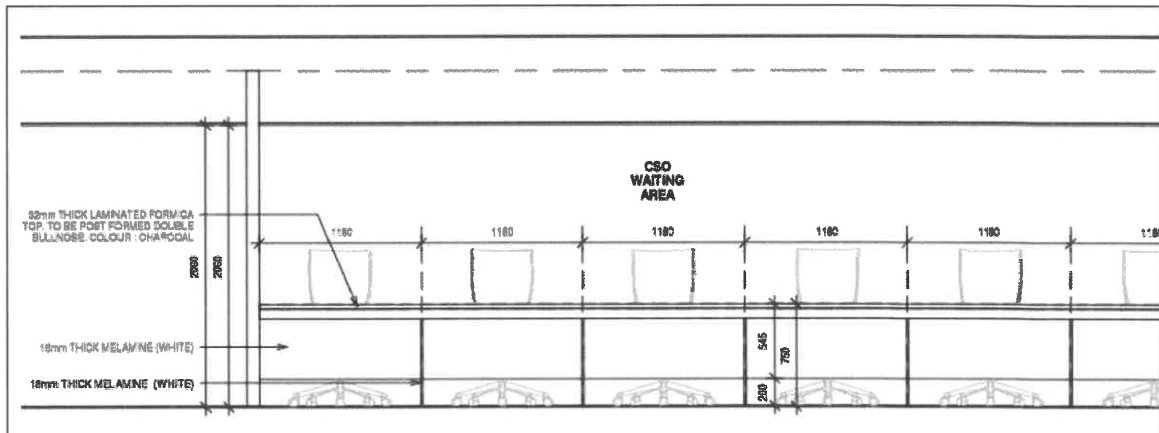


## 6. Frontline Design

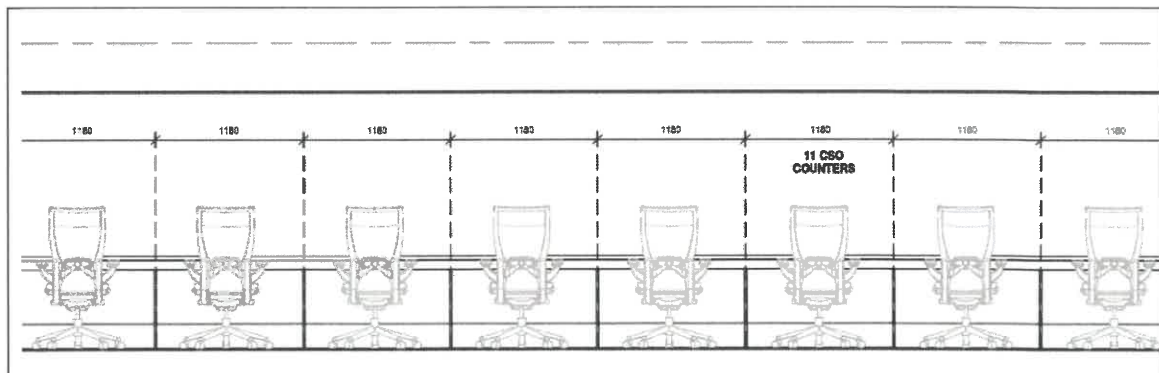
### 6.1 CSO Counter Details



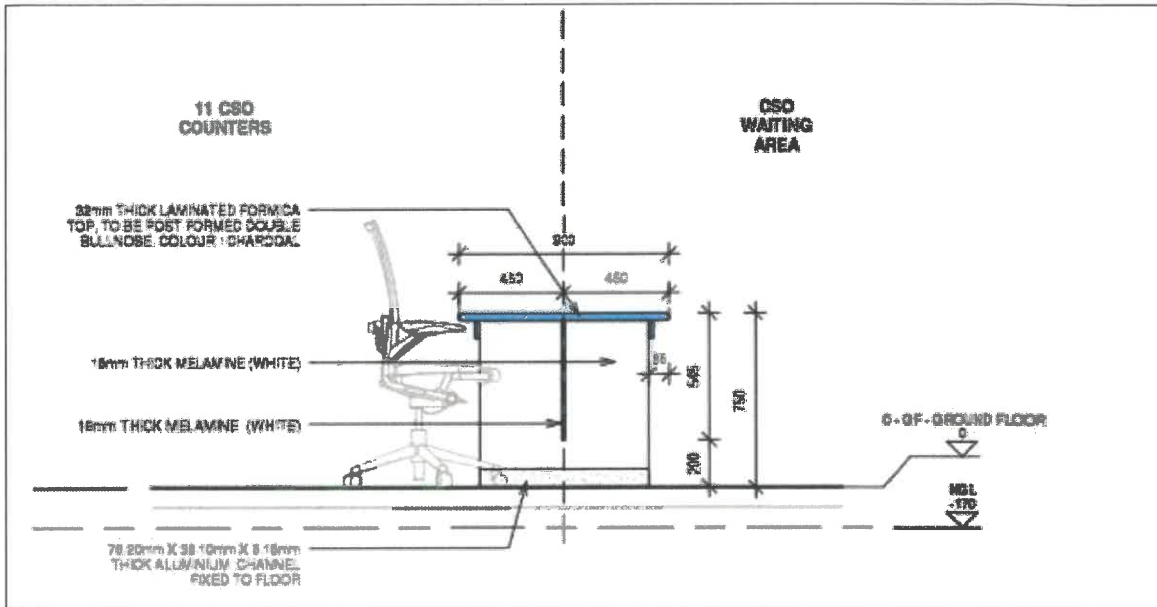
#### 6.1.1 PLAN VIEW



#### 6.1.2 FRONT VIEW



#### 6.1.3 BACK VIEW



#### 6.1.4 SECTION A-A

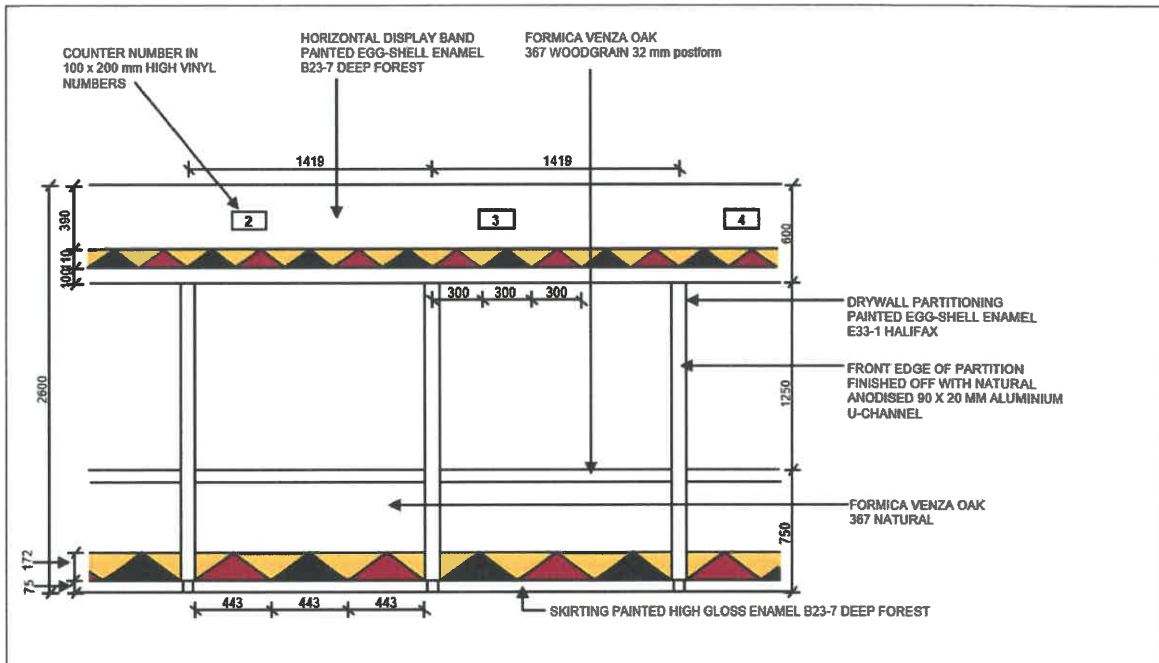
#### 6.2 GENERAL NOTES

- THIS DRAWING IS NOT TO BE SCALED. FIGURED DIMENSIONS TO BE USED AT ALL TIMES.
- CONTRACTOR IS RESPONSIBLE FOR CORRECT SETTING OUT OF THE BUILDING. ALL EXTERNAL AND INTERNAL WALLS WITH PARTICULAR REFERENCE TO BUILDING LINES, BOUNDARIES, ETC.
- CONTRACTOR TO VERIFY ALL LEVELS, HEIGHTS AND DIMENSIONS ON SITE AND TO CHECK SAME AGAINST THE DRAWING BEFORE PUTTING ANY WORK IN HAND.
- ALL CONTRACTORS TO CHECK DETAILS SHOWN ON THIS DRAWINGS FOR COMPLIANCE WITH STANDARDS OF GOOD BUILDING PRACTICE WITH PARTICULAR REFERENCE TO SPECIAL REQUIREMENTS NECESSITATED BY LOCAL AND OR ON SITE CONDITIONS AND REPORT ANY COMMENT TO THE ARCHITECT.
- ANY ERROR (DISCREPANCIES OR OMISSIONS) TO BE REPORTED TO THE ARCHITECT IMMEDIATELY.
- FINAL DIMENSIONS TO BE TAKEN ON SITE BEFORE ORDERING, SUPPLYING AND FIXING PROPRIETARY OR DETAILED FITTINGS.
- CONTRACTORS ARE TO LOCATE AND IDENTIFY EXISTING SERVICES ON SITE AND TO PROJECT THESE FROM DAMAGE THROUGHOUT THE DURATION OF THE WORKS.
- CONTRACTORS ARE TO BUILD IN D.P.C.'S WHETHER OR NOT THESE ARE SHOWN ON DRAWINGS TO ALL EXTERNAL WALLS, AT EACH FLOOR AND TO ALL WINDOWS, DOORS OR OTHER OPENINGS IN EXTERNAL WALLS. CAVITY WALLS TO HAVE STEPPED D.P.C.'S.
- CONTRACTOR TO BUILD IN BRICK FORCE EVERY 5TH COURSE IN BRICK WALLS AND EVERY 2ND COURSE ABOVE WINDOWS, DOORS AND ALL OTHER OPENINGS.
- ALL GLAZING IN COMPLIANCE WITH DSS SANS 10400-PART N LATEST EDITION

