



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTHAFRICA

BID DOCUMENT

PROJECT DESCRIPTION: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

BID NO: PLK24/41.
Closing Date: 10 September 2024
Closing Time: 11H00
Bid Briefing Meeting Date: 27 August 2024
Bid Briefing Meeting time: 10:00

Tenderers CSD No:

Name of the Tenderer:

Bid Box Address

Department of Public Works & Infrastructure
Polokwane Regional Office
78 Hans Van Rensburg Street
Old Mutual Building, Room 03, Ground
0700

SCM SPECIFIC ENQUIRIES:

Enquires: **Thato Morifi**
Tel No: **015 293 8073** during office hours
Cell No: **082 525 7711**
Email Address: thato.morifi@dpw.gov.za

TECHNICAL / PROJECT SPECIFIC ENQUIRIES

Enquires: **Indicate**
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SUMMARY OF BID INFORMATION

Bid Number	PLK24/41.	
Bid/ Project Description	Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.	
Bid Closing date & Time	Tuesday, 10 September 2024	Closing Time: 11H00
Bid Briefing Date & Time (If applicable)	<i>Date of Bid Briefing (if any)</i> 27 August 2024	<i>Time of Bid Briefing (if any)</i> 10:00
Venue	78 Hans Van rensburg Street, Polokwane 0699	
SCM SPECIFIC ENQUIRIES:	Thato Morifi	thato.morifi@dpw.gov.za
	015 293 8012	015 293 8012
TECHNICAL / PROJECT SPECIFIC ENQUIRIES	Mamakgeme Mphahlele	joy.mphahlele@dpw.gov.za
	084 485 2115	084 485 2115
Bid Validity Period	84 calendar days	
Bid Document Price	Free of Charge	
Procurement Plan Reference Number	1533	



PA-04 (EC): NOTICE AND INVITATION TO TENDER

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.		
Bid no:	PLK24/41.	Procurement Plan Reference no:	1533
Advertising date:	Friday, 16 August 2024	Closing date:	Tuesday, 10 September 2024
Closing time:	11H00	Validity period:	84 calendar days

1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **4 SI** or **4 SI*** or higher.

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

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **Not applicable Not applicable PE** or **Not applicable Not applicable PE*** or higher.

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

2. FUNCTIONALITY CRITERIA APPLICABLE

2.1 The Bid will be evaluated on Functionality and the following Functionality evaluation criteria will apply and failure to meet minimum functionality score will result in the tenderer being disqualified. From further evaluation:

Functionality criteria ¹ :		Weighting factor:									
1.	<p>1. Work Force 1.</p> <p>Contractor to provide Proof of work Force with capability to execute the project. Attach copy of Trade Test Certificate in Lifts (Lift Mechanic) and a copy of id of certificate holder.</p> <p>Artisan / Technician</p> <table><tr><td>1 Certificate & ID copy</td><td>=</td><td>3 Points</td></tr><tr><td>2 Certificates & ID copies</td><td>=</td><td>4 Points</td></tr><tr><td>3 Certificates & ID copies and above</td><td>=</td><td>5 Points</td></tr></table>	1 Certificate & ID copy	=	3 Points	2 Certificates & ID copies	=	4 Points	3 Certificates & ID copies and above	=	5 Points	20
1 Certificate & ID copy	=	3 Points									
2 Certificates & ID copies	=	4 Points									
3 Certificates & ID copies and above	=	5 Points									
2.	<p>2. Work Force 2.</p> <p>Contractor to provide proof of work force with capability to execute the project. Attach copy of Lift Inspector Certificate and ID copy of certificate holder.</p> <p>Lift Inspector</p> <table><tr><td>1 Certificate & ID copy</td><td>=</td><td>3 Points</td></tr><tr><td>2 Certificate & ID copy</td><td>=</td><td>4 Points</td></tr><tr><td>3 Certificate & ID copy</td><td>=</td><td>5 Points</td></tr></table>	1 Certificate & ID copy	=	3 Points	2 Certificate & ID copy	=	4 Points	3 Certificate & ID copy	=	5 Points	20
1 Certificate & ID copy	=	3 Points									
2 Certificate & ID copy	=	4 Points									
3 Certificate & ID copy	=	5 Points									

¹The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

3.	2. Work Force 3 Contractor to provide proof of work force or capacity to execute the project, Attach id copy of assistant(s). General Labour / Assistant 1 Assistant = 3 Points 2 Assistants = 4 Points 3 Assistants and above = 5 Points	10
4.	4. Vehicle Contractor to provide evidence of registered vehicle with a loading capacity of 1 ton . The vehicle must be registered under the name of the company or owner/s of the company. 1 Vehicle = 3 Points 2 Vehicles = 4 Points 3 Vehicles and above = 5 Points	15
5.	5. Financial Credibility Provide a stamped letter from a banking institute to justify the financial risk. minimum acceptable rating is C. Credit Rating C = 3 Points Credit Rating B = 4 Points Credit Rating A = 5 Points	15
6.	3. Management Bidders to provide copy of completion letter or certificate (indicating contracts monetary value not older than 10 years of previous similar projects indicating experience in repairs, servicing and maintenance of Lifts with references for verifications, the contract value must be R400 000.00 or higher. Completion Letters or Certificates 1 Project = 3 Points 2 Projects = 4 Points 3 Projects and above = 5 Points	20
7.		
8.		
TOTAL		N/A

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	60
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(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)

3. EVALUATION METHOD FOR RESPONSIVE BIDS

3.1. The following Evaluation Method for responsive bids will be applicable:

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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3.2. The 80/20 Preference points scoring system will be applicable for this bid

4. RESPONSIVENESS CRITERIA

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

1.	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2.	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3.	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited. Corrections to be crossed out and initialled.
4.	<input checked="" type="checkbox"/>	Submission of a signed bid offer as per the DPW-07 (EC).
5.	<input type="checkbox"/>	Submission of DPW-09 (EC): Particulars of Tenderer's Projects.
6.	<input checked="" type="checkbox"/>	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7.	<input checked="" type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8.	<input type="checkbox"/>	There will be a compulsory bid briefing meeting and all potential bidders must attend.
9.	<input type="checkbox"/>	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10.	<input type="checkbox"/>	Submission of registration letter as an electrical contractor for bidder issued by the Department of Labour (DOL), permitting to issue a Certificate of compliance (COC's)
11.	<input type="checkbox"/>	Bidders will be evaluated as per special conditions of bid (SCB-1)
12.	<input checked="" type="checkbox"/>	<i>Attach a copy of Trade Test Certificate in Lift Mechanic and a copy of id of Certificate holder.</i> <i>Attach a copy of Lift Inspector Certificate and a copy of id of Certificate holder.</i>
13.	<input checked="" type="checkbox"/>	<i>Health and safety plan must be attached.</i>



14.	<input checked="" type="checkbox"/>	<p>Attach a copy of letter of good standing in mechanical field / Refrigeration / Electrical field Issue by Department of Labour.</p> <p>Registration on National Treasury's Central supplier Database (CSD).</p> <p>All individuals that are not born in South Africa and that are working or are employees or are directors / trustees / shareholders / members of business in Republic of South Africa must submit the permanent residence certificate or relevant permit that are as follows (In terms of Section 15 Section 19, Section 23 and Section 25 of Immigration Act No: 13 of 2002 as amended and must abide by the terms and conditions of Section 43 of Immigration Act No: 13 of 2002 as amended) or they must submit the relevant permit (In terms of Section 22 permit or Section 24 permit or they must submit the relevant permit (In terms of Section 22 permit or Section 24 permit or "Certification" or Section 27 of Refugee Act No: 130 of 1998 as amended) or they must submit as amended). The consent bidder must also submit a signed original stamped letter from immigration section of the Department of Home Affairs Offices that will confirm that the above mentioned documents (permits or certificates) in terms of the above mentioned act are authentic. No assessment of section 43 of Migration Act No" 13 of 2002 as amended will be performed on this tender in the absence of requested information/ Relevant permit or certificate and will therefore render the tender as unacceptable and excluded from any and all further consideration.</p> <p>Bidders to provide copy of completion letter or certificate (indicating contracts monetary value not older than 10 years of previous similar projects indicating experience in repairs, servicing and maintenance of Lifts with references for verifications, the contract value must be R400 000.00 or higher.</p>
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3.3. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

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

1.	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2.	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3.	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure
4.	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
5.	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
6.	<input checked="" type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
7.	<input checked="" type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
8.	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement
9.	<input type="checkbox"/>	Bidders will be evaluated as per special conditions of bid (SCB-1)
10.	<input type="checkbox"/>	Submission of DPW-09 (EC): Particular of Tenderer's Projects: Bidders may use 'own form' - the details of all the tenderers current and previous projects must however be similar to the DPW-09 (EC) forms details. Bidders are required to sign and date the DPW09 / 'own form' and cross-reference the documents if 'own form' is used.



11.	<input type="checkbox"/>	Submission of DPW-21 (EC): Record of addenda to tender documents: Bidder maybe requested to confirm receipt and or compliance with the "Record of Addenda" if the record of Addenda" was not submitted with the bid at the closing date.
12.	<input checked="" type="checkbox"/>	Submission of PA-09 : List of Returnable Documents.
13.	<input checked="" type="checkbox"/>	Attach ID copies of the owner/s of the company Bidders are requested to submit copies of all returnable documents, however certified documents will be requested from the recommended bidders.
14.	<input checked="" type="checkbox"/>	Submission of PA 29 : Certificate of Independent Bid Determination. Submission of documentation relating to risk assessment criteria as contained in C 2.1 of DPW 03 Tender Data. Non-compulsory site Briefing Meeting.

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

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

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

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

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory) .	10	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory) .	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. Or Any Account or statement which is in the name of the Bidder. Or Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory) .	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory) .	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and Medical Certificate indicating that the disability is permanent or South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory) .	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.

6. BID EVALUATION METHOD

This bid will be evaluated according to the preferential procurement model in the PPPFA and the 80/20 preference point scoring system will be applicable

7. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:

Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.



In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

7.1 Technical risks:

Criterion 1: Experience on comparable projects during the past 10 years.

The tendering Service Provider's experience on comparable projects during the past 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive. Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 10 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past 10 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

Criterion 3: Suitably qualified and appropriately experienced human resources

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

Criterion 4: Attendance of compulsory bid clarification meeting, if applicable

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

7.2 Commercial risks:

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

8. CONTRACT PARTICIPATION GOAL TARGETS AND CIDB B.U.I.L.D. PROGRAMME

The contractor shall achieve in the performance of the contract the following Contract Participation Goals (CPGs) as described in PG-01.2 (EC): Scope of Work and PG-02.2 (EC): Pricing Assumptions and in accordance with the feasibility study, which forms part of the specifications in the CPG Section of the Specification of this contract.

(a)	Minimum Targeted Local Manufacturers of Material Contract Participation Goal, in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(b)	Minimum Targeted Local Building Material Suppliers Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(c)	Minimum Targeted Local Labour Skills Development Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable

(d)	CIDB BUILD Programme: Minimum Targeted Enterprise Development Contract Participation Goal in accordance with the cidb Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, No 36190 Government Gazette, 25 February 2013, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(e)	cidb BUILD Programme: Minimum Targeted Contract Skills Development Goal in accordance with the cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(f)	DPWI National Youth Service training and development programme (NYS) – Condition of Contract.	Not applicable
(g)	Labour Intensive Works – Condition of Contract.	Not applicable

9. COLLECTION OF TENDER DOCUMENTS

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

☐ Alternatively; Bid documents may be collected during working hours at the following address NDPWI, Eben Donges Building, Cnr Robert and Hancock street, Gqeberha, 6056.

A non-refundable bid deposit of ~~R 100 000~~ is payable (cash only) on collection of the bid documents. **N/A**

10. SITE INSPECTION MEETING

Details of Bid Briefing meeting (if any)

There will be a bid briefing meeting, but the attendance is non-compulsory. Details of the bid non-compulsory bid briefing meeting is indicated in the table below:

Venue:	78 Hans Van rensburg Street, Polokwane 0699		
Virtual meeting link:	N/A		
Date:	<i>Date of Bid Briefing (if any)</i> 27 August 2024	Starting time:	<i>Time of Bid Briefing (if any)</i> 10:00

11. ENQUIRIES

11.1 Technical enquiries may be addressed to:

DPWI Project Manager	Indicate	Telephone no:	Click here to enter text.
Cellular phone no	084 485 2115	Fax no:	N/A
E-mail	joy.mphahlele@dpw.gov.za		

11.2 SCM enquiries may be addressed to:

SCM Official	Thato Morifi	Telephone no:	015 293 8012
Cellular phone no	015 293 8012	Fax no:	N/A
E-mail	thato.morifi@dpw.gov.za		

12. DEPOSIT / RETURN OF TENDER DOCUMENTS

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

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

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

Closing Date: Tuesday, 10 September 2024

Closing Time: 11H00

<p>Tender documents may be posted to: The Director-General Department of Public Works and Infrastructure Private Bag X 9446 0700 Documents must be deposited in The Bid Box before the closing date of the bid</p>	<p>OR</p>	<p>Deposited in the tender box at: The Bid Box Department of Public Works & Infrastructure 78 Hans Van Rensburg Street, Polokwane 0699</p>
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EVALUATION ON FUNCTIONALITY

<p>1. Work Force 1.</p> <p>Contractor to provide Proof of work Force with capability to execute the project. Attach copy of Trade Test Certificate in Lifts (Lift Mechanic) and a copy of id of certificate holder.</p> <p>Artisan / Technician</p> <p>1 Certificate & ID copy = 3 Points 2 Certificates & ID copies = 4 Points 3 Certificates & ID copies and above = 5 Points</p>	20
<p>2. Work Force 2.</p> <p>Contractor to provide proof of work force with capability to execute the project. Attach copy of Lift Inspector Certificate and ID copy of certificate holder.</p> <p>Lift Inspector</p> <p>1 Certificate & ID copy = 3 Points 2 Certificate & ID copy = 4 Points 3 Certificate & ID copy = 5 Points</p>	20
<p>3. Work Force 3</p> <p>Contractor to provide proof of work force or capacity to execute the project, Attach copy id of assistant(s).</p> <p>General Labour / Assistant</p> <p>1 Assistant = 3 Points 2 Assistants = 4 Points 3 Assistants and above = 5 Points</p>	10
<p>4. Vehicle</p> <p>Contractor to provide evidence of a registered vehicle with a loading capacity of 1 ton. The vehicle must be registered under the name of the company or owner/s of the company.</p> <p>1 Vehicle = 3 Points 2 Vehicles = 4 Points 3 Vehicles and above = 5 Points</p>	15
<p>5. Financial Credibility</p> <p>Provide letter from a banking institute to justify the financial risk, minimum acceptable rating is C.</p> <p>Credit Rating C = 3 Points Credit Rating B = 4 Points Credit Rating A = 5 Points</p>	15



6. Management

Bidders to provide copy of completion letter or certificate (indicating contracts monetary value not older than 10 years of previous similar projects indicating experience in repairs, servicing and maintenance of Lifts with references for verifications, the contract value must be R400 000.00 or higher.

20

Completion Letters or Certificates

1 Project	=	3 Points
2 Projects	=	4 Points
3 Projects and above	=	5 Points



DPW-07: FORM OF OFFER AND ACCEPTANCE

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Bid no: PLK24/41.

Bid/ Project Description: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and responsibilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX (All applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:

Rand (in words):	
Rand in figures:	R

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

<p>Company or Close Corporation:</p> <p>.....</p> <p>.....</p> <p>And: Whose Registration Number is:</p> <p>.....</p> <p>And: Whose Income Tax Reference Number is:</p> <p>.....</p> <p>CSD supplier number:</p>	OR	<p>Natural Person or Partnership:</p> <p>.....</p> <p>.....</p> <p>Whose Identity Number(s) is/are:</p> <p>.....</p> <p>Whose Income Tax Reference Number is/are:</p> <p>.....</p> <p>CSD supplier number:</p>
--	----	--

AND WHO IS (if applicable):

Trading under the name and style of:
--

AND WHO IS:

<p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms:</p> <p>In his/her capacity as:</p> <p>.....</p>	<p>Note:</p> <p>A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</p>
---	--

Bid No: PLK24/41.

Bid/ Project Description: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents ☐
 The official alternative ☐
 Own alternative (only if documentation makes provision therefore) ☐

SECURITY OFFERED: (Not required for this quotation/ bid)

The Service Provider will provide one of the following forms of security:

- | | | |
|---|------------------------------|--|
| (1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (3) Retention of 2.5% of the Contract Sum (excl. VAT) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

Other Contact Details of the Tenderer are:

Telephone No..... Cellular Phone No.

Fax No.

Postal address.....

Banker Branch.....

Bank Account No. Branch Code

Registration No of Tenderer at Department of Labour.....

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Bid No: PLK24/41.

Bid/ Project Description: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

The terms of the contract, are contained in:

Part 1 Agreements and contract data, (which includes this agreement)

Part 2 Pricing data

Part 3 Scope of work.

Part 4 Site information

and drawings (where applicable) and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement if applicable), this agreement shall constitute a binding contract between the parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works
Address of Organisation:	

WITNESSED BY:

Name of witness	Signature	Date

SCHEDULE OF DEVIATIONS

Bid no: PLK24/41.

Bid/ Project Description: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

1.1.1. Subject:
Detail:
1.1.2. Subject:
Detail:
1.1.3. Subject:
Detail:
1.1.4. Subject:
Detail:
1.1.5. Subject:
Detail:
1.1.6. Subject:
Detail:

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.



TERMS OF REFERENCE/ SPECIFICATIONS

Bid no: PLK24/41.

Bid/ Project Description: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

See attached



PRICING SCHEDULE/ BILL OF QUANTITIES

Bid no: PLK24/41.

Bid/ Project Description: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

See attached Documents



DPW – 03 (EC) TENDER DATA

Bid no: PLK24/41.

Bid/ Project Description: Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.

See Attached Documents.



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 interest³ 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

(³) 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.

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".
For External Use



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 declare 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 consortium⁴ 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.

⁴ 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.

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".
For External Use



- 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 DECLARE 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.

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

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

(project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

- 2 *Mr/Mrs/Ms: _____

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

and who will sign as follows:

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



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Note:

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

ENTERPRISE STAMP

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

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

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

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

1. The Enterprise submits a 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 Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

- 1 *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.

- 2 The Enterprise accept 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.
- 3 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: _____

Postal Code _____



Postal Address: _____

Postal Code _____

Telephone number: _____ Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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

Note:

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

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender 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:

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ *(tender number as per 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 tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

- C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

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

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

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

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

Physical address: _____

_____ Postal Code _____

Postal Address: _____

_____ Postal Code _____

Telephone number _____ Fax number: _____

E-mail address: _____

	Name	Capacity	Signature
1			



	Name	Capacity	Signature
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

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

Note:

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



DPW-16. TENDER BRIEFING MEETING CERTIFICATE

Project title:	Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.		
Tender / Quotation no:	PLK24/41.	Reference no:	1533

Date Bid Briefing Meeting: 27 August 2024

Time of Bid Briefing Meeting: 10:00

Venue: 78 Hans Van rensburg Street, Polokwane 0699

This is to certify that I, _____

representing _____

attended the tender clarification meeting on: _____

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand 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

DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.		
Tender / Quotation no:	PLK24/41.	Reference no:	1533

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender Number: PLK24/41.

Name of Tenderer

☐ EME² ☐ QSE³ ☐ 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 / under developed area/township	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"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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)

² EME: Exempted Micro Enterprise

³ QSE: Qualifying Small Business Enterprise

1. 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, 2022, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date

DPW-09 PARTICULARS OF TENDERER'S PROJECTS

Project title:	Repairs and Maintenance of Lifts at Limpopo High Court for 24 Months.		
Tender / Quotation no:	PLK24/41.	Closing date: Tuesday, 10 September 2024	Time: 11H00

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Work stages completed	Work stages in progress
1.						
2.						
3.						
4.						
5.						
6.						
7.						

1.2. Completed projects

Projects completed in the last 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Date of appointment	Date of completion
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Name of Tenderer		Signature	Date

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 Preference Points System to be applied

☒ The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

1.3.1 Price: Maximum 80 points

1.3.2 Specific Goals: Maximum 20 points

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

Preference Points System to be applied	80/20
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Breakdown Allocation of Specific Goals Points

1.5.1 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in the table below are applicable:

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	<ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. Or • Any Account or statement which is in the name of the Bidder. Or • Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			<ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and Medical Certificate indicating that the disability is permanent or South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE or any entity which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10



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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10	
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	
3. An EME or QSE or any entity which is at least 51% owned by women	4	
4. An EME or QSE or any entity which is at least 51% owned by people with disability	2	
5. An EME or QSE or any entity which is at least 51% owned by youth.*	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs



1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

This affidavit **must not** be used for Construction/ CIDB related projects/ services

I, the undersigned,

Full name & Surname	
Identity number	

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 (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of "Black People"	<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> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p style="margin-left: 40px;">i. before 27 April 1994; or</p> <p style="margin-left: 40px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(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;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>



3. I hereby declare under Oath that:

- ☐ The Enterprise is _____ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ 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 Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ / _____ / _____ the annual Total
Date/ month / year

Revenue was R10, 000,000.00 (Ten Million Rands) or less

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

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



SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

This affidavit **must not** be used for Construction/ CIDB related projects/ services

I, the undersigned,

Full name & Surname	
Identity number	

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 (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of "Black People"	<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> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(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;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>



I hereby declare under Oath that:

- ☐ The Enterprise is _____ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ 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 Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ / _____ / _____
Day/ month / year

(the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

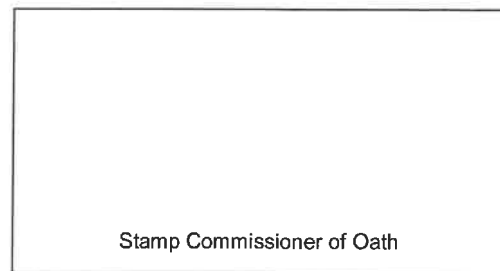
100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

3. 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.
4. 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



Stamp Commissioner of Oath

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES
(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)

I, the undersigned,

This affidavit **must** be used for Construction/ CIDB related projects/ service **only**

Full name & Surname	
Identity number	

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 authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	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 – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date."		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (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; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black Female Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)

- o Black Youth % _____ %
- o Black Disabled % _____ %
- o Black Unemployed % _____ %
- o Black People living in Rural areas % _____ %

o Black Military Veterans % _____%

4) Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of ____/____/____, the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

· Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

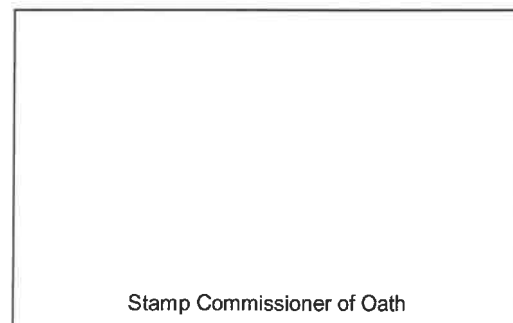
5) I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6) 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





FACILITIES MANAGEMENT CONDITIONS OF CONTRACT (DPW)

SEPT. 2005 VERSION 1



PA-10 (FM): CONDITIONS OF CONTRACT

1. DEFINITIONS

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



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

2. INTERPRETATION

- 2.1.** *In this Contract, except where the context otherwise requires:*
- 2.1.1** *The masculine includes the feminine and the neuter, vice versa;*
- 2.1.2** *The singular includes the plural; and vice versa*
- 2.1.3** *Any reference to a natural person includes a body corporate, firm, association or consortium/joint venture/partnership, vice versa.*
- 2.2.** *The headings to the clauses of this Contract are included for reference purposes only and shall not affect the interpretation of the provisions to which they relate.*



- 2.3. *Words and phrases defined in any clause shall bear the meanings assigned thereto.*
- 2.4. *The various parts of the Contract are severable and may be interpreted as such.*
- 2.5. *The expressions listed in clause 1 bear the meanings as assigned thereto and cognate expressions bear corresponding meanings.*
- 2.6. *If any provision in a definition clause is a substantive provision conferring rights or imposing obligations on any Party, effect shall be given to it as if it were a substantive clause in the body of the Contract, notwithstanding that it is only contained in the interpretation clause.*

3. DURATION

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

4. RIGHTS AND OBLIGATIONS OF THE EMPLOYER

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

5. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER

- 5.1. *The Service Provider shall, in executing his obligations, comply with the Service Manager's written instructions on any matter relating to the Services.*
- 5.2. *The Service Provider shall take instructions only from the Service Manager or other persons authorised by the Service Manager in terms of Clause 6.*
- 5.3. *The Service Provider shall not have the power of attorney or authority to enter into any contract or to otherwise bind or incur liability on behalf of the Employer, save where prior written authorisation has been obtained.*
- 5.4. *The Service Provider shall ensure that it, its employees, agents and representatives have the relevant experience and capacity necessary for rendering of the Services with the reasonable degree of skill, care and diligence that may be expected of professionals providing services similar to the Services.*
- 5.5. *Should any member of the Service Provider's team, in the opinion of the Service Manager or occupants of the Facilities, misconduct himself or is incompetent or negligent in the delivery of the Services, or whose presence on the Facilities is otherwise considered by the Service Manager, or occupants of the Facilities, on reasonable grounds, to be undesirable, the Employer may, in writing and together with reasons therefor, request that such person be removed. Such person shall not again be employed on the Services without the prior written consent of the Employer.*

- 5.6. *The Service Provider undertakes to effect such removal, as referred to in 5.5 above, within a day of receipt of the Employer's written request.*
- 5.7. *The Service Provider shall ensure that reasonable levels of care and responsibility are exercised when using items belonging to the Employer in the delivery of the Services.*
- 5.8. *During the ongoing provision of the Services the Service Provider shall at all times keep the Facilities clean and in a safe condition.*
- 5.9. *Notwithstanding anything herein contained to the contrary, it is specifically agreed that the appointment of the Service Provider shall not create an employment contract or relationship between the Parties and the Service Provider or his employees shall therefore not be entitled to any benefits to which the employees of the Employer may be entitled.*

6. SERVICE MANAGER

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

7. SECURITY

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

8. SECURITY CLEARANCE

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

9. CONFIDENTIALITY

- 9.1. *The Service Provider undertakes to keep any and all information, of whatever nature, relating to the Contract or which he becomes privy to due to his presence at the Facilities, strictly confidential and such shall not be sold, traded, published or otherwise disclosed to anyone in*



any manner whatsoever, including by means of photocopy or other reproduction, without the Employer's prior written consent. As disclosure or improper use of the confidential information, without the Employer's prior written consent, will cause the Employer harm:

- 9.1.1 *the Service Provider shall be liable for any loss or damages suffered by the Employer and shall indemnify the Employer against any claims by third parties as a result of such unauthorised disclosure or use thereof, either in whole or in part; and/or*
- 9.2.1 *the Employer shall be entitled to cancel the Contract*
- 9.2. *The Service Provider shall be entitled to disclose such confidential information to the following persons, who have a clear need to know interest, in order to assist with the rendering of the Services on the Contract:*
 - 9.2.1 *employees, officers and directors of the Service Provider; and*
 - 9.2.2 *any professional consultant or agent retained by the Service Provider for the purpose of rendering the Services, provided that the identity of such consultant or agent is made known to the Employer in writing and the Employer acknowledges in writing that the confidential information may be disclosed to such person.*
- 9.3. *The Service Provider shall be responsible for ensuring that all persons to whom the confidential information is disclosed under this Contract shall keep such information confidential and shall not disclose or divulge the same to any unauthorised person.*
- 9.4. *The confidential information shall remain the property of the Employer and the Employer may demand the return or destruction thereof, at the cost of the Service Provider, at any time upon giving written notice to the Service Provider. Within ten (10) days of receipt of such notice, the Service Provider shall return all of the original confidential information and shall destroy all copies and reproductions (both written and electronic) in its possession or in the possession of persons to whom it was disclosed and furnish a certificate to the Employer stating as much.*
- 10. **AMBIGUITY IN DOCUMENTS**
 - 10.1. *The several documents forming the Contract are to be taken as mutually explanatory of one another and any ambiguity in or discrepancy between them shall be explained and, if necessary, rectified by the Service Manager who shall thereupon issue to the Service Provider a written explanation giving details of the adjustments, if any, and a written instruction directing what Service, if any, is to be delivered.*
- 11. **INSURANCES**
 - 11.1. *It is the responsibility of the Service Provider to assess his risks on this project and to ensure that he obtains and maintains the adequate insurances to cover such risks.*
- 12. **ACCESS TO THE FACILITIES AND COMMENCEMENT OF THE SERVICES**
 - 12.1. *The Service Provider shall provide the Employer, within 21 days of the Commencement Date, with an acceptable health and safety plan and such other information required in terms of the Occupational Health and Safety Act (85 of 1993).*
 - 12.2. *The Service Period shall commence 30 days from Commencement date, or on such other date as maybe specified in the Contract Data*
 - 12.3. *Notwithstanding the provision of 12.2, the Service Provider shall be given access to the Facilities or portions thereof, only after the provision by the Service Provider of an acceptable health and safety plan and of security clearance being obtained in terms of Clauses 12.1 and 8.1 respectively.*



- 12.4. *The Service Provider shall be given access to the Facilities or portions thereof and shall render the Services in accordance with its programme, referred to in clause 13 or after the receipt by him of a written instruction to this effect.*
- 12.5. *If the Employer fails to give the Service Provider access to the facility or any portion thereof for any reason other than default by the Service Provider and the Service Provider suffers additional costs as a result thereof, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider is able to prove his claim and that he has taken all reasonable steps to mitigate the additional costs.*

13. PROGRAMME

- 13.1. *The Service Provider shall deliver to the Service Manager within 14 days from Commencement Date, a realistic programme and a cash flow for the delivery of the Services. The programme shall describe and detail the order in which the Services are to be rendered and shall be subject to the approval of the Service Manager, which written approval shall not be unreasonably withheld.*
- 13.2. *The Service Provider shall, on receipt of a written request from the Service Manager, furnish the Employer with any documents or information, of whatever nature, in support of the programme and/or in relation to the manner in which the Services are to be rendered and/or the resources to be supplied and used in the rendering of the Services and/or progress of the various parts of the Contract; and/or a detailed cash flow forecast.*
- 13.3. *A programme and the cash flow forecast will be submitted in terms of 13.1 and reviewed quarterly or as circumstances may require.*
- 13.4. *Agreement to the programme by the Service Manager or any adjustment thereto will not alter the responsibilities of the Service Provider in terms of this Contract.*

14. SUBCONTRACTING

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

15. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

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

16. COMPLIANCE WITH LEGISLATION

- 16.1. *This clause applies to legislation emanating from national and provincial government as well as that of any local authorities in whose area of jurisdiction the Facilities fall and which have a bearing on the delivery of the Services and Facilities under this Contract.*
- 16.2. *All the applicable legislation, which does not specifically allow discretion in respect of compliance by the Employer, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.*

- 16.3. *Should any applicable legislation allow discretion in respect of compliance by the Employer it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the Service Provider by the Service Manager.*
- 16.4. *The Service Provider shall in the provision of the Services comply with the provisions of, and give all notices and pay all fees, taxes, levies and other charges required to be given or paid in terms of any legislation or imposed by any other body or person. The Service Provider hereby indemnifies the Employer against any liability for any breach of the provision of this clause.*
- 16.5. *It is the responsibility of the Service Provider to obtain the consents, permissions and/or permits, referred to in Clause 16.4, in the provision of the Services.*
- 16.6. *The Service Provider shall not have a claim against the Employer, and the Employer shall not be liable to refund the Service Provider for any of the fees, taxes, levies and other charges referred to Clause 16.4.*

17. REPORTING OF INCIDENTS

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

18. NUISANCE

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

19. MATERIALS, WORKMANSHIP AND EQUIPMENT

- 19.1. *All Services delivered, and materials and workmanship shall comply with the requirements of this Contract, the manufacturer's specification; good industry practice and the Service Manager's written instructions and shall be suitable for the purpose intended.*
- 19.2. *The Service Provider shall, in accordance with the Scope of Works or if instructed by the Service Manager, carry out tests demonstrating the acceptability of the relevant Services provided, or the suitability of materials or equipment to be used.*
- 19.3. *The Service Provider shall provide all necessary assistance, labour, materials, testing equipment and instruments for the purpose of such tests to be performed by himself or, if so instructed by the Service Manager, for the purposes of tests to be performed by any other person.*



- 19.4. *All costs for tests carried out shall be deemed to be included in the Service Provider's prices*
- 19.5. *Copies of the reports on the tests referred to in Clause 19.2 shall be forwarded by the Service Provider to the Employer within 10 days of the tests being completed.*

20. URGENT WORK

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

21. INDEMNIFICATIONS

- 21.1. *The Service Provider shall be liable for and hereby indemnifies the Employer against any liability, claim, demand, loss, cost, damage, action, suits or legal proceedings whether arising in common law or by statute consequent upon:*
- 21.1.1 *personal injuries to or the death of any person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by the rendering of the Services;*
- 21.1.2 *loss of or damage to any movable or immovable or personal property or property contiguous to the Facilities whether belonging to or under the control of the Employer or any other body or person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by reason of the rendering of the Services;*
- 21.1.3 *any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials parts, work-in-process or finished work furnished to, or in respect of which any payment has been made by the Employer.*
- 21.2. *The Employer accepts liability for all acts or omissions of its employees, agents or representatives.*

22. VARIATIONS

- 22.1. *The Employer may at any time during the Contract Period, vary the Services by way of additions, omissions, or substitutions.*
- 22.2. *No variation by the Employer of whatever nature shall vitiate the Contract.*
- 22.3. *Any Services required by the Employer outside of the Services as referred to in the Scope of Works will be regarded as being Identified Projects and shall be dealt with under clause 23 and shall be executed as a variation order.*
- 22.4. *The Service Provider shall inform the Employer of any instructions that are deemed to be Additional Services prior to such instructions being executed.*

- 22.5. *Additional Services will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.*
- 22.6. *If no prior written authorisation, as required in 22.5 above, has been obtained, the Employer shall not reimburse the Service Provider for the Additional Services so executed, and the Service Provider agrees that it shall not have a claim for payment for such Additional Services.*
- 22.7. *The Additional Services will be valued at the rates in the Pricing Data.*
23. **IDENTIFIED PROJECTS**
- 23.1. *The Service Provider shall inform the Employer of any instructions that are deemed to be Identified Projects prior to such instructions being executed.*
- 23.2. *The Employer is not obliged to engage the services of the Service Provider on Identified Projects. The Employer may, by itself, through another service provider or through the Service Provider effect the services/works under Identified Projects.*
- 23.3. *Identified Projects will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.*
- 23.4. *If no prior written authorisation, as required in 23.3 above, has been obtained, the Employer shall not reimburse the Service Provider for the Identified Projects so executed, and the Service Provider agrees that it shall not have a claim for payment for such Identified Projects.*
- 23.5 *In respect of the Identified Projects, the written instruction referred to in 23.3 shall:*
- (a) *describe the services/works required to be executed by the Service Provider under the Identified Project;*
 - (b) *state the due commencement and completion dates of the relevant Identified Project;*
 - (c) *state the total cost of the relevant Identified Project as agreed to between the Parties;*
and
 - (d) *any additional requirements, conditions of contract and/or restrictions, other than those already stated in the Contract, that will be applicable.*
- 23.6 *Within 14 days of receipt of the written instruction referred to in 23.5, the Service Provider shall furnish the Employer with a realistic programme and a cash flow for the relevant Identified Project as required in 13.*
- 23.7 *Where an Identified Project comprises services/works that are of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at such rates.*
- 23.8 *Where an Identified Project comprises services/works that are not of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at market related rates to be agreed to in writing between the Employer and the Service Provider and in advance of executing the Identified Project. Failing agreement, the rates applicable shall be as determined by the Employer.*
- 23.9 *If the Service Provider fails to complete the Identified Project by the completion date specified in the written instruction referred to in 23.3, then the Service Provider will be liable for a penalty, at the rate stated in the Contract Data, for every day that lapses from the due completion date of the relevant Identified Project to the date of the actual completion of such Identified Project.*



- 23.10 *If the Identified Projects are delayed by variations, omissions, additions, substitutions or organised work stoppages by any workman not due to any action on the part of the Service Provider, exceptionally inclement weather, any substantial increase in provisional quantities or any other cause beyond the Service Provider's control, including delays caused by the Employer, then the Service Provider shall be entitled to apply in writing within 21 days of the cause of delay arising to the Service Manager for extension of the due completion date of the relevant Identified Project stating the cause of delay and period of extension applied for.*
- 23.11 *If during the period for completion of the Identified Project or any extension thereof abnormal rainfall or wet conditions occur, the formula below shall be used to calculate separately the delay for each calendar month or part thereof. It shall be calculated each month during the period referred to herein above, or until the issue date of the certificate of completion for the relevant Identified Project, whichever is the shorter period. The delay calculated for a given month shall be used to determine the interim extension of time granted for the month. At the end of the applicable period referred to above, the aggregate of the monthly delays will be taken into account for the final determination of the total extension of time for the Contract:*

$$V = (Nw - Nn) + (Rw - Rn) \times X$$

V = Delays due to rain in calendar days in respect of the calendar month under consideration.

Nw = Actual number of days during the calendar month on which a rainfall of Y mm or more per day has been recorded

Rw = Actual rainfall in mm for the calendar month under consideration.

Nn = Average number of days in the relevant calendar month (as derived from existing rainfall records provided in the project specifications) on which a rainfall of Y mm or more per day has been recorded.

Rn = Average rainfall in mm for the calendar month, as derived from the rainfall records supplied in the project specifications.

X = 20, unless otherwise provided in the project specifications.

Y = 10, unless otherwise provided in the project specifications.

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

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

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

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

Accurate rain gaugings shall be taken at a suitable point on the site daily at 08:00 unless otherwise agreed to by the Service Manager, and the Contractor shall, at his own expense,



take all necessary precautions to ensure that the rain gauges cannot be interfered with by unauthorized persons.

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

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

24. SUSPENSION OF THE SERVICES

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

25. PENALTY FOR NON-PERFORMANCE

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

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

26. PAYMENTS

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

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

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

26.2.2 *adjustments in terms of the pricing data;*

26.2.3 *additional work rendered by the Service Provider;*

26.2.4 *CPAP adjustment where stated in the Contract Data; and*

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

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

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

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

- i. *Deductions for penalties;*
- ii. *Deductions for overpayments;*
- iii. *Deductions for retention*
- iv. *Deductions for damages.*

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

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

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

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

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

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

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

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

27. RELEASE OF SECURITY

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

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

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

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

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

27.3 *If the form of security selected is:*

(a) *a retention of 2.5% of the Contract Sum (excl. VAT); or*

(b) *a 1,25% cash deposit and a 1,25% retention of the Contract Sum (excl. VAT),*

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

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

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

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

28. OVERPAYMENTS

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

29. COMPLETION

- 28.1 *At the expiry of the Service Period the Service Manager shall furnish the Service Provider with a written list of Employer's Assets and Data handed over at commencement of the Contract and accumulated during the Contract Period.*
- 29.2 *At the expiry of the Contract Period, the Service Manager shall issue to the Service Provider a Certificate of Completion.*
- 29.3 *Upon the issue of a Certificate of Completion, unless otherwise provided in the Contract:*
- 29.3.1 *The Guarantee shall be returned, if applicable.*
- 29.3.2 *The final cash deposit or retention, whichever is applicable, shall be reduced to zero.*

30. ASSIGNMENT

- 30.1 *The rights and obligations of the Parties in terms of this Contract shall not be ceded, assigned, delegated, or otherwise transferred, by either Party to any person outside of the Service Provider and the Employer, save with the prior written consent of the other Party.*
- 30.2 *Each Party warrants that he is acting as a principal and not as an agent of an undisclosed principal.*

31. INDULGENCES

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

32. OWNERSHIP AND PUBLICATION OF DOCUMENTS

- 32.1 *The Employer will become the owner of the information, documents, advice, recommendations and reports collected, furnished and/or compiled by the Service Provider during the course of, and for the purposes of executing this Contract, all of which will be handed over to the Employer, unless otherwise stipulated in the Contract, within ten (10) days of request therefor, but in any event on the termination and/or cancellation of this Contract for whatever reason. The Service Provider relinquishes its retention or any other rights to which it may be entitled.*
- 32.2 *The copyright of all documents, recommendations and reports compiled by the Service Provider during the course of and for the purposes of finalising Services, and the Contract as a whole, will vest in the Employer, and may not be reproduced or distributed or made available to any person outside the Employer's service, or to any institution in any way, without the prior written consent of the Employer. The Employer shall have the right to use such material for any other purpose without the approval of, notification to or payment to the Service Provider.*
- 32.3 *The copyright of all electronic aids, software programmes etc. prepared or developed in terms of this Contract shall be vested in the Employer, who shall have the right to use such material for any other purpose without the approval of, information or payment to the Service Provider.*
- 32.4 *In case of the Service Provider providing documents or material to the Employer, the development of which has not been at the expense of the Employer, copyright shall not be vested in the Employer. The Service Provider shall be required to indicate to which documents and/or materials this provision applies.*
- 32.5 *The Service Provider hereby indemnifies the Employer against any action or claim that may be instituted against the Employer and for any damages suffered or legal costs (including costs on an attorney and client scale) incurred on the grounds of an alleged infringement of*



any copyright or any other intellectual property right in connection with the work outlined in this Contract.