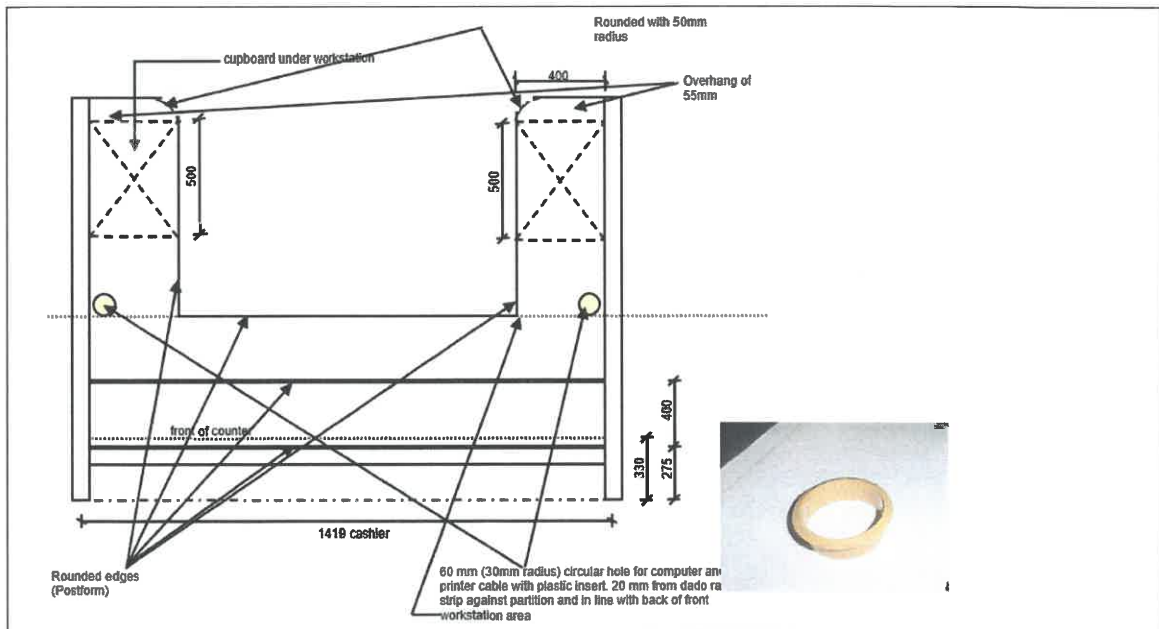


- ANY QUERIES ARISING FROM ALL THE ABOVE MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION BEFORE ANY WORK IS PUT ON HAND.
- QUALITY OF ALL MATERIALS AND WORKMANSHIP TO COMPLY WITH THE RELEVANT S.A.B.S. AND B.S.S. SPECIFICATIONS.

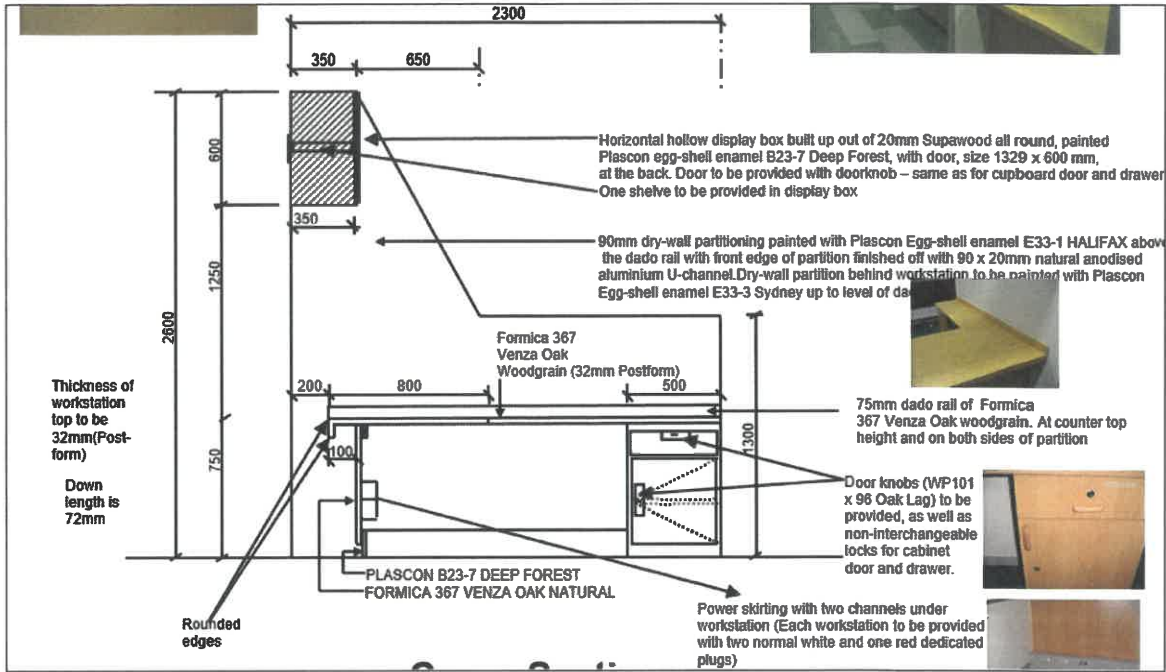
### 6.3 Cashier at front line



6.3.1 Front Elevation



6.3.2 Plan View



### 6.3.3 Cross Section

#### Cross Section

Cabinet door and drawer, under counter, to be provided with doorknobs and non-interchangeable locks. 30mm Formica 367 VENZA OAK woodgrain dado rail to be provided on both sides of partitions at counter top height. Power skirting with two channels (one for electrical and one for IT and telephone) to be provided under each counter for computers and other electrical equipment. Two white and one red dedicated plugs should be provided per counter. Dedicated plugs to be on separate line. IT and telephones will be installed by the Department of Labour. Space for passage behind counters should be between 900 and 1200mm.

### 7. Approved by:

Ms. T. Malindzisa  
Director: Facility Management

Date:



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

<b>Property description:</b>	<b>UITENHAGE: ALTERNATIVE ACCOMMODATION FOR DEPARTMENT OF LABOUR</b>		
<b>Property Manager:</b>	Ms C Machumolotsa	<b>Bid / Quote no:</b>	LSPE05/2022

**1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:**

*(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)*

<b>Bid Document Name:</b>	<b>Number of Pages:</b>	<b>Returnable document:</b>
PA-04 (LS): NOTICE AND INVITATION TO BID ( Inclusive of Client Needs Assessment ,inclusive of Corporate Furniture / refurbishment document Annexure A and Annexure B )	34 Pages	<input type="checkbox"/>
CC001: APPLICATION FOR TAX CLEARANCE CERTIFICATE	2 Pages	<input type="checkbox"/>
PA-09 (LS): LIST OF RETURNABLE DOCUMENTS	2 Pages	<input type="checkbox"/>
PA-10 (LS): IMPORTANT CONDITIONS OF BID	1 Pages	<input type="checkbox"/>
PA-11: DECLARATION OF INTEREST	3 Pages	<input type="checkbox"/>
PA-14: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF PERMANENT DISABLED STATUS	1 Pages	<input type="checkbox"/>
PA-15.1: RESOLUTION OF BOARD OF DIRECTORS	2 Pages	<input type="checkbox"/>
PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES	2 Pages	<input type="checkbox"/>
PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES	3 Pages	<input type="checkbox"/>
PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2017	6 Pages	<input type="checkbox"/>
DPW-06 (LS): AGREEMENT (DRAFT)	25 Pages	<input type="checkbox"/>
DPW-08.1(LS): BID OFFER - OFFICE ACCOMMODATION AND ANNEXURE LS PRICE CONFIRMATION OF SUMMARY OF BID PRICE	4 Pages	<input type="checkbox"/>
DPW-11.1 (LS): SPECIFICATION ON MINIMUM REQUIREMENTS	3 Pages	<input type="checkbox"/>
DPW-12(LS): OCCUPATIONAL HEALTH AND SAFETY ACT CERTIFICATE	1 Pages	<input type="checkbox"/>
DPW-16 (EC): SITE INSPECTION CERTIFICATE	1 Pages	<input type="checkbox"/>
PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUMENT	2 Pages	<input type="checkbox"/>
NATIONAL TREASURY RSA: GOVERNMENT PROCUMENT: GENERAL CONDITIONS OF CONTRACT	15 Pages	<input type="checkbox"/>
CENTRAL SUPPLIER DATABASE TO BE ATTACHED OR NUMBER TO BE PROVIDED ANYWHERE IN THE BID DOCUMENT	15 Pages	<input type="checkbox"/>
SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – PROPERTY SECTOR	2 Pages	<input type="checkbox"/>
SPECIAL CONDITIONS	8 Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>



Name of Bidder	Signature	Date
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## PA-10 (LS): IMPORTANT CONDITIONS OF BID

<b>Bid no:</b>	LSPE05/2022	<b>Closing date:</b>	13 SEPTEMBER 2022
<b>Advertising date:</b>	19 AUGUST 2022	<b>Validity period:</b>	60 days

1. Bids that are not accompanied by written proof that the bidder is authorised to offer the accommodation for leasing will not be considered.
2. The only or lowest offer will not necessarily be accepted.
3. The Department of Public Works is the sole adjudicator of the suitability of the accommodation for the purpose for which it is required. The Department's decision in this regard will be final.
4. The Department of Public Works will in no way be responsible for or committed to negotiations that a user department may or might have conducted with a lessor or owner of a building.
5. It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. **A certificate to this effect must be issued.**
6. Drawings/ Architect's plans of the accommodation offered must be submitted. **In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document.**
7. Lettable areas have to be determined in accordance with the **SAPOA** method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted.
8. The commencement date from which rental will be payable or the lease shall begin is subject to the approval of the Department of Public Works.
9. The lease agreement and payment of rental will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate starting at the beginning of the second year.
10. No bids sent by facsimile will be accepted.
11. Bidders are welcome to be present at the opening of bids.
12. This annexure is part of the bid documentation and must be signed by the bidder and attached.
13. The bid forms must not be retyped or redrafted but photocopies may be used. Additional offers may be made but only on photocopies of the original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.
14. The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of the user department in accordance with the norm document and/or specified and minimum requirements.
15. Appended herewith is an example of a **(PA-07): Application for Tax Clearance Certificate** of which an original signed and stamped certificate should be obtained from the SA Revenue Services and submitted together with the completed bid document.
16. Failure to comply with the above-mentioned conditions may invalidate a bid.