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

33. *BREACH OF CONTRACT*

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

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

33.1.2 *To terminate this Contract without prejudice to any other rights it may have;*

33.1.3 *To suspend further payments to the Service Provider;*

33.1.4 *To appoint other service providers to complete the execution of the Services, in which event the Service Provider shall be held liable for costs incurred in connection with and arising from the appointment of such a service provider as well as damages suffered.*

- 33.2 *The Service Provider agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the project as a whole.*

- 33.3 *In the event of breach by the Employer of the terms and conditions of this Contract, and in the event of the Employer remaining in breach after ten (10) days' written notice calling for rectification of the breach, the Service Provider shall be entitled to:*

33.3.1 *enforce strict compliance with the terms and conditions of the Contract; or*

33.3.2 *terminate the Contract by delivering written notice to the Employer to that effect to the extent that such breach is of a material term of this Contract.*

34. *STOPPAGE AND/OR TERMINATION OF CONTRACT*

- 34.1 *The Employer reserves the right to terminate this Contract or temporarily stop the Services, or any part thereof, at any stage of completion.*

- 34.2 *The Employer shall have the right to terminate this Contract without prejudice to any of its rights upon the occurrence of any of the following acts:*

34.2.1 *on breach of this Contract by the Service Provider as stipulated in Clause 33;*

34.2.2 *on commencement of any action for the dissolution and/or liquidation of the Service Provider, except for purposes of an amalgamation or restructuring approved in advance by the Employer in writing;*

34.2.3 *if the Service Provider receives a court order to be placed under judicial management or to commence liquidation proceedings that is not withdrawn or struck out within five (5) days;*



- 34.2.4 *if the Service Provider informs the Employer that it intends to cease performing its obligations in terms of this Contract;*
- 34.2.5 *if the Service Provider informs the Employer that it is incapable of completing the Services as described; or*
- 34.2.6 *if in the opinion of the Employer the Service Provider acted dishonestly;*
- 34.3 *The Employer reserves the right to, even in the absence of breach or the events referred to in 34, terminate this Contract at any time, by giving one (1) calendar month written notice to the Service Provider.*
- 34.4 *Further, the Contract shall be considered as having been terminated:*
- 34.4.1 *where the Employer stops the Contract and/or the Project and instructions to resume or reinstate the Services are not issued within twelve (12) months of the instruction; or*
- 34.4.2 *if instructions, necessary for the Service Provider to continue with the Services after a stoppage instruction, are not received from the Employer within three (3) months after such instructions were requested by the Service Provider.*
- 34.5 *Should the Contract between the Employer and the Service Provider, or any part thereof, be terminated by either of the Parties due to reasons not attributed to the Service Provider:*
- 34.5.1 *The Service Provider will be remunerated for the appropriate portion of the Services satisfactorily completed, calculated in accordance with the agreed rates.*
- 34.5.2 *Invoices for work done shall be submitted to the Employer within three (3) months after the termination of the Contract, failing which the Employer will not be obliged to pay same.*
- 34.5.3 *The Service Provider shall not be entitled to advance a right of retention or any similar right if this Contract is terminated and specifically agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the Contract as a whole.*
35. **DISPUTE RESOLUTION**
- 35.1 *In the event of a dispute, the Parties shall endeavour to resolve such dispute through negotiation, in good faith.*
- 35.2 *If the Parties fail to resolve a dispute through negotiation as mentioned in 35.1, within 14 days of a dispute being declared, the Parties may by written agreement refer the matter to mediation.*
- 35.3 *The mediator shall be a person agreed to by the Parties, failing agreement, the President: South African Facilities Management Institute shall nominate the mediator.*
- 35.4 *Whether or not mediation resolves the dispute and irrespective of the outcome of thereof, the Parties shall bear their own costs arising from the mediation and shall equally share the costs of the mediator and related costs. The mediator and the Parties shall, before the commencement of the mediation, agree on a scale of fees on which the mediator's fees will be based.*
- 35.5 *The Parties shall appoint the mediator within 21 days of agreeing to mediate.*

- 35.6 *On appointment of the mediator, the Parties shall jointly with the mediator decide on the procedure to be followed, representation, dates and venue for the mediation.*
- 35.7 *If the dispute or any part thereof is settled, the agreement shall be recorded by the mediator and signed by both Parties. The agreement shall be binding on the Parties to the extent that it correctly records the issues agreed upon between the Parties.*
- 35.8 *If the dispute or any part thereof remains unresolved, it may be resolved by litigation proceedings.*
- 35.9 *If the mediator or any Party, at any time during the mediation process, is of the opinion that the mediation will not resolve the dispute, then he may in writing stop the mediation process. The dispute may then be dealt with in terms of 35.8.*
- 35.10 *Notwithstanding anything else herein contained to the contrary, it is agreed that irrespective of the fact that the dispute is referred to negotiation, mediation or litigation in court, the decision of the Employer on the dispute involved will immediately be given effect to by the Service Provider and the Service Provider shall proceed with the Services with all diligence unless the Parties agree otherwise in writing.*

36. GENERAL

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

37. DOMICILIUM CITANDI ET EXECUTANDI

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



- 37.6 *Any notice, request, consent, or other communication made between the Parties pursuant to the Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one day after being sent by facsimile to such Party at the number specified in the Contract Data or one week after being sent by registered post to the addressee specified in the Contract Data.*

DPW-03 (EC): TENDER DATA

Project title:	<i>Repair and Maintenance of Lifts at Limpopo High Court for 24 Months.</i>
Reference no:	7/1/1/2/8

Tender / Quotation no:	PLK24/41	Closing date:	10 September 2024
Closing time:	11H00	Validity period:	12 Weeks (84 Calendar days)

Clause number:	
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement as per Government Notice No. 423 published in Government Gazette No. 42622 of 8 August 2019 and as amended from time to time. (see www.cidb.org.za).</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p>Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender.</p>
C.1.1	The employer is the Government of the Republic of South Africa in its Department of Public Works and Infrastructure.
C.1.2	<p>For this contract the three volume approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings as contained in the CIDB's "Standard for Uniformity in Construction Procurement."</p> <p>The three volume procurement document issued by the employer comprises the following:</p> <p>Volume 1: Tendering procedures T1.1 - Notice and invitation to tender (PA-04 EC) T1.2 - Tender data (DPW-03 EC)</p> <p>Volume 2: Returnable documents T2.1 - List of returnable documents (PA-09 EC) C1.1 - Form of offer and acceptance (DPW-07 EC) C1.2 – Contract Data T2.2 - Returnable schedules</p> <p>Volume 3: Contract Part C1: Agreement and contract data C1.2 - Contract data (Part 1: Data provided by employer) (DPW-04 EC or DPW-05 EC) C1.3 - Form of guarantee (DPW-10.1 EC / DPW-10.3EC or DPW-10.2 EC/DPW-10.4 EC)</p> <p>Part C2: Pricing data C2.1 - Pricing Assumptions (PG-02.2 EC or PG-02.1EC) C2.2 - Bills of Quantities / Lump sum document (if not a returnable document)</p> <p>Part C3: Scope of work C3 - Scope of work (PG-01.2 EC or PG-01.1EC)</p> <p>Part C4: Site information C4 - Site information (PG-03.2 EC or PG03.1EC)</p>

Tender no: PLK24/41

C.1.4	<p>The Employer's agent is:</p> <table border="1"> <tr> <td>Name:</td> <td>Mamakgeme Mphahlele</td> </tr> <tr> <td>Capacity:</td> <td>Departmental Project Manager</td> </tr> <tr> <td>Address:</td> <td>77 Hans Van Rensburg Street, Plokokwane, 07000</td> </tr> <tr> <td>Tel:</td> <td>015 293 8012</td> </tr> <tr> <td>Fax:</td> <td>N/A</td> </tr> <tr> <td>E-mail:</td> <td>joy.mphahlele@dpw.gov.za</td> </tr> </table>	Name:	Mamakgeme Mphahlele	Capacity:	Departmental Project Manager	Address:	77 Hans Van Rensburg Street, Plokokwane, 07000	Tel:	015 293 8012	Fax:	N/A	E-mail:	joy.mphahlele@dpw.gov.za
Name:	Mamakgeme Mphahlele												
Capacity:	Departmental Project Manager												
Address:	77 Hans Van Rensburg Street, Plokokwane, 07000												
Tel:	015 293 8012												
Fax:	N/A												
E-mail:	joy.mphahlele@dpw.gov.za												
C.2.1 C.3.11	<p>A. <u>ELIGIBILITY IN RESPECT OF CIDB REGISTRATION:</u></p> <p>The following tenderers who are registered with the CIDB, or are *capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated (* tenderers who are capable of being so registered, or who have applied for registration but have not yet received confirmation of such registration, must provide, <u>with this tender</u>, acceptable documentary proof thereof):</p> <ul style="list-style-type: none"> a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a 4 SI or 4 SI** class of construction work; and b) contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above: Not applicable <p>Joint ventures are eligible to submit tenders provided that:</p> <ul style="list-style-type: none"> 1. every member of the joint venture is registered with the CIDB; 2. the lead partner has a contractor grading designation in the 4 SI or 4 SI** class of construction work; and 3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations for a 4 SI or 4 SI** class of construction work <p>** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable</p> <p>A contract will be entered into with a tenderer who has in his employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff: Not applicable</p>												

Tender no: PLK24/41

C. FUNCTIONALITY WEIGHTING APPLICABLE TO THIS BID:

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

Functionality Criteria	Weighting Factor									
<p>1. Work Force 1.</p> <p>Contractor to provide Proof of work Force with capability to execute the project. Attach copy of Trade Test Certificate in Lifts (Lift Mechanic) and a copy of id of certificate holder.</p> <p>Artisan / Technician</p> <table><tr><td>1 Certificate & ID copy</td><td>=</td><td>3 Points</td></tr><tr><td>2 Certificates & ID copies</td><td>=</td><td>4 Points</td></tr><tr><td>3 Certificates & ID copies and above</td><td>=</td><td>5 Points</td></tr></table>	1 Certificate & ID copy	=	3 Points	2 Certificates & ID copies	=	4 Points	3 Certificates & ID copies and above	=	5 Points	20
1 Certificate & ID copy	=	3 Points								
2 Certificates & ID copies	=	4 Points								
3 Certificates & ID copies and above	=	5 Points								
<p>2. Work Force 2.</p> <p>Contractor to provide proof of work force with capability to execute the project. Attach copy of Lift Inspector Certificate and ID copy of certificate holder.</p> <p>Lift Inspector</p> <table><tr><td>1 Certificate & ID copy</td><td>=</td><td>3 Points</td></tr><tr><td>2 Certificate & ID copy</td><td>=</td><td>4 Points</td></tr><tr><td>3 Certificate & ID copy</td><td>=</td><td>5 Points</td></tr></table>	1 Certificate & ID copy	=	3 Points	2 Certificate & ID copy	=	4 Points	3 Certificate & ID copy	=	5 Points	20
1 Certificate & ID copy	=	3 Points								
2 Certificate & ID copy	=	4 Points								
3 Certificate & ID copy	=	5 Points								
<p>3. Work Force 3</p> <p>Contractor to provide proof of work force or capacity to execute the project, Attach copy id of assistant(s).</p> <p>General Labour / Assistant</p> <table><tr><td>1 Assistant</td><td>=</td><td>3 Points</td></tr><tr><td>2 Assistants</td><td>=</td><td>4 Points</td></tr><tr><td>3 Assistants and above</td><td>=</td><td>5 Points</td></tr></table>	1 Assistant	=	3 Points	2 Assistants	=	4 Points	3 Assistants and above	=	5 Points	10
1 Assistant	=	3 Points								
2 Assistants	=	4 Points								
3 Assistants and above	=	5 Points								
<p>4. Vehicle</p> <p>Contractor to provide evidence of registered vehicle with a loading capacity of 1 ton. The vehicle must be registered under the name of the company or owner/s of the company.</p> <table><tr><td>1 Vehicle</td><td>=</td><td>3 Points</td></tr><tr><td>2 Vehicles</td><td>=</td><td>4 Points</td></tr><tr><td>3 Vehicles and above</td><td>=</td><td>5 Points</td></tr></table>	1 Vehicle	=	3 Points	2 Vehicles	=	4 Points	3 Vehicles and above	=	5 Points	15
1 Vehicle	=	3 Points								
2 Vehicles	=	4 Points								
3 Vehicles and above	=	5 Points								
<p>5. Financial Credibility</p> <p>Provide a stamped letter from a banking institute to justify the financial risk, minimum acceptable rating is C.</p>	15									

Credit Rating C	=	3 Points	
Credit Rating B	=	4 Points	
Credit Rating A	=	5 Points	
6. Management			
Bidders to provide copy of completion letter or certificate (indicating contracts monetary value not older than 10 years of previous similar projects indicating experience in repairs, servicing and maintenance of Lifts with references for verifications, the contract value must be R400 000.00 or higher.			20
Completion Letters or Certificates			
1 Project	=	3 Points	
2 Projects	=	4 Points	
3 Projects and above	=	5 Points	
Total			100 Points

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

Minimum functionality score to qualify for further evaluation:	60
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D. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS



D1. For procurement transaction with rand value greater than R2 000,00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. Or Any account or statement which is in the name of the bidder. Or Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.

			Or
			<ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



D2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 2

Seri al No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted b bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder <p>Or</p>

			<ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

D3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.

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

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted in bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

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

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

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E. ELIGIBILITY IN RESPECT OF RISK TO EMPLOYER:

Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

E.1 Technical risks:

Criterion 1: Experience on comparable projects during the past 10 years.

The tendering Service Provider's experience on comparable projects during the past 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive.

Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 10 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer on comparable projects during the past 10 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;

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	<ol style="list-style-type: none"> 3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors; 4. Financial management: payment to suppliers and cash flow problems; 5. Quality of workmanship: extent of reworks and timeous attention to remedial works; 6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman; 7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably; 8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced; 9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract. 10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents. 11. Plant & equipment: sufficient resources on site and in time. 12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims. 13. Final account: extent to which the contractor assisted in finalising the final account. <p>Criterion 3: Suitably qualified and appropriately experienced human resources</p> <p>Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.</p> <p>Criterion 4: Attendance of compulsory bid clarification meeting, if applicable</p> <p>If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.</p> <p>E.2 Commercial risks:</p> <p>The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.</p> <p>Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.</p>
C.2.7	For particulars regarding a pre-tender site inspection meeting, see Notice and Invitation to Tender T1.1

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C.2.12	<p>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements. A tenderer may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. Provided that the tenderer's main tender offer is according to specification and would under normal circumstances be recommended for acceptance, his alternative tender offer may also be considered for the purpose of the award of the contract.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> <p>Alternative tender offer permitted: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
C.2.13.2	The list of Returnable Documents identifies which of the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his tender offer by completing the Returnable Documents, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the Returnable Documents back to the Department.
C.2.13.5	The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per Notice and Invitation to Tender T1.1.
C.2.13.6 C.3.5	A two-envelope procedure will not be followed.
C.2.15	The closing time for submission of tender offers is as per Notice and Invitation to Tender T1.1.
C.2.16	The tender offer validity period is as per Notice and Invitation to Tender T1.1.
C2.16.3	Omit the wording of the last sentence for those projects which are subject to CPAP
C.2.18	<p>The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts):</p> <p><input checked="" type="checkbox"/> Together with his tender; or <input type="checkbox"/> The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender and thereafter submit the fully completed Bills of Quantities within fourteen (14) calendar days of the date requested to do so prior to the award of the contract.</p>
C.2.19	Access shall be provided for inspections, tests and analysis as may be required by the Employer.
C.3.4.1 C.3.4.2	<p>The location for opening of the tender offers, immediately after the closing time thereof shall be at:</p> <p>N/A</p>
C.3.8	The words "responsive tender" and "acceptable tender" shall be construed to have the same meaning.

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C.3.9.3	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4."
C.3.9.4	Omit the wording of the first sentence and replace with the following: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"
C.3.9.4	Add sub paragraph c) to C.3.9.4, as follows: "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tender is to be classified as not acceptable/non responsive and removed from further contention."
C.3.11.1	The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference.
C.3.13	Add the following to sub paragraph a), as follows: The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) as a person prohibited from doing business with the public sector;
C.3.17	Provide to the successful tenderer one copy of the signed contract document.

SCHEDULE 1 SERVICE						
Lifts	Registration Number	Elevator Type	Rated Load	Stops	Speed	Service Fee
1	10/L206	GEN2	1000KG	3	1.0	
2	10/L209	GEN3	1000KG	3	1.0	
3	10/L207	GEN4	1000KG	6	1.6	
4	10/L208	GEN5	1000KG	6	1.6	
5	10/L210	GEN6	1000KG	6	1.6	
6	10/L211	GEN7	1000KG	6	1.6	
7	10/L212	GEN8	1000KG	6	1.6	
8	10/L216	GEN9	630KG	4	1.6	
9	10/213	GEN10	1000KG	7	1.6	
10	10/L214	GEN11	1000KG	7	1.6	
11	10/L215	GEN12	1000KG	7	1.6	
SUB TOTAL						
X24 SERVICES						

SCHEDULE 2 REPAIRS				
No	Description of item	Rate	Quantity	Total estimated cost
1	Main Drive Replacement		3	
2	Door Drive Replacement		5	
3	Main Belt		900M	
4	COP RS32 Replacement PCB		3	
3	Govener rope replacement		300M	
4	Car guide rollers		8	
5	Rescue Battery Replacement		8	
6	Control relays		11	
7	Landing/car displays		11	
8	Remote stations		11	
9	Car/landing buttons		11	
10	Dcss5/at120 door drive		11	
11	Traveling cable		300M	
12	Guide shoes		11	
13	Car door/landing hangar rollers		11	
14	Door detectors		11	
15	Position reference sustem		11	
16	Car/landing door shoes		11	
17	Lock rollers		11	
18	Counterweight guide rail		11	
19	Car Display Replacement		2	
20	Lift Belts		5	
21	Alarm Box		11	
22	Door Sensor		11	
23	Final Limit Switch		11	
24	Counterweight		5	
25	Car guide rail		11	
26	LOP		11	
26	Intercom		6	
27	Gate switch contacts		11	
SUB TOTAL				
15%				
TOTAL				

TRASPORT COSTS

no	Description of item	Rate/KM	Quantity	Total estimated cost
1	Polokwane post office to limpopo high court		1000KM	

LABOUR COSTS

no	Description of item	Rate/Hour	Quantity	Total estimated cost
1	LabourX2		365h	
2	Artisan		365h	
LABOUR AND TRANSPORT			VAT	
TOTAL				
GRAND TOTAL=TRANSPORT COST+LABOUR COST+				
MATERIAL				

**PG-01.3 (FM: PDM) SCOPE OF WORKS – (FM: PDM (2015) 1st EDITION:**

Project title:	LIMPOPO HIGH COURT : REPAIR AND PREVENTATIVE OF LIFTS		
Tender no:	PLK24/41	Reference no:	7/1/1/2/8

C3. Scope of Works**CONTENTS****C3.1 STANDARD SPECIFICATIONS****STANDARD SPECIFICATIONS****GENERAL STANDARD SPECIFICATIONS, REGULATIONS AND CODES**

The latest edition, including all amendments up to date of tender, of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof:

SANS and other specifications and codes

- SANS 0400 - The applications of the building regulations
- SANS 0142 - Code of practice for the wiring of premises
- SANS 0140 - Identification colour marking
- SANS 044 - Parts I to IV: Welding
- SANS 460 - Copper tubes for domestic plumbing
- SANS 0103 - The measurement and rating of environmental noise with respect to annoyance and speech communications.
- SANS Specifications listed on DPW specification OWG 371
- CKS 332 - Specifications for industrial V-belts
- SABS 1543 & 1545 – OHS Act of 1993, Lifts, Escalators and passenger Conveyors Regulations of 1994.

(NB: All the following additional specifications can only be used for reference only)

Other additional lift regulations that can be referred to include but not limited to the following;

- ISO 22559 – Safety regulations for lifts (elevators) Part 1, 2, 3 & 4 (incorporating ASME A17)
- AS1735
- CAN / CSA B44
- EN B1 Series
- ISO / TC 178

Department of Public Works specifications

- OWG 371 A&B - Specification of materials and methods to be used (latest version)
- Standard Specification for electrical installations and equipment pertaining to mechanical installations

Occupational Health and Safety Act of 1993

- All regulations and statutory requirements as laid down in the latest edition of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) shall be adhered to.

Manufacturers' specifications, codes of and practice and installation instructions

- All equipment and materials shall be installed, maintained strictly in accordance with the manufacturers' specifications, instructions and codes of practice.

Municipal regulations, laws and by-laws

- All municipal regulations, laws, by-laws and special requirements of the Local Authority shall be adhered to unless otherwise specified.



C3.2 PROJECT SPECIFICATIONS

CONTENTS	DESCRIPTION	PAGES
C3.2.1	SCOPE - (GA, PGA)	
C3.2.2	GENERAL REPAIR AND INSTALLATIONS REQUIREMENTS	
C3.2.3	TESTS AND INSPECTIONS ON COMPLETION OF REPAIR WORK	
C3.2.4	REPAIR WORK TO INSTALLATION, SYSTEMS AND EQUIPMENT	
C3.2.5	STATUTORY INSPECTIONS AND TESTS	
C3.2.6	LIFT INSTALLATION AND EQUIPMENT	
C3.2.7	MAINTENANCE TO INSTALLATIONS, SYSTEMS AND EQUIPMENT	
C3.2.8	GUARANTEE OF INSTALLATION AND EQUIPMENT	
C3.2.9	LIFT EFFICIENCY RECORDING AND MAINTENANCE QUALITY CONTROL	
C3.2.10	MAINTENANCE TOOLS AND SPARES	
C3.2.11	OPERATING AND MAINTENANCE MANUALS	
C3.2.12	LOGGING AND RECORDING PROCEDURES	
C3.2.13	OFFICIAL ORDER FOR REPAIRS	
C3.2.14	EMERGENCY REPAIRS	
C3.2.15	JOB CARDS / "E" FORMS FOR REPAIRS	
C3.2.16	SUBMISSION OF SUPPLIER'S INVOICES	
C3.2.17	MATERIAL OF EQUAL QUALITY	
C3.2.18	REDUNDANT MATERIAL, RUBBISH AND WASTE	
C3.2.19	RESPONSE TIME	
C3.2.20	TRANSPORT COST	
C3.2.21	CIRCUIT BREAKERS	
C3.2.22	ISOLATORS/DISCONNECTORS	
C3.2.23	EARTH LEAKAGE UNITS	
C3.2.24	WIRING (ELECTRICAL CONDUCTORS)	
C3.2.25	CABLES	
C3.2.26	COPPER EARTH CONDUCTORS	
C3.2.27	ELECTRICAL WORK	
C3.2.28	PAINT WORK	
C3.2.29	PADLOCKS	
C3.2.30	EXPENDABLE MATERIAL	
C3.2.31	REPAIRS DURING AND AFTER WORKING HOURS	

C3.2.1 SCOPE

This tender involves the preventative maintenance, servicing and repair of Lift Installations situated in Military, SAPS, Correctional Service, Justice institutions and structures falling under the control of the Department or other departments hereafter referred to as "user" departments. Areas / buildings pertaining to this tender are described in (PG – 03.3 – FM: PDM) site information

This specification comprises all aspects regarding the servicing, replacement of defective parts and maintaining of the lift installations. Where it is necessary to replace any plant or equipment, the Department reserves the right to request additional quotations and to accept the lowest such quotation. Where necessary, replacements may be done with modern equivalents if the original equipment is no longer supported, that is, in cases where the particular item fails.

Changes in order to bring the existing installation in line with SANS regulations with latest amendments will be included in this Contract with the approval of the Department's Representative.

The scope of this specification comprises of two different sections relating to lift installations as described in detail below. The Technical Specification shall be read in conjunction with the Particular Specification and the contractor shall at all times adhere to this specification unless otherwise specified.

GA - Lifts & Goods Lift only

- 1) (a) This specification covers the general repair and maintenance of lifts and access goods only lifts.
- 2) This specification also covers the repair and maintenance of the following equipment and devices:
 - a) Hoisting machines
 - b) Controllers
 - c) Control system
 - d) Machine room indicators
 - e) Automatic self-levelling
 - f) Stopping devices
 - g) Rope guards
 - h) Car and landing door operators
 - i) Passenger lift door hangers
 - j) Car door control
 - k) Shaft requirements
 - l) Car and counterweight guide rails
 - m) Hoist and governor ropes
 - n) Counterweight
 - o) Car and counterweight guide rollers / shoes
 - p) Electrical compensation
 - q) Compensating cables
 - r) Buffers
 - s) Safety gear and governors
 - t) Pit switches
 - u) Car platform
 - v) Travelling cables
 - w) Electrical wiring and communication network
 - x) Car enclosures
 - y) Landing entrances
 - z) Door panels
 - aa) Sills and support angles
 - bb) Toe guards
 - cc) Fixture face-plates and mountings
 - dd) Car position indicators
 - ee) Car operating panel
 - ff) Call acknowledging lights
 - gg) Landing call buttons
 - hh) Waiting passenger lanterns
 - ii) Landing position indicators
 - jj) Landing door architraves finish
 - kk) Car finishes
 - ll) Protection padding
 - mm) Lift intercom system
 - nn) Emergency dial-out voice communication
 - oo) Ride quality and performance criteria
 - pp) Machine data submittals
 - qq) Existing load switches
 - rr) General requirements
 - ss) Lift controllers
 - tt) Sump pumps
 - uu) Electrical infrastructure in the motor room and shaft
 - vv) Motor room and shaft walls, floors, ceilings, doors and windows
- 2) This specification also addresses the following:
 - a) Testing, safety and compliance
 - b) Operating and training of operators
 - c) Cleaning of everything included in the scope of the contract



- 3) This specification shall form an integral part of the repair and maintenance contract document, and shall be read in conjunction with the additional and particular specifications compiled as part of this document.

This specification shall act as a guideline to the Particular Specification and, in the event of any discrepancies between the Technical and Particular Specification, the latter shall take precedence.

The Contractor shall at all times adhere to this specification unless otherwise specified in the Particular Specification

PGA - Lifts & Goods Lift only

This section of the specification covers the general term contract of lift installations, which include the following:

- (a) Motor room and associated equipment;
- (b) Lift shaft, fittings and associated equipment;
- (c) Lift Car;
- (d) Pit environment;
- (e) Electrical installation and controls.