### BIDDER'S SIGNATURE:

Name of Bidder	Signature	Capacity	Date

## 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 consortium<sup>2</sup> 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.

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<sup>2</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.

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-14: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF PERMANENT DISABLED STATUS

Table with project title, tender/bid no, and reference no.

I, \_\_\_\_\_ (surname and name), identity number, \_\_\_\_\_ do hereby declare that I am a registered medical practitioner, with my practice number being \_\_\_\_\_, practising at \_\_\_\_\_ (Physical or postal addresses) declare that I have examined Mr. / Ms. \_\_\_\_\_, identity number \_\_\_\_\_ and have found the said person to be permanently disabled or having a recurring disability.

“Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.” –

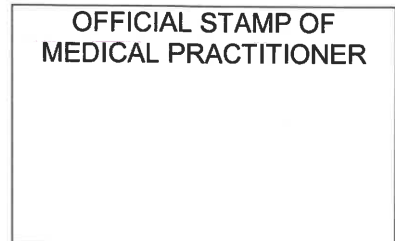
The nature of the disability is as follows:

Three horizontal lines for describing the nature of the disability.

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature

Date



## 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			
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15			
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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.

<b>ENTERPRISE STAMP</b>

## 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			
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).



## PA16: 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 AND THE AMENDED B-BBEE CODES.**

### 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. The value of this bid is estimated to **Not Exceed** R50 000 000 (all applicable taxes included) and therefore the... **80/20**.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

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

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

- 1.7 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.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

Pmin = Comparative price of lowest acceptable bid

## 5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 6(2) and /or 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

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

**8 SUB-CONTRACTING (relates to 5.5)**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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/ a QSE YES / NO (delete which is not applicable)

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
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		

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number .....

9.3 Company registration number .....

- 9.4 TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited

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".

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**9.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

**9.7 Total number of years the company/firm has been in business? .....**

**9.8 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 contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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 BIDDER(S)**

**DATE:**..... **ADDRESS:**.....

.....



**public works  
& infrastructure**

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

# DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

## STANDARD LEASE AGREEMENT FOR OFFICE AND FUNCTIONAL ACCOMMODATION

BUILDING NAME AND/OR ADDRESS:

PROPERTY CODE/FILE NO



public works  
& infrastructure

---

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

## STANDARD LEASE AGREEMENT FOR OFFICE AND FUNCTIONAL ACCOMMODATION

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# LEASE

## 1 PARTIES

The parties to this agreement are:

the party identified in item 1.1 of Schedule A (hereinafter referred to as the “lessor”);

and

the Government of the Republic of South Africa, herein represented by the Director-General of the Department of Public Works or his/ her duly authorised delegate, (hereinafter referred to as the “lessee”).

## 2 DEFINITIONS AND INTERPRETATION

2.1 In this agreement, unless the context indicates otherwise, the following words have the meaning assigned to them hereunder:

**“adjustment date”** – means the date referred to in item 8 on Schedule A on which date the escalated rate comes into effect;

**“the/this agreement”** – means the agreement set out in this document together with Schedule A, Schedule B, Schedule C, Schedule D thereto and any other schedules annexed thereto;

**“building”** – means the entire structure known by the name as set out in item 2.2 of Schedule A and situated on the property set out in item 2.4 of Schedule A;

**“commencement date”** – means the date stipulated in item 7 on Schedule A on which date the lease commences;

**“commencement rental”** – means the rental payable at the commencement of the lease as is stipulated in Schedule B;

**"day"** – means any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;

**"escalation rate"** – means the percentage mentioned in item 9 on Schedule A, which adjusts the rental on every adjustment date;

**"expenses"** – means those disbursements in respect of the premises which are occasioned by the ownership or the operation thereof, including but not limited to, assessment rates, municipal levies, air-conditioning maintenance, lift maintenance and insurance premiums;

**"GCC"** – means the General Conditions of Contract, as amended from time to time, issued by the National Treasury of the Government of the Republic of South Africa for purposes of goods and services procurement;

**"initial lease period"** – means the initial period of the lease, as set out in item 3 of Schedule A;

**"lessee"** – means the Government of the Republic of South Africa, (herein represented by the Director-General of the Department of Public Works or his duly authorised delegate) its successor-in-title and/or its duly authorised employees, agents, intermediaries, representatives and if and to the extent applicable, shall extend to the invitees;

**"lessor"** – means the party identified in item 1.1 of Schedule A (herein represented by the person identified in item 1.1.4 of Schedule A who by his/her signature hereto warrants that she/he is authorised to sign this agreement on behalf of the lessor), its successor-in-title and/or its duly authorised employees, agents, intermediaries and/or representatives;

**"occupant"** – the body defined in item 1.2 of Schedule A, being the body which will physically occupy the premises for the duration of the agreement of the lease;

**"party / parties"** – means the lessee, and the lessor or any of them as determined by the context;

**"premises"** – means the building and/or the structure and/or the land, or portions thereof, as set out in item 2.1 of Schedule A and a plan of which is attached as Schedule D, which forms the subject of this agreement;

**"repairs"** – means everything which is required to be done in order to achieve the same goal as that envisaged in the definition of "maintenance", but which requires more labour and more expense than maintenance, such as the replacement of cables, taps, locks, floor tiles, geysers and the like. The parties are agreed that normal wear and tear can through time require repairs;

**"SCC"** – means the Special Conditions of Contract, as included in the bid document for the leasing of the premises in question;

**"secondary lease period"** – means the period mentioned in item 4 of Schedule A, for which this agreement may be extended by the lessor or the lessee from the date on which the initial lease period expires;

**"signature date"** – means the date of signature of this agreement by the party which signs last in time;

**"termination date"** – means the date stipulated in item 10 of Schedule A on which the lease terminate, unless extended for the secondary lease period, as more fully detailed in clause 4 hereof;

**"VAT"** – means Value-Added Tax in terms of the VAT Act; and

"VAT Act" – means the Value-Added Tax Act (No. 89 of 1991), together with all amendments thereto and all regulations published thereunder from time to time;

- 2.2 The clause headings of this agreement have been inserted for reference purposes only and shall not be taken into account in its interpretation. Unless the context indicates otherwise, words importing the singular shall include the plural, words importing persons shall include natural persons and created entities and the state and *vice versa*;
- 2.3 If a provision in a definition is a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive provision in the body of the agreement, notwithstanding that it is in the definitions clause.
- 2.4 Any reference to an enactment, regulation, rule or by-law is to that enactment, regulation, rule or by-law as at the signature date, and as amended or replaced from time to time.
- 2.5 Where any number of days is prescribed, such number shall exclude the first and include the last day, unless the last day falls on a Saturday, Sunday or public holiday in the Republic of South Africa, in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday.
- 2.6 The use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording succeeding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s.
- 2.7 The expiration or termination of this agreement shall not affect those provisions of this agreement which expressly provide that they will operate after any such expiration or termination or which of necessity must continue to have effect after such expiration or termination, notwithstanding the fact that the clauses themselves do not expressly provide this.

- 2.8 In its interpretation, the *contra proferentem* rule of construction shall not apply (this agreement being the product of negotiations between the parties) nor shall this agreement be construed in favour of or against any party by reason of the extent to which any party or its professional advisors participated in the preparation of this agreement.
- 2.9 The provisions of this agreement shall be subject to the provisions of the SCC and GCC, to the extent that such conditions are applicable to this agreement.
- 2.10 In the event of a conflict between a provision in this agreement and any provision of the GCC, the provisions in the SCC and this agreement shall prevail.

### **3 THE LEASE**

The lessor hereby leases the premises to the lessee who hires the premises on the terms and conditions set out in this agreement, for occupation by the occupant, it being specifically recorded and notwithstanding anything to the contrary contained in this agreement, that the only persons who are mandated to negotiate, enter into, amend or otherwise agree the terms and conditions of this agreement are lessor and lessee provided that any terms and conditions which are specifically exercisable by the occupant in terms of this agreement, shall be so exercisable despite this clause 3.;

### **4 DURATION AND RENEWAL**

- 4.1 This agreement shall commence on the commencement date and shall endure for the period as specified in item 3 of Schedule A as the initial lease period.
- 4.2 Upon the expiry of the initial lease period, the lessee shall have the option of renewing this agreement for an additional period as specified in item 4 of Schedule A as the secondary lease period upon the terms and conditions contained in this agreement provided that in respect of rental payable from the date on which the secondary lease period commences ("the renewal date"), the parties will agree on a market related rental for the premises however the annual escalation rate applicable during the secondary

lease period shall be limited to headline inflation or the escalation rate applicable during the initial lease period, whichever is the greater;

- 4.3 The lessee shall give written notice to the lessor of its intention to exercise the option to renew this agreement (referred to in clause 4.2 above) by no later than 3 months prior to the expiry of the initial lease period. Should the lessee fail to so exercise the option and the lessee remains in occupation of the premises after the expiry of the initial period or where the option is exercised and the lessee remains in occupation of the premises after expiry of the secondary lease period, this agreement shall continue on a month to month basis on the same terms contained in the Agreement but subject to escalations in the rental until such time as either of the parties gives the other a written notice terminating this agreement, in which event, this agreement shall terminate at the end of the month following the month in which the notice was given.
- 4.4 All extensions to the lease period in this agreement, and any changes to the terms and conditions of lease during such extended period, shall be concluded in writing and signed by the parties prior to the termination date or expiry of any extended period, as the case may be.

## **5 THE RENTAL**

- 5.1 During the initial lease period, with effect from the commencement date, the monthly rental payable by the lessee to the lessor shall be as specified in Schedule B.
- 5.2 The lease commences with the commencement rental. Thereafter the rental shall escalate each year, on each adjustment date, in accordance with the compounded escalation rate as set out in item 9 on Schedule A.
- 5.3 The rental shall be paid by the lessee to the lessor, monthly in advance on or before the 7th (seventh) day of each and every month.
- 5.4 All payments made by the lessee to the lessor in terms of this agreement, shall be effected by electronic payment directly into the lessor's nominated bank account.