C3.2.2 GENERAL REPAIR AND INSTALLATIONS REQUIREMENTS

- (a) All materials and equipment supplied and installed shall be of new high quality, design and manufactured to the relevant specifications, suitable for providing efficient, reliable and trouble-free service.
- (b) All work shall be executed in a first-class workman-like manner by qualified tradesmen.
- (c) All equipment, component parts, fittings and materials supplied and/or installed, shall conform in respect of quality, manufacture, test and performance to the requirements of the applicable current SANS specifications and codes, except where otherwise specified or approved by the Departmental Representative / Engineer in writing.
- (d) All materials and workmanship which, in the opinion of the Departmental Representative / Engineer, is inferior to that specified for the work will be condemned. All condemned material and workmanship shall be replaced or rectified as directed and approved by the Departmental Representative / Engineer.
- (e) The Contractor shall submit a detailed list of the equipment and material to be used to the Departmental Representative / Engineer for approval before placing orders or commencing installation.
- (f) All new equipment, materials and systems shall be installed and positioned such as to not impede on access routes, entrances and other services. The Contractor shall coordinate these items taking other services and equipment into account.
- (g) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- (h) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the repair and construction periods to ensure the safety of the public and User Client.
- (i) Repair work shall be programmed in accordance with General Decommissioning, Testing and Commissioning Procedures, to ensure the shortest possible down-time of any service and the least inconvenience to the User Client and the public. The Contractor shall make sure that the necessary notifications and notices are timeously put into place for these activities.

**C3.2.3 TESTS AND INSPECTIONS ON COMPLETION OF REPAIR WORK**

Except where otherwise provided in the Contract, the Contractor shall provide all labour, materials, power, accessories and properly calibrated and certified instruments necessary for carrying out such tests. The Contractor shall make arrangements for such tests and shall give at least 72 hours written notice to the Departmental Representative / Engineer, before commencing the test.

In the event of the plant or installation not passing the test, the Department shall be at liberty to deduct from the Contract amount all reasonable expenses incurred by the Employer or the Departmental Representative / Engineer attending the repeated test.

Whenever any installation or equipment is operated for testing or adjusting as provided for above, the Contractor shall operate the entire system for as long a period as may be required to prove satisfactory performance at all times in the occupied space served by that system for up to twenty-four hours a day continuously until the system is handed over.

The Contractor shall provide all labour and supervision required for such operation and the Department may assign operating personnel as observers, but such observation time shall not be counted as instruction time.

After completing the installation or system, all equipment shall be tested, adjusted and readjusted until they operate to the satisfaction and approval of the Departmental Representative / Engineer.

The Contractor shall submit certificates of tests carried out to prove the efficiency of all equipment, as well as certificates to be obtained from all relevant authorities and statutory bodies, etc.

C3.2.4 REPAIR WORK TO INSTALLATIONS, SYSTEMS AND EQUIPMENT

During the term contract all the systems, installations and equipment shall be repaired as specified in the Particular Specification. This repair work shall include but not be limited to the specified Particular Specification details.

All repair work shall be executed using approved materials and equipment suitable to the systems and/or installations they serve. The said repair work shall be executed in accordance with the relevant codes of practice, standards, regulations, municipal laws and by-laws, manufacturer's specifications and codes of practice and all additional and particular specifications included in this document.

The repair work items are listed in tabular form in the Particular Specification with all relevant details, such as capacity, size, manufacturer, model number, etc.

All repair work shall be executed within the period specified in the Appendix to Tender. All new equipment, materials and systems shall be furnished with a written guarantee of a defects liability period of 12 months commencing on the date of issue of a certificate of completion of the repair work. These guarantees shall be furnished in favour of the Department of Public Works.

C3.2.5 STATUTORY INSPECTIONS AND TESTS

The Contractor shall at the commencement of the term contract arrange for the compulsory 6 and 12 month statutory inspections and tests on each of the lifts installations in his/her contract in accordance with the Occupational Health and Safety Act, 1993. This shall include a motor room, lift shaft, lift car and pit as stipulated by the regulations. These inspections and tests shall be performed and certified by an approved inspection authority such as qualified & accredited Lift Mechanic / Mechanical Engineer. The Contractor shall be responsible for all the preparation work and ancillary work as specified. Only one lift at a time shall be taken out of commission for these purposes in accordance with General Decommissioning, Testing and Commissioning Procedures.

During this period the Contractor shall inspect, service, repair, replace and overhaul all ancillary equipment associated with the lift installations. These actions shall be planned in such a manner as



C3.2.8 GUARANTEE OF INSTALLATION AND EQUIPMENT

The Contractor shall provide guarantees obtained from the manufacturer(s) and/or supplier(s) to the effect that each piece of new equipment, supplied and installed under the repair work, complies with the required performance and will function as part of the complete system.

All new equipment, including, the complete new installations and the systems as a whole shall be guaranteed for a period of 12 (twelve) months commencing upon day of issue of certificate of completion for repair work of the installation.

C3.2.9 LIFT EFFICIENCY RECORDING AND MAINTENANCE QUALITY CONTROL

As part of this term contract, the Contractor shall, in collaboration with the Departmental Representative, institute a lift efficiency management and control plan for each lift installation. The control plan shall consist of a set of records to be completed regularly by monitoring the following:

- (a) Date and time entries of lift breakdown recorded.
- (b) Average lift usage for lifts that are in pairs of 2s or 4s.
- (c) Rate of lift passenger entrapments.
- (d) Record time interval of a lift response to an automatic emergency stop to the foyer with its doors open within the design parameters. **(if fitted)**

The recorded information shall also be utilized to determine the lift efficiency, together with other relevant information to be gathered.

All the relevant recorded information shall be submitted monthly together with Contractor's maintenance schedules to the Departmental Representative / Engineer.

All the relevant recorded information shall be submitted, together with the Contractor's maintenance schedules, monthly to the Departmental Representative / Engineer. It shall be the responsibility of the Contractor to ensure that the lift operates at the designed efficiency level in all respects.

C3.2.10 MAINTENANCE TOOLS AND SPARES

Each lift's motor room shall be equipped with the necessary maintenance tools and spares required by the specific type of such an installation for the monthly inspection and maintenance of the lift installation.

At the start of the term contract the Contractor shall in the presence of the Departmental Representative / Engineer submit an inventory of the existing tools and spares, and any shortfall or damaged tools and spares shall be replaced with new.

All replacement tools and spares shall be as specified by the lift installation manufacturers. These tools and spares shall be kept in a lockable room or cabinet of the contractor's premises and the Contractor shall carry keys.

The Contractor shall ensure that these items are always available if required at any given time during the contract period as the excuse of lack or non-availability of such tools by the contractor will not be accepted by the Departmental Representative / Engineer while the latter contractor's situation will attract serious penalties for the contractor as stipulated under non-performance by contractor in the conditions of contract.

The tools and spares to be carried shall include but not be limited to at least the following:

- (a) Tools
 - i. Equipment to release the main brake
 - ii. Hand winding equipment

C3.2.11 OPERATING AND MAINTENANCE MANUALS

The Contractor shall be responsible for the compilation of an inventory list and operating and maintenance manuals. (These should be compiled by a Registered Professional Mechanical Engineer; if the information is not yet available within NDPW Regions or Head Office)

This shall be done in accordance with Operating and Maintenance Manuals.

All information shall be recorded and reproduced in electronic format, as well as three sets of hard copies to be supplied to the Department.

Over and above what is specified in Operating and Maintenance Manuals, the operating and maintenance manual to be compiled shall be structured to include at least the following:

(a) System description

Complete system description and the working of the lift.

(b) Commissioning data

Complete commissioning, test and inspection data of lift.

(c) Operating data

- (i) Lift running check list and frequency of servicing required;
- (ii) Safety precautions to be implemented;
- (iii) Manual and automatic operation;
- (iv) User's duties (logging requirements);
- (v) Lubricating oils and service instructions;
- (vi) Pre-start checklist for each system;
- (vii) Starting and stopping procedures.

(d) Mechanical equipment

- (i) Description of all major items with the make, model number, names, addresses and telephone numbers of the suppliers, manufacturer or their agents;
- (ii) Design capacities of all equipment, including selection parameters, selection curves, capacity tables, etc;
- (iii) Manufacturers' brochures and pamphlets;
- (iv) Schedule of spares with part numbers recommended to be held as stock.

(e) Maintenance instructions

- (i) Schedule of maintenance particulars, frequency of services and replacements;
- (ii) Trouble-shooting guide;
- (iii) Part number of all replacement items and spares;
- (iv) Capacity curves of pumps, motors and fans;
- (v) Serial numbers of all items of equipment.

(f) Electrical equipment

- (i) Schedule of equipment, indicating manufacturer, type, model number, capacity and addresses and telephone numbers of suppliers;
- (ii) Maintenance instructions;
- (iii) Manufacturers' brochures and pamphlets;
- (iv) Complete as-built circuit diagrams and diagrammatic representation of interconnections of all electrical equipment.

(g) Instrumentation and control

- (i) Description of each control system;
- (ii) Schedule of control equipment indicating manufacturer, type, model number, capacity and addresses and telephone numbers of suppliers;
- (iii) Maintenance instructions;
- (iv) Manufacturer's brochures and pamphlets.

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(h) Drawings

- (i) Paper prints of all as-built mechanical and electrical drawings;
- (ii) Wiring diagrams framed behind glass shall be mounted adjacent to each relevant control panel or motor room.

C3.2.12 LOGGING AND RECORDING PROCEDURES

The Contractor shall under this term contract institute a logging and recording system as part of his maintenance control plan as defined in General and Maintenance. This shall consist of a log and record book which shall be utilized to log and record all operations, faults, system checks, breakdowns, maintenance visits, inspections, readings, etc.

The logbook shall be kept in a safe place inside the lockable cabinet of the user's maintenance manager office and shall only be utilized by the site maintenance manager, the Contractor and the Departmental Representative / Engineer. Copies of the monthly entries and recordings into the logbook shall be submitted by the Contractor together with his monthly report to the Departmental Representative / Engineer.

The logbook shall be structured to include at least the following:

- (a) Monthly inspection and maintenance actions;
- (b) Two or Three-monthly inspection and maintenance actions;
- (c) Six-monthly inspection and maintenance actions;
- (d) Annual inspection and maintenance actions;
- (e) Breakdown reports;
- (f) Lift car monthly operating conditions, observations, recordings;
- (g) Statutory inspections and test comments and reports.

The Contractor shall also institute a lift installation's register which shall be kept in a safe place inside the lockable cabinet of the user's maintenance manager office. This register shall be completed by all persons visiting the lift installation, including:

- (a) Contractor and maintenance personnel;
- (b) Inspectors;
- (c) Department personnel / Maintenance Manager;
- (d) Departmental Representative / Engineer.

The register shall state the date, time-in, time-out, name, company and reason for visit.

A copy of the register shall be submitted by the Contractor together with his monthly report.

C3.2.13 OFFICIAL ORDER FOR REPAIRS

An official order for repairs shall be issued to the Contractor.

Instructions for repairs may only be issued to Contractors by Departmental Representative. For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Contractor in writing.

If the Contractor has facsimile facilities, the order form shall be faxed to him. The Contractor shall not proceed with any work without the official order form.

Special arrangements are applicable for emergency repairs which are stipulated in paragraph 3.2.3. No payments shall be made for work executed without the necessary written authority.

Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment.

C3.2.14 EMERGENCY REPAIRS

Emergency repairs after hours may be executed without receipt of an official complaint number, and only on the instruction of an official of this Department.

The Contractor shall, however, ensure that the official of the Client department signs the job card.

The Contractor shall also ensure that he obtains the official complaint number from the Department on the following working day. No payment shall be made without a complaint number, duly completed and signed job card.

Only breakdowns which affect public health, loss of life/buildings and sensitive equipment shall be treated as emergency repairs.

Breakdowns involving personal comfort shall not be considered as emergency repairs unless authorized as such by the Regional Manager of the Department of Public Works.

C3.2.15 JOB CARDS / "E" FORMS FOR REPAIRS

Job cards shall be completed in all respects for each and every service / repair undertaken. Job cards shall be in accordance with the example included in this document and duplicating or printing thereof shall be for the Contractor's own cost.

Job cards shall be completed legibly in ink after completion of each service / repair, and all unused lines shall be scratched through. In addition to the original completed job card submitted with the invoice, the contractor shall submit a copy of the fully completed job card to the client Department for audit purposes and for verification.

Contractors are to ensure that all relevant information required on the Job Card is completed in full for which the work was done. Incomplete and incorrect job cards shall be returned to the contractor with his invoice.

(Job Card Document for duplication by contractor is included under "Part C3 Scope of Works 'Other Technical specifications that are required'")

C3.2.16 SUBMISSION OF SUPPLIER'S INVOICES

Contractors shall submit copies of supplier's tax invoices in respect of new parts, components and material purchased for any repairs, attached to all accounts where non-scheduled repairs were executed. Descriptions such as, "1x contactor" or "1x wire" is not acceptable and shall lead to the delay of payments.

The full description that is essential to order such an item from a supplier, i.e. make, model, serial number, size, capacity, etc. shall be listed on the account.

Note:

Should the contractor's price for material /new parts /components be abnormally high, the Department reserves the right to obtain written quotations for such material /new parts /components from other independent suppliers and adjust the contractor's price accordingly.

A separate invoice for each installation shall be submitted for repairs executed.

C3.2.17 MATERIAL OF EQUAL QUALITY

New parts, components and material used shall be of equal or similar specification and shall match the existing item that is being replaced. Only genuine parts are acceptable to the Department and the use of pirate parts shall not be allowed. The Contractor shall submit to the Department any supplier's or factory guarantee of repaired or replaced components together with his invoice and ensure that such guarantees are not jeopardized in any way.



The serial numbers of original and new components such as motors, pumps etc., shall be entered on job cards and invoices submitted for payment.

Note:

No invoices for ex-stock spare parts or material is acceptable. If ex-stock parts or material was used, the serial number as well as the correct description must be furnished. Copies of the original invoices must be furnished and those rates will apply if non-schedule rates apply.

C3.2.18 REDUNDANT MATERIAL, RUBBISH AND WASTE

All redundant materials and parts shall remain the property of the Government and shall be left on site and stored in a room designated for such purpose by the Caretaker or person in charge of the plant or building. Material left on site shall be listed on the job card as a receipt. A copy of the job card shall be left with the Caretaker or person in charge for audit purposes.

The original job card shall be attached to the invoice. Failure to comply with this requirement shall lead to payments not being effected within the prescribed period of 30 days.

All redundant materials or parts shall be labeled with the complaint number for the repair work.

After an inspection (within 60 days) by the Departmental Representative of all material and parts, such that are declared obsolete/ unserviceable/ of no value to the Department of Public Works, the Contractor shall remove and dispose of such material and parts.

The material and parts shall then become the property of the Contractor and the removal and disposing thereof shall be for the Contractor's account.

All rubbish and waste shall be removed from the site by the Contractor.

No mark-up or handling fees on sub-contractor's invoices shall be accepted.

C3.2.19 RESPONSE TIME

The Contractor shall respond to all normal calls within 48 hours (2 days) and complete repairs as set out in the contract conditions as this is service delivery driven.

Should this not be possible, it is the responsibility of the contractor to obtain an extension of time. The written request shall state clearly all the reasons for the extension and the actual extension required in regard to the repair.

Permission for any extension shall be granted in writing.

For emergency services the response time shall be within 4 hours.

Response time is applicable to all scheduled, non-scheduled and emergency services.

C3.2.20 TRANSPORT COST

Transport cost for scheduled items can only be claimed if distance traveled is more than 50 km radius from the General Post office or the office of the service provider (whichever is the lesser) of the subject area of this tender.

Transport cost will be calculated according to the distance travelled outside the 50 km radius to the site/building where the work is to be executed.

Where more than one service has to be done on the same day in the same area, transport cost will be calculated on actual distance travelled outside the 50 km radius as example below.

From Post Office to property A- 135Km: from property A to property B-7Km: from property B to property C-5Km: from property C to Post Office -140Km = Total distance travel that can be claimed
187 (50 km radius x 2)

C3.2.27 ELECTRICAL WORK

Electrical repair work required within Distribution Boards serving lift equipment located within motor rooms, must be executed under the direct supervision of an Accredited Person who is registered in terms of Regulation 9 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certified copy of the Certificate of Registration has to be submitted with the tender.

- **No person may do electrical installation work as an electrical contractor unless that person is registered as an electrical contractor. Occupational Health and Safety Act Electrical installation regulation 6(1), and provided that such person:**
 - (a) **Has a fixed address and a telephone; and**
 - (b) **Employs a registered person in a full time capacity, or is himself or herself a registered person.**
- **A registered person shall exercise control over all electrical work. Occupational Health and Safety Act Electrical installation regulation 5(4).**

All work carried out and all equipment and material supplied in terms of this procedure shall comply with the original equipment manufacturer's specifications and operation and maintenance instructions.

C3.2.28 PAINT WORK

The unit of measurement shall be the Square Meters (m²) of units painted. The tendered rate shall include full compensation for the painting with two coats of approved paint for the application.

The tendered rate shall further include full compensation for Scraping down, filling of cracks and application of approved undercoat in preparation for final top coat finish in accordance to manufactures specification and SANS 10401 regulations.

C3.2.29 PADLOCKS

Replace padlock.

The unit of measurement shall be the number of 50mm padlocks installed. The tendered rate shall include full compensation for the ordering, supply, engraving and installation of the padlocks, locking devices and seals. The locks shall be 'Keyed Alike' as per DPW requirements.

The tendered rate shall include full compensation for a set of ten (10) duplicate keys in total.

C3.2.30 EXPENDABLE MATERIAL

The Contractor shall supply all expendable material such as oil, grease and cleaning material necessary for the proper execution of maintenance and repair work where such items have not been allowed for within the **Pricing Data**. No claims for consumables shall be accepted. All minor and incidental repairs such as the replacement of nuts, bolts, washers, and self-tapping screws, pop rivets etc. shall form part of the service.

C3.2.31 REPAIRS DURING AND AFTER WORKING HOURS

All lift installations and related equipment are to be fully operational. If the services or repair cannot be done during normal working hours, arrangement must be made for performing the services on Saturdays or after hours, which shall form part of the Contract at no extra cost.



Tender no:

B: AMENDMENTS TO THE STANDARD SPECIFICATIONS:

Insert amendments to standard specifications

Tender no:

C3.3 PARTICULAR SPECIFICATIONS:

Form for Job Cards. See Volume 3 – C4.3



MAINTENANCE SPECIFICATION

Maintenance refers to a routine and/or remedial intervention required, ensuring that the asset is retained in a serviceable condition, and also to ensure that it retains its value and usefulness.

There are different kinds of maintenance services that are to be undertaken, namely: -

- Preventative Service Maintenance – for which the service provider has to perform certain actions to prevent failure on the operation of the installation in due course.
- Statutory Maintenance – May contain the elements of the statutory maintenance, which is defined in the Act as actions performed to meet legal requirements as contained in the Occupational Health and Safety Act No 85 of 1993 and other relevant regulations.
- Breakdown Maintenance – these are reactive maintenance actions performed to restore installation to operational condition.

Scope of Preventive Maintenance

The scope of the preventive maintenance program shall be comprehensive and shall include, at a minimum:

- Inspections
- Adjustments
- Lubrication
- Repairs and replacements (including light bulbs/lamps)
- Housekeeping/cleaning
- Recordkeeping

The program shall maintain the elevator to run at rated speed, rated capacity, desired door open/close timing, correct door speeds, designated floor stops, required floor levelling parameters, etc.

Maintenance Personnel

~~In accordance with the SANS53015, maintenance, repairs, or replacements are to be performed only by persons trained to perform these operations on the equipment.~~ **Site Staff and Qualifications**

- The Contractor will be required to supply the services of suitably and properly qualified technical staff to undertake the servicing, maintenance, repairs, operation and supervision of the Electrical and Mechanical installations and equipment as per requirement of the OHS Act. The names of such staff and qualifications shall be attached to this tender.
- Only competent person who have passed a recognized Lift Trade will be allowed to work on the equipment. Where apprentices or 'semi-skilled' workers are used to do the work, they must work under the supervision of a competent lift technician.
- All staff who are on site are to be those individuals whose names appear in the 'staff declaration document' contained in this tender document. Should it be found that the



Contractor is using only semi/unskilled labor, the Client reserves the right to cancel the contract with 24hours notice

Recordkeeping

A complete log must be kept that contains records of all maintenance, adjustments, repairs, replacement, etc., performed on the elevator. The log must include the dates, names of participating personnel, and description of tasks performed, including tests and inspections, reports, trouble calls, corrective action, recommendations, or any other incidents related to the elevator.

Manufacturer's data and drawings for the elevator equipment shall be accessible and maintained to reflect the current state of the equipment. Important data such as manufacturer names, part numbers, serial numbers, sizes, and types shall be readily accessible. Any pertinent service bulletins shall also be kept.

Checklists for the scheduled preventive maintenance tasks shall be developed and kept to ensure that these tasks are performed.

Safety

The following practices shall be observed, as a minimum, during maintenance, inspection, or testing procedures:

- All safety devices must be in operational condition.
- Lockout/tagout procedures must be followed if maintenance procedures require that the equipment not be operated.
- Ensure that personnel performing maintenance, inspection, and testing tasks wear clothing that is not loose fitting and that they are provided with proper protective equipment, such as safety shoes, hard hats, eye protection, and hand protection.
- Provide barriers and signage, where applicable, especially at hoistway doors.
- Upon completion of work, remove any jumper wires that were used.
- It is possible that the elevator pit may be designated a "Permit Required Confined Space." The additional required safe procedures must be attended to in these cases.
- Provide proper lighting.
- ~~Determine that adequate refuge space exists above and below the car.~~
- Ensure the working area is clean and dry.

Areas of Inspection

Specific items and equipment to be inspected under each of the following areas are listed as follows:

The areas of inspection include:

1. Inside car – door reopening device, stop switches, operating and control devices, car floor/landing sill, lighting, car emergency signal, car door, door closing force, power opening/closing of doors, vision panels, car enclosure, emergency exit, ventilation, signage, rated load, platform area, data plate, emergency power, restricted door opening, car ride, door monitoring, stopping accuracy
2. Machine room – access, head room lighting, receptacles, machine enclosure space, housekeeping, ventilation, fire suppression, pipes, wiring, ducts, guarding of equipment,



numbering/labeling, disconnecting means, controller wiring/fuses/ grounding, static control, overhead beam, machines and machine brakes, motor- generators, regenerated power, alternating current (AC) drives, sheaves, rope fastenings, terminal stopping devices, slack rope devices, governor, safeties, data plate

3. Top of car – stop switch, light, outlet, operating device, refuge space, counterweight clearance, sheaves, normal/final terminal stopping devices, broken rope/chain/tape switch, leveling devices, data plate, emergency exit, counterweight, counterweight buffer, counterweight safeties, floor numbering, hoist-way construction, smoke control, pipes/wiring/ducts, windows/projections/recesses/ setbacks, clearances, multiple hoist-ways, traveling cables/junction boxes, door equipment, car frame, guide rails, guide rail alignment, guide rail fastenings, governor/traction/ compensation ropes, rope fastening devices
4. Outside the hoist-way - platform guard, hoist-way doors, vision panels, hoist-way door locking devices, access, power closing of hoist-way doors, sequence operation, enclosure, parking devices, emergency access, separate counterweight hoist-way, standby power selection switch, emergency doors in blind hoist-ways
5. Pit - access, lighting, stop switch, condition, clearance, runby, buffers, normal/final terminal stopping devices, traveling cables, governor rope, governor rope tension, compensating chains/ropes/sheaves, car frame/platform, car safeties, car guides
6. Firefighters' emergency operation.

Testing

The Code requires periodic testing of elevators witnessed by an Accredited Inspection Authority(as defined by Act 85 of 1993).

Test certifications may be issued by various public jurisdictions, such as State, county, or city elevator commissions or boards, or by private entities.

Electric Elevator Tests

The Code provides general descriptions of the Category tests for electric elevators. More detailed descriptions are provided in SANS 53015.

Minimum Preventive Maintenance Requirements For Electric Traction Elevators

The following items (as applicable) shall be included requirements of a maintenance contract:

(Note: When items are inspected and found to be defective, broken, out of adjustment, etc., they must be repaired, replaced, or adjusted to meet the requirements of OHS ACT 85 of 1993.)

Performed On A Monthly Basis:

- Ride in the car to observe operation of doors, leveling, smoothness, and door reopening devices at each landing.
- Listen for unusual noises in the car and in the hoist-way.
- Test all locks and gate switch
- Check the car emergency light.
- Check the car ventilation system and heater.
- Check the operation of the limit and safety switches in hoist-way and car.
- Check all of the timers in the system and reset if necessary.
- Check all car operating controls, lamps, and gongs. Replace burned-out lamps.

Performed On A Two-Month Basis:



- Check and adjust car door operation.
- Lubricate hangers, rollers, gibs, linkages, and pivot points.
- Check and adjust door clearances, eccentrics, arm bearings, speed control switches, cables, clutches, chains, and belts.
- Tighten door drive system points.
- Check selector.
- Clean, adjust, and lubricate components as required.
- Check the car telephone and alarm operations. Repair the alarm system if required. Check the oil level in the car and in the counterweight oil buffers. Add oil as required.
- Check the motor brushes and commutators. Check the brushes for tension, seating, and wear (replace or adjust as required). Check commutators for finish, grooving, eccentricity, and mica level - clean, turn, or refinish as required.

Performed On A Quarterly Basis:

- Check for proper car leveling operation. Adjust if required.
- Initiate the Phase I firefighter recall service and check for proper operation to a minimum of two floors under Phase II service.
- Check and clean the door switch contacts.
- Check the door speed control switches.
- Inspect the condition of resistors and mounting assemblies.
- Check car top and hoist-way for loose covers, vanes, or components. Inspect the traveling cables for damage.
- Inspect the brake linings.
- Check the car position sensor drive wheel.
Check decelerations, advances, and accelerations to ensure all cars are matched.
- Inspect all parts of the safeties and adjust clearance between the safety jaws and guide rails. Clean all parts and lubricate the pivot points.
- Clean the screens.
- Clean the guide rails with solvent to remove dirt, debris, or excess lubricant.
- Drain, flush, and refill the gearing lubricant.
- Clean:
 - Drip pans (check oil levels of associated equipment) Door reopening device photo eye components
 - Door tracks and sills
 - Lamps and sensors in the car top controller
 - Car top
 - Machine room
 - Pit
 - Brushes and commutator Controller
 - Selector
 - Relay connectors Contacts
- Test and adjust dispatching, scheduling, and emergency service of the group supervisory control system (if equipped).
- Clean the hoist-way.
Vacuum the dust from controllers and relays

Performed On a Six-Month Basis:

- Check for hoist rope wear, as well as rope length, lubrication, and tension. Replace, lubricate, or adjust the rope as required.
- Inspect all ropes for wear and lubrication (do not lubricate the governor rope) - replace or lubricate the ropes if required.
- Clean the governor and hoist ropes.
- Inspect the rope hitches, fastenings, and shackles - equalize ropes if warranted
- Check the clearances for governor tension sheave, counterweight-to-buffer (with car at top landing), and compensation sheave to pit.