- 5.5 The parties agree that all rentals payable in terms of this agreement shall include VAT where such tax is payable. The lessor shall specify such tax for record and tax purposes separately from the basic rental.
- 5.6 The lessee undertakes to pay all VAT, at the standard rate applicable from time to time, leviable on any amounts payable by the lessee in terms of this agreement.
- 5.7 The lessor shall be liable to pay all rates, taxes, other regulatory amounts and levies in respect of the premises to the relevant authority as well as any expenses and increases.

## **6 USE OF THE PREMISES**

- 6.1 The lessee records that she/he will use the premises for the purpose specified in item 5 of Schedule A and for any legitimate Government purpose, provided that the lessee shall give the lessor not less than (3) three months' notice of such intent. Where the lessee uses the premises for a purpose other than its intended purpose, the onus shall rest on the lessee to obtain and maintain all necessary permits and/or consents for the use of the premises for that purpose.
- 6.2 The lessor hereby warrants and undertakes that the premises are fit for use for the purpose set out in item 5 of Schedule A.
- 6.3 The lessor shall be obliged to obtain such consents and authorisations (excluding trade and other licences) as may be required by competent authorities or title conditions to enable the lessee to use the premises for the purpose referred to in 6.1.

## **7 OCCUPATION OF THE PREMISES**

The lessor warrants the lessee's right to free and undisturbed possession of the premises from the commencement date until termination of this agreement, subject thereto that any delay in taking possession due to avoidable actions or omissions of the lessee, shall not be regarded as a delay on the part of the lessor. The date of occupation shall be the date

on which the lessee occupies the premises, which shall also be the date of commencement of the lease

## **8 CONDITION OF THE PREMISES AT THE COMMENCEMENT DATE AND AT THE TERMINATION DATE**

- 8.1 Schedule C contains details of the installations required by the lessee, the party responsible for effecting those installations and the party who bears the costs in respect thereof. Schedule C also contains the obligations, if any, of the lessee in regard to the removal thereof on termination of this agreement. To the extent that any party does not make the installations listed opposite its name in Schedule C, either of the other parties may have such installations made at the reasonable cost thereof and the party which was responsible for such installation shall become liable for such reasonable amount;
- 8.2 The lessee shall in writing accept that the lessor has complied with terms of the agreement and that the building is ready and available and ready for use.
- 8.3 The lessee shall, within 30 days of occupation of the premises, furnish the lessor with three (3) dates and times, which dates must be within twenty-one (21) days of occupation, to convene a meeting to inspect the premises. The lessor shall accept a date, from those furnished, that is suitable to him. At such meeting the parties, including the occupant, shall jointly inspect the premises, so as to ascertain any damage or defect in the premises and the general condition of the premises and to record them in a list which all three parties shall sign.
- 8.4 The lessor shall within thirty (30) days of such inspection (or such longer period as may be reasonably necessary to repair the defect(s)) repair the defect(s).
- 8.5 The lessor shall furnish dates and times at least fourteen working (14) days prior to the termination of the agreement for the inspection of the premises after termination of the



agreement. Within 14 days after the expiry of this agreement, the lessor shall ensure that the following lists are compiled and delivered to the lessee:

- 8.5.1 A list of all the items where the parties agree that such items are damaged or defective and that the lessee is liable; and
  - 8.5.2 A list of the items, which are damaged or defective and which in the opinion of the lessor the lessee is liable for, whereas the lessee denies liability.
- 8.6 The items recorded in the list contemplated in clause 8.5.2 shall be replaced as per agreement between the parties. Should the parties fail to reach such an agreement within seven (7) days from the date of delivery of the lists to the lessee, the dispute may by agreement between the parties be referred to an independent professional who shall act as a mediator in an attempt to resolve the dispute.
- 8.7 The lessee shall be liable for a pro rata rental in the event the premises/ part of the premises is not available for use.

## **9 FIXTURES**

The parties agree that for the purposes of the interpretation of this clause and of this agreement, fixtures shall refer to movable or immovable fittings installed by the lessee and required for its purposes, such as computer cables and telephone systems. The lessee shall be entitled, at its expense and with the written consent of the lessor, which consent shall not be unreasonably withheld (alternatively, as arranged in Schedule C), to install fixtures (which shall remain the property of the lessee) on the premises; provided that, after the termination of this agreement:

- 9.1 fixtures may be removed by the lessee on condition that the premises are restored to the condition in which they were before the installation of the fixtures, fair wear and tear expected; or

9.2 the lessor may demand that fixtures which have not been thus removed, shall be removed by the lessee, in which event the same requirements regarding the restoration of the premises 9.1 above shall apply.

## **10 EXPENSES, MAINTENANCE AND REPAIRS**

10.1 Subject to 10.3 below, the lessor shall be responsible for and pay all and any expenses in respect of the premises.

10.2 The lessor shall be responsible for contracting with the suppliers of utilities to the premises referred to in this clause 10.1 above and shall be directly responsible for payment of these charges and any connection fees and deposits in respect thereof.

10.3 The lessee shall be responsible for and will pay the cost of all electricity, water and/or sewerage consumed on the premises for the duration of this agreement. Electricity and/or water and/or sewerage consumed shall be charged according to the relevant meter reading, provided that the consumption of water, electricity and sewerage in the premises shall be proved prima facie by reading of meters or sub-meters and recording same. The lessor shall be responsible for contracting with the suppliers of utilities to the premises referred to in this clause and shall be directly responsible for payment of these charges and any connection fees and deposits in respect thereof.

10.4 In the event of the premises being a portion of a building and it consequently being necessary to determine the lessee's *pro rata* share in respect of maintenance or consumption of necessary services, the *pro rata* share of the lessee, for the purpose of this agreement, shall be determined by calculating the area of the premises as a fraction of the total area of the building.

10.5 Should the lessor fail to pay expenses or to undertake repairs for which the lessor is liable in terms of this agreement, the lessee may remind the lessor in writing, and should the lessor still be in default 30 days after receipt of such reminder (or such longer period which the parties may have agreed upon) the lessee shall be entitled to demand specific

performance or to pay such expenses or to undertake such repairs (if and to the extent agreed between the parties) and to recover the amounts thus disbursed from the rental due to the lessor by set off (if and to the extent agreed between the parties) or by legal action. A certificate by the lessee of such expenses shall be *prima facie* proof thereof.

## **11 OBLIGATIONS OF THE LESSOR**

In addition to any other obligations contained in this agreement, the lessor shall be responsible for:

- 11.1 The payment of assessment rates, taxes and fixed municipal levies;
- 11.2 Insuring the building as provided for in clause 13 below;
- 11.3 Installation and maintenance of mechanical and fire services equipment, including fire detection equipment, fair wear and tear excepted, as further stipulated in clause 14 hereof;
- 11.4 Landscape maintenance of the premises, if applicable;
- 11.5 Providing, at the lessor's expense, all electric, fluorescent, and incandescent light bulbs required in the premises;
- 11.6 Maintenance of, and for all repairs and replacements becoming necessary from time to time in or to, the roofs and outside walls of the buildings including the maintenance and repair of the structure of the buildings, and all systems, works and installations contained therein;
- 11.7 Maintaining in good order and condition the exterior, roof, gutters and down-pipes of the premises and shall make good any structural defects, other than damage caused by the lessee;

- 11.8 Normal maintenance and repairs (including painting) of both the exterior and interior of the premises, including the cleaning of the exterior of the premises as well as windows, in a high rise building;
- 11.9 Operation (including maintenance and repairs) of the air-conditioning system and the lifts during normal office hours or during such times as may be agreed upon;
- 11.10 Water and electricity consumption to the extent that these are not separately metered for the lessee;
- 11.11 Municipal rates (existing and future) levied on ownership (including rates increases);
- 11.12 Installation and maintenance of the fire extinguishing and fire detection equipment as stipulated in clause 14; and
- 11.13 Replacement of floor covering (carpeting etc.) at the expiry of their agreed lifetime which in the case of carpeting is 5 years from the date of installation;
- 11.14 Submission of valid annual tax certificate;
- 11.15 Compliance with Occupational Health and Safety and Act (Act No. 85 of 1993);
- 11.16 Compliance with Department of Labour's applicable standards annually – Certification of Occupation;
- 11.17 Quarterly fumigation of the premises. Without prejudice to any rights and/or remedies available to the lessor in terms of this agreement, where any losses, expenses, costs, damages or breakages are attributable to any act or omission of the lessee and/or negligence or wilful intent of the lessee, the lessor shall be entitled to attend to the necessary and recover the reasonable cost thereof from the lessee.

## **12 OBLIGATIONS OF THE LESSEE**

In addition to any other obligations contained in this agreement, the lessee shall:

- 12.1 Not use the premises or allow them to be used, in whole or part, for any purpose other than that of the business;
- 12.2 Take good and proper care of the interior of the buildings;
- 12.3 Be responsible for all reasonable security, manned or otherwise, necessary to protect the premises;
- 12.4 Not cause or commit any unreasonable nuisance on the premises or cause any annoyance or discomfort to neighbours or the public;
- 12.5 Not unreasonably leave refuse or allow it to accumulate in or about the premises;
- 12.6 Refrain from interfering with the electrical, plumbing, or gas installations or systems serving the premises;
- 12.7 Take all reasonable measures to prevent blockages and obstructions from occurring in drains, sewerage pipes and water pipes serving the premises;
- 12.8 At all times comply with any law, by-law or regulation of the local authority relating to the conduct of its business at the premises and also with the conditions of the title deed under which the premises are held by the lessor;
- 12.9 Not be permitted to place such electrical or other signage on the exterior of the premises without the prior written consent of the lessor;
- 12.10 Forthwith disclose in writing to the lessor details of any act, matter or thing, stored or carried out upon the premises which may affect, vitiate or endanger the fire insurance

policy in respect of the property or which may result in an increase of the fire insurance premium;

12.11 Undertake domestic cleaning of the interior of the premises, including domestic services such as the provision of toilet paper, soap, towels, etc.; excluding common areas;

12.12 Be responsible for the costs of water, electricity and sewerage consumption to the extent that these are separately metered as fully set out in clause 10 above; and

12.13 Be responsible for the costs of refuse removal and sanitary services.

### **13 INSURANCE**

13.1 The lessor shall comprehensively insure the property and the building, and the lessor's fittings at its replacement value, at the lessor's own risk and cost.

13.2 The lessee and the occupant may not after the commencement of the lease do, or allow anything that is contrary to the provisions of the insurance policy, which will cause an increase in the premiums of any insurance policy held by the lessor over the property, provided that the conditions of the insurance policy will be communicated in writing to the lessee from time to time.

13.3 Should the lessee knowingly do or cause to be done anything that causes an increase in the premiums of such insurance policy, the lessee will be liable for the increase in the premiums occasioned by the actions of the lessee. The lessor shall furnish to the lessee proof from the insurer of such increase before any payment shall be due from the lessee.

13.4 The lessor shall not be liable for any damage which the lessee may suffer as a consequence of rain, wind, hail, lightning, fire, earthquake, storm, riots, strikes, actions by enemies of the State or in consequence of the interruption of any facility or service supplies to the premises by third parties, unless such damage could have reasonably been prevented by the lessor.

13.5 The lessor shall not be liable for any accident, injury or damage incurred by the lessee, his employees, agents or visitors, in or near the premises, unless this could have reasonably been prevented on the part of the lessor.

## **14 FIRE FIGHTING EQUIPMENT AND LIFTS**

14.1 The lessor shall be obliged to install, maintain and operate on the premises fire extinguishing and fire detection equipment complying with the National Building Regulations and Building Standards Act (Act No. 103 of 1977) as amended, and/or any other applicable legislation.

14.2 The lessor shall be obliged to maintain the lifts and ensure that regular checks are done in accordance with the Occupational Health and Safety Act (Act No. 85 of 1993) as amended and /or any other applicable legislation.

14.3 The lessor shall provide the lessee with quarterly reports of regular checks done on the fire extinguishers and lifts to ensure safety and security of the occupants of the premises.

## **15 ALTERATIONS, ADDITIONS AND IMPROVEMENTS**

15.1 The lessee shall not make any alterations or additions to any of the buildings, the premises or any part thereof, without the lessor's prior written consent, but the lessor shall not withhold its consent unreasonably to any such alteration or addition. In the event that the lessee does make any such prohibited alterations or additions, it is agreed between the parties that such alterations and/or additions shall be come an immovable part of the respective building or premises to which it is made and shall thus be owned by the lessor who shall not be obliged to compensate the lessee in respect of such alterations and/or additions. Where the lessee has given its prior written consent to any alteration or addition and such alteration or addition has become an immovable part of the building or premises and has added value to the building or premises, the lessor shall not be obliged to

compensate the lessee in respect thereof unless otherwise agreed between the parties prior to such alteration or addition being made.

15.2 Notwithstanding the aforesaid, the lessee shall be entitled to make any non- structural alterations or additions to the interior of the premises without the lessor's prior written consent, provided that the lessee may, on the expiration of this agreement, remove such non-structural alterations or additions as it may have made, provided that simultaneously with any such removal, it reinstates the premises or part of the premises in question, at the lessee's cost, to their same condition (fair, wear and tear excepted) as they were in prior to the carrying out of such alterations or additions.

## **16 DAMAGE TO OR DESTRUCTION OF THE PREMISES**

16.1 In the event of the premises being destroyed and therefore rendered totally unfit for occupation, this agreement shall be terminated automatically unless the destruction of the premises is due to the wilful intent or negligence of the lessee and/or occupant.

16.2 In the event of the premises being damaged and remaining partially suitable for the purposes of the lessee, the parties shall be entitled to terminate this agreement by thirty (30) days' notice in writing given to the other party within thirty (30) days after such destruction or damage unless the destruction of the premises is due to the wilful intent or negligence of the lessee and/or occupant in which case only the lessor shall be entitled to terminate this agreement as directed above.

16.3 Should no notice in terms of 16.2 above be given, then this agreement shall continue and the lessor shall be obliged to proceed expeditiously with the work of rebuilding the premises. Should the parties continue with the agreement, the lessee shall be entitled to a reduction in rental to the extent to which the lessee is deprived of the full and beneficial use and occupation of the premises until such time as the premises have been rebuilt or re-instated provided that the damage or destruction is not due to the wilful intent or negligence of the lessee and/or occupant in which case the lessee shall not be entitled to a reduction in rental as contemplated herein and shall remain liable for the full rental.



16.4 Should there be any dispute as to the extent to which the premises have been damaged and/or the extent to which the premises are unfit for occupation and capable of being used for the purpose for which they are let, the dispute shall be referred to an expert, who shall act as an expert and not as an arbitrator, and whose decision shall be final and binding on the parties. The parties shall jointly agree on who the expert shall be, failing which the expert shall be appointed by the chairperson of the Law Society of South Africa or his delegate.

## **17 BREACH**

17.1 Subject to any specific provision in this agreement to the contrary, should:

17.1.1 the rental or any other amount payable by the lessee in terms of this agreement not be paid by due date or should the lessee commit or suffer or permit the commission of any breach of any of the remaining conditions of this agreement and fail to pay such rental or amount or to remedy such breach within 30 (thirty) days after receipt of written notice by the lessor requiring it to do so, or such longer period as may be reasonable in the circumstances; or

17.1.2 Subject to due process of law; the lessor shall be entitled to claim specific performance, cancel this agreement and retake possession of the premises (without prejudice to any of its other rights under this agreement or at all) and /or claim damages.

17.2 Should either party breach any obligations in terms of this agreement and fail to remedy such breach within 14 (fourteen) days of written demand from the aggrieved party to do so, or such longer period as may be reasonable in the circumstances, the aggrieved party shall be entitled to cancel this agreement or claim specific performance, in either case, without prejudice to the aggrieved party's rights to claim damages from the offending party.

## **18 MANAGEMENT RULES**

The lessee shall comply with all management rules as may be prescribed by the lessor from time to time provided that they are fair, reasonable and justifiable.

## **19 LESSORS RIGHT OF ENTRY AND CARRYING OUT OF WORKS**

The lessor's representatives, agents, servants and contractors may at reasonable times and on reasonable notice (save for the in the event of an emergency), without thereby giving rise to any claim or right of action on the part of the lessee or the occupant of the property or any part thereof, enter the property or any of the buildings in order to inspect them, to carry out any necessary repairs, replacements, or other works, or to perform any other lawful function in the *bona fide* interests of the lessor or the lessee or the occupant, but the lessor shall ensure that this right is exercised with due regard for and a minimum of interference with the beneficial enjoyment of the property by those in occupation thereof, and provided further that such rights will be exercised subject to the lessee's specific security requirements relating to the physical security of the property.

## **20 CESSION, ASSIGNMENT AND SUB-LETTING**

The lessee shall not, except with the prior written consent of the lessor, which shall not be unreasonably withheld:

- 20.1 cede or assign all or any of the rights and obligations of the lessee under this agreement; or
- 20.2 sublet the premises in whole or in part; or
- 20.3 give up possession of the premises or any portion thereof to any third party.

## **21 NON-WAIVER**

- 21.1 Neither party shall be regarded as having waived, or been precluded in any way from exercising, any right under or arising from this agreement by reason of such party having at any time granted any extension of time for or having shown any indulgence to the other

party with reference to any payment or performance hereunder, or having failed to enforce, or delayed in the enforcement of any right of action against the other party.

21.2 The failure of either party to comply with any non-material provision of this agreement shall not excuse the other parties from performing their obligations hereunder fully and timeously.

## **22 SALE OF PREMISES**

22.1 Transfer of the ownership of premises from the lessor to a third party pursuant to a sale thereof shall not in any way affect the validity of this agreement. It shall accordingly, upon registration of transfer of the premises into the name of the purchaser, remain of full force and effect save that the purchaser shall be substituted as lessor and acquire all rights and be liable to fulfil all the obligations which the lessor, as lessor, enjoyed against or was liable to fulfil in favour of the lessee in terms of the this agreement.

22.2 Nothing shall prevent the lessor from advertising the premises as “for sale” or as “to let” as long as it does not disturb the lessee in its use and enjoyment of the premises and any activities which the lessor undertakes are undertaken on reasonable notice to the occupant.

## **23 WHOLE AGREEMENT**

23.1 This is the entire agreement between the parties.

23.2 Neither party relies, in entering into this agreement, on any warranties, representations, disclosures or expressions of opinion, which have not been incorporated into this agreement as warranties or undertakings.

23.3 No variation, alteration, or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by the duly authorised representatives of both parties.

## 24 DOMICILIUM CITANDI ET EXECUTANDI

24.1 The parties respectively choose as *domicilium citandi et executandi* and as the address for the serving of notices the address appearing underneath their names in Schedule A (and the lessor is explicitly barred from serving such notices on officials and offices in the Regions/Provinces).

24.2 Any notice given by one of the parties to the other (“the addressee”) which:

24.2.1 is delivered by hand to a responsible person during ordinary business hours at the physical address chosen as the addressee’s *domicilium citandi et executandi* shall be deemed to have been received by the addressee on the date of the delivery, unless the contrary is proved;

24.2.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee’s *domicilium citandi et executandi*, shall be deemed to have been received by the addressee on the tenth (10<sup>th</sup>) business day of the date of posting unless the contrary is proved; or

24.2.3 is faxed to the chosen fax number, during ordinary business hours shall be presumed to have been received by the addressee at the time of transmission of the fax, alternatively, if not faxed during normal business hours then at twelve o’ clock on the 1<sup>st</sup> business day following the day on which it was faxed.

24.3 Either party shall be entitled, on 14 days’ notice to the other, to change the address of his *domicilium citandi et executandi*.

## 25 WARRANTY OF AUTHORITY

The parties hereby warrant that each of them has the power, authority and legal right to sign and perform this agreement and that this agreement has been duly authorised by all

necessary actions of its directors, to the extent applicable, and constitutes a valid and binding obligation on it in accordance with the terms thereof.

**26 SEVERABILITY**

Any provision in this agreement which is or may become illegal, invalid or unenforceable in any jurisdiction affected by this agreement shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability and shall be treated *pro non scripto* and severed from the balance of this agreement, without invalidating the remaining provisions of this agreement or affecting the validity or enforceability of such provision in any other jurisdiction.

SIGNED AT..... ON THIS THE .....DAY OF..... 20.....

**WITNESSES**

- |                         |                         |
|-------------------------|-------------------------|
| 1. ....                 | 2. ....                 |
| FULL NAME AND SIGNATURE | FULL NAME AND SIGNATURE |

.....  
**SIGNATURE OF LESSOR / REPRESENTATIVE**

.....  
FULL NAMES  
Duly authorised as per attached resolution.

SIGNED AT..... ON THIS THE .....DAY OF..... 20.....

**WITNESSES**

- |         |         |
|---------|---------|
| 1. .... | 2. .... |
|---------|---------|

FULL NAME AND SIGNATURE

FULL NAME AND SIGNATURE

.....  
**SIGNATURE OF LESSEE**

.....  
**FULL NAME**

.....  
**CAPACITY**

Duly authorised as per Departmental delegation dated .....

## DPW – 08.1 (LS): BID OFFER – OFFICE ACCOMMODATION

<b>Bid no:</b>	LSPE05/2022	<b>Closing date:</b>	13 SEPTEMBER 2022
<b>Advertising date:</b>	19 AUGUST 2022	<b>Validity period:</b>	60 days

### 1. ACCOMMODATION PARTICULARS

<b>Name of building</b>	
<b>Address of building</b>	
<b>Market Value of building</b>	
<b>Municipal valuation of building</b>	
<b>Gross floor area of accommodation</b>	m <sup>2</sup>
<b>Date accommodation may be occupied</b>	
<b>Commencement date of lease</b>	
<b>Lease period</b>	
<b>Option period</b>	
<b>Value Added Tax Number</b>	

### 2. RENTALS (OFFICES, STORES AND PARKING)

	Offices	Stores	Parking
<b>Lettable Area</b>	m <sup>2</sup>	m <sup>2</sup>	
<b>Parking bays</b>			
<b>Rental per month</b>	R		R
<b>VAT per month</b>	R		R
<b>Total per month</b>	R		R
<b>Tariffs</b>	R /m <sup>2</sup>	R /m <sup>2</sup>	R each
<b>VAT</b>	R /m <sup>2</sup>	R /m <sup>2</sup>	R each
<b>Total (1)</b>	R /m <sup>2</sup>	R /m <sup>2</sup>	R each
<b>Escalation Rate</b>	%	%	%
<b>Operating Costs (Provide details on what costs entail)</b>	R /m <sup>2</sup>	R /m <sup>2</sup>	
<b>VAT</b>	R /m <sup>2</sup>	R /m <sup>2</sup>	
<b>Total (2)</b>	R /m <sup>2</sup>	R /m <sup>2</sup>	
<b>Escalation Rate</b>	%		
<b>Total (1 + 2)</b>	R /m <sup>2</sup>	R /m <sup>2</sup>	R each
<b>Alteration Cost for Lessor:</b>	R	R	

**3. RESPONSIBILITIES**

Note: The state is not prepared to accept responsibility for services or costs involved as per grey areas.  
(Indicate where applicable)

3.1. Services	State	Lessor	Estimated cost per month
3.1.1. Water consumption			
3.1.2. Electricity consumption			
3.1.3. Sanitary services			
3.1.4. Refuse removal			
3.1.5. Domestic cleaning service			
3.1.6. Consumable Supplies			

3.2. Maintenance	State	Lessor	Estimated cost per month
3.2.1. Internal maintenance			
3.2.2. External			
3.2.3. Garden (If applicable)			
3.2.4. Air conditioning			
3.2.5. Lifts			
3.2.6. Floor covering: normal wear			

3.3. Rates and Insurance	State	Lessor	Estimated cost per month
3.3.1. Municipal rates & Increases			
3.3.2. Insurance & Increases			
3.3.3. SASRIA insurance + Increase			

3.4. Other Responsibilities	State	Lessor	Estimated cost per month
3.4.1. Contract costs			
3.4.2. Stamp duty			
3.4.3. Fire fighting equipment			
3.4.4. Cost of alterations			

**Note:** State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------



**4. NATIONAL BUILDING REGULATIONS:**

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**5. PARTICULARS FOR PAYMENT OF RENTAL:**

Person/Organisation to whom cheque must be issued	
Postal address	
Telephone no.	
Cell. No.	
e-mail address	

**6. INCOME TAX REFERENCE NUMBER:**

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)	
--	--

Name of owner / Duly authorised representative	Signature	Date



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE LS PRICE CONFIRMATION OF SUMMARY OF BID PRICE

Item	Total Area	Rate per m <sup>2</sup>	Total Price (VAT Excl)	VAT Amount	Total Price (VAT incl)	Total
Tariff Base Rental						
Tariff Refurbishment						
Tenant Installation						
Operating Cost						
<b>Total Cost</b>						
	Number of parking Bays	Cost per Parking Bay	Total Cost (VAT Excl)	VAT Amount	Total Price (VAT incl)	Total
Parking (If applicable)						
<b>Total Bid Price</b>						

<b>TENDER NUMBER</b>	<b>SIGNATURE OF OWNER / REPRESENTATIVE</b>	<b>DATE</b>



## DPW-11.1 (LS): SPECIFICATION ON MINIMUM REQUIREMENTS – OFFICE ACCOMMODATION

### SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY

#### 1. GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialled and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

#### 2. CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public Works. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certificate to this effect must be submitted.

#### 3. SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access control points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.

#### 4. RECORD ROOMS:

- (a) Record rooms shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record room walls shall be of masonry of not less than 220mm thick or of concrete of not less than 150mm thick or of such structure approved by the Department of Public Works.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works.
- (c) All keys shall be handed over to the Department of Public Works.

#### 5. ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45 dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

#### 6. PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

#### 7. FLOOR TO CEILING HEIGHTS:

A clear floor to ceiling height of as close as possible to 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

#### 8. DOORS, LOCKS AND KEYS:



All offices shall be provided with a door of at least 900mm and each fitted with a good quality five pin cylinder lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building. Two master keys, which can unlock the locks of all offices, shall also be provided.

#### 9. FLOOR COVERING:

Floor covering must be of an acceptable standard and quality to last for at least 10 years.

#### 10. POWER POINTS:

(a) Offices and other rooms where electrical appliances can be used shall be provided with 15 A socket outlets. In offices two socket outlets shall be provided for every 12m<sup>2</sup> or part thereof. The Department of Public Works shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.

(b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.

#### 11. LIGHTING:

(a) Each office shall be provided with its own light switch in a suitable position near the door. Lighting conforming to the following standard must be provided:

• Reception areas	100 lux
• General offices	300 lux
• Drawing office	500 lux
• Passages	50 lux
• Auditoriums	100 lux
• Conference rooms	100 lux
• Classrooms	200 lux
• Libraries	300 – 400 lux
• Store rooms	200 lux
• Parking	50 lux

(b) The lighting levels all measured at working plane.

#### 12. TELEPHONES:

(a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of Telkom.

(b) The user department itself will negotiate with Telkom as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

#### 13. TRUNKING:

The trunking servicing the building must conform to latest technological standards.

#### 14. FACILITIES FOR CLEANERS

On every floor of a multi-storey building or for every 1 350m<sup>2</sup> gross floor area a cleaner's room of not less than 6m<sup>2</sup> shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

#### 15. TOILET FACILITIES:

The following norms shall be applied:

##### 15.1. Males – staff and public

One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One urinal for every 15 persons to a total of 30 and thereafter 1 for every 30 additional persons or part thereof. One wash hand basin for every two WC's.

**15.2. Females – staff and public**

One WC (Water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.

**15.3. Physically challenged persons**

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

**16. MATERIAL AND FINISHES:**

(a) All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.

(b) Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works.

**17. INSPECTION:**

The Department of Public Works considers it a condition of contract that in consultation with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that he wishes to see. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works.

## DPW-12 (LS): COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

<b>Bid no:</b>	LSPE05/2022	<b>Closing date:</b>	13 SEPTEMBER 2022
<b>Advertising date:</b>	19 AUGUST 2022	<b>Validity period:</b>	60 DAYS

**COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT**

I, \_\_\_\_\_ duly authorised to represent \_\_\_\_\_ (the bidders name) acknowledge that I as \_\_\_\_\_ shall ensure that \_\_\_\_\_ (description of the property in question) complies in every respect with the requirements of the following Acts, Regulations and By - Laws:

- (i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- (ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- (iii) The Municipal by-laws and any special requirements of the local supply authority.
- (iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

**1. WITNESS:**

Name of witness	Signature	Date

**2. WITNESS:**

Name of witness	Signature	Date

## DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

<b>Project title:</b>	<b><i>UITENHAGE: ALTERNATIVE ACCOMMODATION FOR DEPARTMENT OF LABOUR</i></b>		
<b>Tender no:</b>	<i>LSPE05/2022</i>	<b>Reference no:</b>	<i>24/2/1/12/6437</i>
<b>Closing date:</b>	<i>13 SEPTEMBER 2022</i>		

This is to certify that I, \_\_\_\_\_ representing  
 \_\_\_\_\_ in the company of  
 \_\_\_\_\_ visited the site on:

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	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/ 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.		%	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<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)

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

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".



## 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>

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or



analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### 14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)



**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – PROPERTY SECTOR**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>VAT Number:</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ol style="list-style-type: none"> <li>(a) Who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) Who became citizens of the Republic of South Africa by naturalization-             <ol style="list-style-type: none"> <li>i. Before 27 April 1994; or</li> <li>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</li> </ol> </li> </ol>
<b>Definition of “Black Designated Groups”</b>	<p>Black Designated Groups means:</p> <ol style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ol>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Property Sector Code issued under section 9(1) June 2017 gazette No 40910 vol. 624.
- The Enterprise is \_\_\_\_\_% Black Woman Owned as per Amended Property Sector Code issued under section 9(1) June 2017 gazette No 40910 vol. 624.
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Property Sector Code issued under section 9(1) June 2017 gazette No 40910 vol. 624.
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, please confirm on the table below by ticking the Nature of your business in Property.

Asset Based	Net Assets Less than R80 million	
Service Based	Annual Turnover Less than R10 million	
Estate Agencies/Broking/ Valuation Companies	Annual Turnover Less than R2.5 Million	

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Commissioner of Oaths  
 Signature & stamp



## **SPECIAL CONDITIONS OF BID**

### **1. INTERPRETATION**

- 1.1. The word "Bidder" in these conditions shall mean and include any firm of Contractors, Services Providers or any company or body incorporated or unincorporated or any other legal entities.
- 1.2. The word "Department" in these conditions shall mean the DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
- 1.3. Any reference to words "Bid" or "bidder" herein and or any other documentation shall be construed to have the meaning as the words "Tender" or Tenderer".

### **2. PRECEDENCE**

- 2.1. If any other condition (bid rule) in the bid document is in contradiction with the "Special Conditions of Bid" the "Special Conditions of Bid" will take preference.
- 2.2. The "Special Conditions of Bid" can only be amended by an official addendum before the closing date of the bid.

### **3. GENERAL BID RULES**

- 3.1. "Written" or "in writing" means hand-written in non-erasable ink or any form of electronic or digital writing and or a combination thereof.
- 3.2. The digital and or electronic completion and signing of documents is permitted.
- 3.3. A bidder participates in this bid process entirely at its own risk and cost.
- 3.4. The Department may accept or reject any bid offer and may cancel the bid process (or reject all bid offers at any time) prior to the formation of a contract, due to the following:
  - 3.4.1. due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
  - 3.4.2. funds are no longer available to cover the total envisaged expenditure;
  - 3.4.3. no acceptable tender is received;
  - 3.4.4. there is a material irregularity in the tender process; or
  - 3.4.5. there is material change in the scope of works.
- 3.5. The Department shall not accept or incur any liability for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- 3.6. Bids which are late or submitted by facsimile or electronically, will not be accepted.
- 3.7. Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing, must be deposited in the bid box as indicated in the bid document.
- 3.8. Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental Bid box, prior to the closing date and time. The Department will not accept responsibility for any bids not timeously deposited in the Bid Box.
- 3.9. Bids received after the closing date and time will not be accepted for consideration and where practical, be returned unopened to the Bidder(s).
- 3.10. The bidder must be registered on the Central Supplier Database (CSD) for government prior to the award and must be active on the CIDB where applicable.
- 3.11. Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

### **4. AMBIGUITIES/ VAGUENESS**

- 4.1. If there is any ambiguities or vagueness in the bid document or the specifications, drawings or descriptions or functionality or quality, this should be clarified with the



Department, at least five days (5) working days before the closing time stated in the tender data.

## **5. PERIOD OF VALIDITY FOR BIDS AFTER CLOSING DATE**

5.1 All Bids must remain valid for a period of 8 weeks (60 days) from the closing date as stipulated in the bid document.

5.2 The Department reserves the right to request for the validity extensions of bids, should it deemed necessary. The following conditions will apply when the Department request for a validity extension of a bid:

5.2.1 The request for a validity extension will be done while the validity period of the bids are still valid.

5.2.2 Bidders have the right to refuse the extension of the validity period of their bids.

5.2.3 If a request for validity extensions are send to bidders while the validity period of the bids are still valid, non-replying to the request for validity extension before the expiry date will be deemed a tacit agreement to the extension of the validity period. The Department will communicate with the affected bidders to confirm such tacit agreement.

5.2.4 Should the bidder not agree with the tacit agreement, the bidder shall be deemed to be non-responsive and not considered for further evaluation.

5.2.5 If a bidder(s) refused a validity extension, it will be deemed that the bidder(s) had withdrawn their bids from the bidding process. The Department reserves the right to continue with its bid evaluation and adjudication of the remaining bids and finalise the process.

## **6. BRAND NAMES**

6.1 Wherever a brand name is specified in this bid document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

## **7. CONTRACTUAL PRICE ADJUSTMENTS**

7.1 The Bid is not subjected to any price escalation.

*\* Formulate price adjustment clearly if applicable*

## **8. AUTHORITY TO SIGN BID DOCUMENTS**

8.1 No authority to sign (PA 15.1: Resolution of Board of Directors) is required from an enterprise which has only one director or is a sole ownership.

8.2 In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence should be submitted with the bid at the closing time, that the Bid has been signed by a person properly authorised by resolution of the directors or under the articles of the entity. For that purpose, forms PA-15.1-15.3 (Resolution of Board of Directors) are included in the bid document for completion by the relevant Board(s) of Directors

8.3 The department further accepts that, in the absence of a PA 15.1: Resolution of Board of Directors, any director or any member of the enterprise may have the authority to bind the enterprise. Therefore the following will apply when only one director or one member of the enterprise signed the bid documents:

8.3.1 The signature of any one of the directors or any one of the members of the enterprise will bind the enterprise and all the directors/ members of the enterprise. This condition will therefore render the bid valid; and

8.3.2 The Department will verify the authority to sign (if deemed necessary) and where possible, may request proof of such authority of the relevant director or relevant member to act on behalf of the enterprise in the form of a " Resolution



of the Board of Directors”, if such “, (PA 15.1: Resolution of Board of Directors),” was not submitted with the bid or was not completed or was incorrectly completed,

8.4 In the case of a sub-contractor agreement, a joint venture or consortia, the signing of the sub-contractor agreement, or Joint Venture or Consortia agreement by any director or member of each of the parties to the agreement, will render the sub-contractor agreement or Joint Venture or Consortia agreement valid. Therefore:

8.4.1 The Department reserves the right to request from each party to the sub-contractor agreement or Joint Venture or Consortia” agreement, proof of such authority of the relevant director or relevant member to act on behalf of the enterprise(s), in the form of a “ Resolution of the Board of Directors”, if it was not submitted with the bid or was not completed or was incorrectly completed,

8.5 In the event that a non-member or non-director to the enterprise(s) sign the bid documents and or sign a joint venture or consortia agreement, an “Authority to sign” issued by a director of the enterprise(s) or by the Board of Directors of the enterprise(s) must be submitted with the bid at the closing date. Failure to comply with this requirement at the closing date of the bid, will invalidate the bid submitted.

## **9. CONTRACT PERIOD**

9.1 The expected contract period is as stipulated in the Contract Data **5 years (60 months)** from the contract commencement date, which is the date of issue of letter of acceptance. The construction period is as stipulated within the Contract Data from date of handing over of site in the case of contractors.

9.2 The service contract period in terms of consultants would commence on the date of agreeing on the project execution plan stipulating specific milestone date, as agreed by the department.

## **10. NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER**

10.1 The Bid will be awarded to the bidder who scores the highest PPPFA number of points:

10.1.1 However, should an offer not be market related, the Department reserves the right to negotiate with bidders in accordance with the PPPFA Regulation 6 sub regulations 9(a) & (b).

## **11. AWARD OF CONTRACTS TO TENDERERS NOT SCORING HIGHEST POINTS**

11.1 The Department reserves the right to award the bid to a tenderer, other than the highest scoring bidder, after having applied an objective criteria (i.e risk assessment, as per the risk assessment criteria in the notice to invitation to tender/quote).

## **12. TAX COMPLIANCE**

12.1 No tender shall be awarded to a bidder who is non tax -compliant.

12.2 All bidders’ tax matters must be in order prior to award.

12.3 If the recommended bidder’s tax status is non-compliant, the recommended bidder must submit written proof from SARS of their tax compliant status or submit written proof that they have made an arrangement with SARS to meet their outstanding tax obligations.

12.4 The recommended bidder will be given a maximum of seven (7) working days to correct their tax compliance status.

12.5 Failure to comply within seven (7) working days, from the date of the request, the Department will reject the bid submitted by the bidder.

## **13. REGISTRATION AS A VAT-VENDOR**

13.1 Non-VAT vendors do not have to include VAT in their bid prices.



- 13.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R1 million, must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.
- 13.3 The award of contract would be conditional (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.
- 13.4 Failure to comply within 21 days after being notified to do so will lead to the automatic withdrawal of the “provisional letter of award” and elimination of the bidder’s offer.
- 13.5 VAT vendors must include VAT in their bid prices and failure to comply will lead to an automatic elimination of the bidder’s offer.
- 13.6 In all other instances, where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of award will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.
- 13.7 If a Non-VAT vendor/ bidder is contracted with the Department with a price which is Excluded Vat, and it becomes a VAT vendor after award or alternatively becomes a VAT vendor due to a cumulative number of awards, the bidder will have to absorb the adverse financial implications of not including VAT in their price quoted. VAT cannot be claimed from the Department for any payments already made or from any future payments.

#### **14. CERTIFICATION OF DOCUMENTS**

- 14.1 Where so required in the bid documents, bidders are required to submit copies which are certified as a “true copy of the original”.
- 14.2 If a bidder submitted an uncertified copy of an original document, or an original copy which is not correctly certified, the bidder will be afforded an opportunity to correct such non-compliance within a minimum period of 48 hours as follows:
  - 14.2.1 The corrected noncompliance must be made from the initial copied document and not from a new document or from another document.
- 14.3 All bidders’ whose copies complies with the minimum requirements above, will be “deemed in order” and will be subjected for consideration in further evaluation processes, even if the Department did not request any corrections.
- 14.4 No submissions of new or alternative documents or certified copies of new or alternative documents will be allowed after the bid closing date.
- 14.5 The Department will not accept a copy of a copied document and will not provide any bidder an opportunity to correct such a non-compliance.

#### **15. AWARDING OF B-BBEE POINTS**

- 15.1 A tenderer must submit proof of its B-BBEE status level of contributor with the bid at the closing date and time.
- 15.2 A valid B-BBEE Certificate is a B-BBEE Certificate which has not expired at the closing date of the bid.
- 15.3 Parties in an unincorporated joint venture must submit its own consolidated B-BBEE certificate, which has not expired at the closing date of the bid
- 15.4 A “Sworn Affidavit” must comply with the following to be considered valid:
  - 15.4.1 The “Sworn Affidavit” must not be expired at the closing date.
  - 15.4.2 In respect of Construction bids, a “Sworn Affidavit” issued in terms of the Amended Construction Sector Code; (Gazette Vol. 630 No. 41287); Issued in terms of paragraph 3.6.2.4.1 (B), must not be expired at the closing date.



- 15.4.3 The Annual Total Revenue must be based on the latest financial year-end's Financial Statements/Management Accounts and other information of the bidder. A "Sworn Affidavit" based on information obtained or declared from older periods than the latest financial year-end or future periods (after the closing date of the bid) will not be accepted.
- 15.4.4 The latest financial year-end must be clearly indicated by the bidder (Deponent) in the "Sworn Affidavit". An omission of the financial year will invalidate the submitted "Sworn Affidavit".
- 15.4.5 The "Sworn Affidavit" must be correctly completed, signed and dated by the bidder (Deponent).
- 15.4.6 The "Sworn Affidavit" submitted must be correctly signed and stamped by the "Commissioner of Oath".
- 15.5 If a bidder submit at the closing date of the bid, a B-BBEE certificate or a "Sworn Affidavit" which is not certified or is certified incorrectly, the bidder will be given a minimum of 48 hours to submit a correctly certified copy. The copy maybe certified after the closing date of the bid.
- 15.6 If a bidder submit at the closing date of the bid a valid B-BBEE certificate or a valid "Sworn Affidavit", but the bidder's PA 16 is not signed or dated or witnessed or it is not properly completed, or its not completed or submitted or did not claim points, the bidder will be given a minimum of 48 hours to correctly complete its PA 16.
- 15.7 Should the bidder intend to sub-contract more than 25%, it is compulsory to submit a valid B-BBEE certificate (s) or a valid Sworn Affidavit(s) for all its proposed sub-contractors. If the B-BBEE certificate (s) or Sworn Affidavit(s) are valid, but it is not certified or is certified incorrectly, the bidder will be given a minimum of 48 hours to submit a certified copy(s). The copy(s) may be certified after the closing date of the bid.
- 15.8 If a bidder clearly indicates "that it will not sub-contract a portion of its contract on its PA-16, but listed a subcontractor(s) on its SCHEDULE OF PROPOSED SUBCONTRACTORS (DPW-15(EC)), the bidder will be given zero points for B-BBEE, irrespective of the actual total R-value to be sub-contracted or the B-BBEE level or the EME status of the subcontractor.
- 15.9 If a bidder indicates "that it will sub-contract a portion of its contract on its PA-16, but the percentage or names of the subcontractor or B-BEE level or EME/QSE status and or the table is not completed correctly or is incomplete and or does not reconcile to the listed subcontractor(s) on its SCHEDULE OF PROPOSED SUBCONTRACTORS (DPW-15(EC)), the bidder will be given an opportunity to correct such reconciliation or non-compliance and may thereafter be accordingly scored for B-BBEE points.
- 15.10 The conditions for B-BBEE Certificates and Sworn Affidavits above, are also applicable to bids where:
- 15.10.1 Prequalification criteria is a condition of tender and;
  - 15.10.2 Sub-contractors, where subcontracting is a condition of tender.
- 15.11 All bidders' whose B-BBEE Certificates or Sworn Affidavits complies with the minimum requirements above, will be "deemed in order" and will be subjected for consideration in further evaluation, even if the Department did not request any corrections.
- 15.12 No submissions of alternative or new B-BBEE Certificates or "Sworn Affidavits" will be allowed after the bid closing date.

## **16 LOCAL PRODUCTION AND CONTENT (IF APPLICABLE)**

- 16.1 The conditions below, will serve as the evaluation criteria for evaluation on local production and content:



- 15.1.1 On local content designated items, only locally produced goods or services with a stipulated minimum threshold for local production and content will be considered.
  - 15.1.2 The relevant designated sector for local production and content is indicated in the bid document.
  - 15.1.3 Exchange rate to be used for the calculation of local content (local content and local production are used interchangeably) must be the exchange rate published by the SARB at 12:00 on the date on the date of advertisement of bid
  - 15.1.4 Failure to meet the minimum percentage for local production and content, will automatically invalidate the bid for further consideration.
  - 15.1.5 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI) should there be a need to import such raw material.
- 16.2 Bidders must at the minimum comply with the following at the closing date and time:
  - 15.1.6 Bidders are not allowed to submit a blank Local Content- Summary Schedule (Annexure C.) and the bidder must at the minimum correctly complete sections C10 to C15 of the Local Content Declaration – Summary schedule (Annexure C).
  - 15.1.7 Bidders' offers must meet the minimum percentage for local production and content.
  - 15.2.3 If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI) should there be a need to import such raw material or input and a copy of this authorisation letter must be submitted.
- 16.3 It is not mandatory for a bidder to complete table 2 (c) of the LOCAL CONTENT DECLARATION. If a bidder did not complete table 2(c), the information as per Summary schedule (Annexure C) will be utilised.
- 16.4 If the bid is for more than one product, the local content percentages for each product contained in Declaration C (Annexure C) shall be used instead of the table 2 (c) on Local Content Declaration PA36.
- 16.5 If a bidder's PA36 LOCAL CONTENT DECLARATION is not completed, or incorrectly completed or not properly sign, or not dated or not witnessed, the bidder's offer will not be disqualified/ eliminated.
- 16.6 If a bidder incorrectly completed sections C16 to C25 or did not properly sign or date or witnessed its Local Content Declaration – Summary schedule (Annexure C), the bidder's offer will not be disqualified/ eliminated.
- 16.7 A minimum of 48 hours will be given by the Department to a bidder to accurately complete its PA36 and or Local Content Declaration (Summary schedule (Annexure C) sections C16 to C25, should it be required. Failure to adhere to the Department's request on or before the prescribed timeframe, will lead to elimination of the bidder's offer.
- 16.8 The Department reserves the right and discretion not to request all bidders for corrections of their PA36 and Local Content Declaration (Summary schedule (Annexure C). All bidders' whose offers complies with the minimum requirements,





will be “deemed responsive” and will be subjected for further evaluation, even if the Department did not request any corrections.

For further information, bidders may contact the Designated Sector unit within DTI at 012 394 1135.

## **17 SUBCONTRACTING IS A CONDITION OF TENDER**

- 17.1 Where sub-contracting is a condition of tender, bidders are required to comply with the prescribed B-BBEE category(s) of sub-contracting and submit with the bid at the closing date and time at least the following:
- 17.1.1 A signed subcontracting agreement between the bidder and the intended subcontractor and;
- 17.1.2 The subcontractor’s agreement must be signed by a person properly authorised by each party to the sub-contractor agreement. If a deemed unauthorised person(s) signed the agreement, it will be dealt with as specified in the “Special Conditions of Contract” paragraph 8.
- 17.1.3 A valid original or certified copy of the B-BBEE certificate or “Sworn Affidavit” of the intended sub-contractor as per the requirements specified in the bid document. Non-complaint B-BBEE certificates or “Sworn Affidavits” of sub-contractors will be dealt with as specified in the “Special Conditions of Contract” paragraph 15.
- 17.2 Where sub-contracting is a condition of tender, the bidder is not obligated to list the proposed mandatory sub-contractor in its SCHEDULE OF PROPOSED SUBCONTRACTORS (DPW-15(EC)).
- 17.3 Failure to comply with the minimum conditions above, will lead to the bid being eliminated.

## **18 BIDDER’S DISCLOSURE/ BIDDER’S DECLARATION (SBD-4)**

- 18.1 The Department will afford a bidder an opportunity to correct its SBD-4 form, if the bidder omitted to sign or to complete or to properly complete this form.
- 18.2 A bidder’s offer will be eliminated if the bidder’s declaration is proven false during the bid evaluation process.

## **19 FORM OF OFFER AND ACCEPTANCE**

- 19.1 The tender amount in words takes precedence, where there is a discrepancy between the amount in figures, and the amount in words will govern.
- 19.2 The successful bidder will be required to balance its rates prior signing of a contract.
- 19.3 If the tenderer makes an obvious grammatical error in the amount of words, the wording will be compared to all the submitted comparative figures (i.e. the amount in figures on the submitted “Form of Offer and Acceptance” and the amount stipulated in the bills of quantities or the final summary page, or activity schedule or pricing schedule) and if deemed the same:
- 19.3.1 The tenderer’s offer will not be disqualified.
- 19.3.2 The tenderer can be requested to correct the error and ratify its “Form of Offer and Acceptance”.
- 19.4 If there is no amount in words, the amount in figures on the submitted “Form of Offer and Acceptance” will be compared to all the submitted comparative figures (i.e. the amount stipulated in the submitted bills of quantities or the final summary page or the activity schedule, or the pricing schedule) and if deemed the same:



- 19.4.1 The tenderer's offer will not be disqualified.
- 19.4.2 The tenderer can be requested to correct the omission of the amount in words and ratify its "Form of Offer and Acceptance".
- 19.5 In addition to the above, the form of Offer and Acceptance, must at the closing date of the bid, comply with the following minimum criteria:
  - 19.5.1 It must be signed by an authorised person of the Bidder;
  - 19.5.2 The Surname with Initials/ Name of the authorised person must be clearly indicated;
  - 19.5.3 The date on the form of offer must be completed;
  - 19.5.4 The name of the bidder/ legal entity must be clearly indicated.
- 19.6 If both the "amount in words" and the "amount in figures" is not completed, the bid will be eliminated.

## **20 CORRECTION OF ERRORS**

- 20.1 Only the authorised signatory to the tender should initial corrections in the tender document.
- 20.2 All corrections must be in non-erasable ink and the use of correcting fluid (tippex) is prohibited.
- 20.3 In the event that a correction is not initialled or the correction is initialled by a person not having the prescribed authority, the Department will:
  - 20.3.1 Seek the necessary clarification from the tenderer and;
  - 20.3.2 If accepting the response from the tenderer, evaluate the bid further and or;
  - 20.3.3 Allow the tenderer to correct/ ratify any noncompliance, where necessary.

## **21 DISCLAIMER**

- 21.1 It is impractical and cumbersome for the Department to communicate with all qualifying bidders to correct/ ratify all eligible matters as articulated in this "Special Conditions of Bid". The Department therefore reserves the right and discretion, during its evaluation and other administrative processes to:
  - 21.1.1 Limit its correspondences for corrections/ ratifications/ clarities to potential higher point scoring bidders only and to
  - 21.1.2 Further evaluate any potential qualifying lower scoring bidder(s) as "deemed responsive" without requesting the corrections/ ratifications of a matter which is eligible as per the "Special Conditions of Bid".