- Inspect guide rails, cams, fastenings, and counterweights in hoist-ways.
- Lubricate the limit switch roller pins.
- Inspect the sheaves to verify that they are tight on the shafts, and sound their spokes and hubs with a hammer to inspect for cracks. Repair as necessary.
- Check the compensation rope tension.
Lubricate the sheave bearings and check for leaky seals.
- Lubricate the guide shoe stems.

Performed On an Annual Basis:

- Brakes:
 - Remove, clean, and lubricate the brake drum & cores.
- Motors:
 - Inspect the brake linings for wear - clean or replace if necessary. Adjust the brakes to wear evenly if necessary.
 - Inspect the armatures of hoist motor and motor-generator (if equipped).
 - Check the electrical connections.
 - Drain, flush, and refill the oil reservoirs.
 - Check the brushes for neutral settings and for proper quartering and spacing on the commutators. Reset if necessary.
 - Lubricate the bearings.
 - Vacuum the carbon and dust.
- Test the safeties
- Test the governor for operation.
- Check governor sheave fastenings

Major Service

It is a major overhaul conducted on an annual basis, by a competent person undertaking a thorough examination for the lift to meet the required safety standard required by SANS 50081. This involves examination of the equipment at its entirety to also replace urgent worn or damaged components. This is a robust maintenance that is conducted once annually to optimize the performance and availability of the lift. It is also recommended if the equipment has not been serviced consistently for 12 months and/or when the equipment has not been operational for more than 6 months.

The work involved but not limited to:

- **Shaft Work**
 - Complete clean – down of the entire equipment.
 - Thoroughly test and repair all the landing, car door mechanical, electrical locks and car door protection devices.
 - Set and adjust car and landing door locks. Replace worn or damaged rollers as necessary.
 - Set up-thrust rollers on all landing doors. Replace damaged as necessary.
 - Replace / align car and cwt guide shoes and rollers.
 - Inspect elevator floor levels, shaft and pit equipment and rectify as necessary.
 - Replace worn out landing and car door track inserts
- **Motor Room**
 - Strip, clean, lubricate and set governor and brakes.



- Adjust controllers and selectors (if applicable).
- Replace short and missing generator and motor brushes
- Clean machine room equipment.
- Remove old oil, waste, spares etc from site
- Flush and renew gearbox oil and seal oil leaks
- Remove all wires from fuse holders and replace with rated fuses.
- **General Works**
 - Fault-finding on shutdown units.
 - Secure all loose lift components
 - Make all car and hall buttons operational.
 - All indicators must be repaired or replaced where required
 - Check fan, emergency alarm, light units and car door open buttons for operation and repair/replace
 - Lubricate pins and moving equipment (where necessary).
 - Check, test and make operational all safety aspects of the lift.

Response Times

This is the time lapsed from the time the call-out is logged by the system operator or person making the call until response on site. The service should be available on a 24/7 basis. Response times to any call-out on site are kept at an absolute minimum. Response varies in geographical area of the equipment. For areas around Polokwane, a maximum of 60 mins is allowed during normal working hours and 120 mins after hours, holidays and weekends. Call –out with trapped passengers are regarded as an emergency and should get the necessary attention. Response to trapped passengers is 30 mins during normal working hours, 60 mins after working hours, weekends and holidays.

- The response times stated in shall be strictly adhered to and notification of the fault can be by telephone, e mail or in person.
- Non-adherence to the above reaction times will be seen in a very serious light and will also be handled as non-compliance with the Tender conditions. This can result in claims for any losses or damages against the successful Tenderer and will also be held responsible for any legal action which may be taken against the Client.
- The Contractor will be issued with a reference no. for each call, the call will be logged and it is the responsibility of the successful tenderer to report back to the client or his appointed representative and close off the call giving the following information:
 - Time of arrival
 - Nature of the trouble found on site
 - Time repair was completed

Sub-contracting

- The successful tenderer must submit in writing to the Client the names of Sub – Contractors (**for repair work only**) as he/she propose to employ and the Client shall inform the successful tenderer, also in writing of his or her approval or disapproval of such sub-contractors.
- No sub – contracting will be allowed which will involve piece-work or any departure from the conditions of the tender and the successful tenderer shall be prohibited from transferring, directly or indirectly by piece-work under this tender without the written permission of the Client.



- No sub-contracting will be allowed on maintenance work and all maintenance work is to be performed by the appointed contractors direct employees, the only works which can be sub-contracted and which will be subject to the approval by the Client's appointed representative are; major repairs, modifications/modernization of equipment, repairs to intercoms, repairs to pc-boards etc.

Keeping of Records

The successful tenderer shall maintain a logbook of all equipment and plant involved in this tender for records and entries concerning the installations, breakdown, problems, repairs etc.

A monthly report for each installation consisting of the Proforma Inspection shall be properly completed by the successful tenderer and shall accompany his/her invoices.

All records required by law and by the Client the equipment provided for, the materials supplied and used by the successful tenderer in the execution of this tender and/or his/her staff employed for the purpose of this tender shall be kept. These records will remain the property of the Client after the contract has expired. The following shall serve as examples of the records to be kept, which may be added to:

- Callout register
- Plant room and equipment logs,
- Inspection reports,
- Service record of all Equipment,
- Equipment log books

Inspections

The Client reserves the right to authorize independent inspections of individual or entire installations, using suitable qualified persons at any time. The independent inspections shall in no way limit the Contractor's liabilities or obligations in terms of this agreement. The Contractor or his representative shall be present at every inspection of the installation and the Contractor, in terms of this agreement, shall provide the necessary facilities at no additional cost.

Shutting Down of Equipment

No mechanical/electrical equipment or plant involved in this tender may be shut down, switched off or isolated in any way without prior written permission from the Client or his Representative.

Exclusions from the Contractor's Responsibilities

The following items shall be excluded from the contract amount and should they require repair/replacement, the Client shall bear any associated costs:

- All decorative finishes, wall panels, suspended ceilings, light diffusers, handrails, mirrors, carpets or floor coverings.
- Sump pump in the lift pit
- Cylinder and buried pipes on hydraulic lifts except for accessible seals and wearing parts.



Conditions to the Scope of Work

- Contractor's obligations:
 - To supply all necessary equipment, labour, minor spares and materials which may be necessary for the proper execution of the work, comply with the provisions of the contract and orders in writing and carry out and complete the Works to the satisfaction of the Client or his/her Representative/Agent who may from time-to-time issue further orders in writing.
 - Unless there is an apparent or obvious error in an order in writing, shall at all times proceed to act on such order in writing unless or until such order is amended or countermanded, so that neither the execution of the works nor the supply of material or labour is delayed by any difference, discrepancy or dispute regarding such order.
 - No objection to the description or terms of an Order in Writing will be entertained unless lodged in writing with the Representative/Agent within 21 days of the date of the order in writing.
 - Undertakes to maintain in good working order, the complete lift system as specified and quoted for in their tender to the satisfaction of the Client or the client's appointed Representative.
 - Any unsafe conditions or practices followed by the operating or maintenance staff shall be reported in writing and References shall be made in terms of the applicable standards (e.g. those of SANS), to the Client.
 - To take adequate precautions to prevent damage to buildings and fixtures on the Site.
 - The personnel shall at all times adhere to all security rules and regulations imposed by the Client on site. No weapons of any description will be allowed on site.
 - To safeguard all their employees in accordance with the latest revisions of the Regulations of the Occupational Health and Safety Act 85 of 1993 and any amendments thereof, including all equipment, plant, hand and power tools.
 - To comply with all applicable instructions or directives of the Client as well as Directives, regulations, and by-laws passed by Public Health, Provincial, municipal or any other Authorities.

Payment Reduction for Non-Performance of the Lifts

- The Contractor shall guarantee the availability of 80% of all lift systems. In the event of failure by the successful tenderer to achieve 80% availability, a score card system is attached that will be used to measure execution and performance and availability of the lifts.
- The penalty will be levied each month during which the availability is below expectation and not on an annual or tender basis. The money will be recovered from the Contractor by means of reductions from their monthly maintenance fees.
- The imposition of such payment reductions shall not relieve the Contractor from his obligations to complete the works or from any of his obligations and liabilities under the Tender.



- Should a lift be shut down for scheduled/non-scheduled repair and the repair period exceeds 1 week, the monthly maintenance payment for that unit will be reduced proportionate to the shutdown period and calculated from the first day of shut-down. No payment will be received for a lift that is out of service due to Contractor's inefficiency.

Increase or Decrease of Scope of Work

The Client reserves the right to increase or decrease, during the contract period, the scope of work, description and/or quantities given. Such increases or decreases will be made in writing to the Contractor.

Hand-over of Site to the Tenderer

- The successful Tenderer will only be permitted on site after complying with all conditions of tender regarding insurances etc., and after the signing of the contract and Site Handover Certificate.
- After the Site has been handed to the successful Tenderer, the successful Tenderer must proceed with due diligence to the satisfaction of the Client of Representative. Should the successful Tenderer fail to proceed with due diligence as stated above within 21 days of the Site being handed over, it will be deemed that the successful Tenderer accepts the condition of the lift and that no remedial work is required to the specific unit and no further claims for maintenance related wear and tear will be entertained.

Site Inspections

- The Site is located at the following address: (As stated in PART C4 of the document)
- Tenderers shall visit the Site to become familiar with the nature and extent of work, conditions and details of the Plant, Equipment, Installations, etc. should the tenderers wish to visit the sites they are welcome to contact the Project Managers who will make all necessary arrangements.
- The area of the Site to be occupied by the successful tenderer will be pointed out to the successful Tenderer at the handing over of Site and under no circumstances may the successful Tenderer extend their activities beyond this area.

Injury to the Works

- Without in any way limiting his obligations the successful tenderer shall bear the full risk of damage to and/or destruction of the Works by whatever cause during construction of the works and hereby indemnifies and holds harmless the Client against any such damage. He/she shall take such precautions and security of the Works as he/she may deem necessary.
- The successful tenderer shall at all times proceed immediately to remove or dispose of any debris arising from damage to or destruction of the Works and to rebuild, restore, replace and/or repair the Works.
- The Client shall carry the risk of damage to or destruction of the works and material paid for by the Client that is the result, whether direct or indirect or proximate or remote, of:
 - war, invasion, an act of a foreign enemy, hostilities or warlike operations (whether declared or not), civil war, mutiny rising, insurrection, military or usurped power or material law or state of siege or any other event or cause that determines the proclamation or maintenance of martial law or a state of siege;

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".



- Any risk or peril only insurable in the republic of South Africa by means of a political riot insurance policy issued by or on behalf of the South African special Risk Insurance Association;
- Ionizing radiation or contamination by radio-activity from any nuclear waste from the combustion of nuclear fuel;
- Nuclear weapons material;
- Confiscation, nationalization or requisition or destruction or damage by or under the order of any government de jure or de facto or of any public or local authority; or
- The design of the works or temporary works by the Client or by the servants or agents of the Client.
- Where the Client bears the risk in terms of the Tender, the successful tenderer shall, if requested to do so, reinstate any damaged or destroyed portions of the works and the costs of such reinstatement shall be measured and valued in terms of the non-schedule rates prices.

Injury to Persons and Property

- The successful tenderer shall be liable for and hereby indemnifies the Client against any liability, loss, claim or proceeding, whether arising in common law or by Statute, consequent upon personal injuries to or the death of any person whomsoever arising out of or in the course of or cause by the execution of the works unless due to any act or neglect of the Representative/Agent or any person for whose actions the Client is legally liable.
- The successful tenderer shall be liable for and hereby indemnifies the Client against any liability, loss, claim or proceeding consequent upon loss of or damage to any moveable or immovable or personal property or property contiguous to Site, whether belonging to or under the control of the Client or any other body or person, arising out of or in the course of or by reason of the execution of the Works, unless due to any act or neglect of the Representative/Agent or any person for whose actions the Client is legally liable. The successful tenderer shall, upon receiving an Order in Writing from the Representative/Agent/FMU, cause the same to be made good in a perfect and workmanship manner at his own cost and in default thereof the Client shall be entitled to cause it to be made good and to recover the cost thereof from the successful tenderer, as stated in clause 3.3, Final Summary Prices.

Chargeable and Redundable Equipment

The successful Tenderer shall hand over all chargeable redundant material to the Representative of the Client and will become the property of the Client and shall be handed to the representative on site.

Reporting Structure

- No instructions from any personnel other than the Client or senior Representative shall be carried out.
- The Client will ensure that a logbook is kept on Site and that all faults and defects reported are recorded. A report for each call-out will be entered by the appointed contractor's technician in this book and signed by the technician and the inspector employed by the Client.
- N/A



Handing Back of Site

At termination of the contract, the appointed contractor shall handover the site to the Client in a good, functional, clean and tidy condition. Should at such handover any defects, oversight or damage to the installation be detected, this shall, at discretion and to the satisfaction of the Client be rectified by, or at the cost of the successful tenderer, before any outstanding payment(s) are released. (See Annexure E Site Handover Certificate)

GOVERNMENT NOTICES

DEPARTMENT OF LABOUR

NO. R. 94

03 FEBRUARY 2017

OCCUPATIONAL HEALTH AND SAFETY ACT (ACT NO. 85 OF 1993), AS AMENDED

CODE OF PRACTICE FOR EXISTING GOODS HOISTS INSTALLATIONS, LIFT, ESCALATOR AND PASSENGER CONVEYOR REGULATIONS, 2010

I, T. Szana, appointed as the Chief Inspector in terms of Section 27(1) of the said Act, and by virtue of the powers delegated to me by the Minister of Labour in terms of section 42(1) of the Act, after consultation with the Advisory Council for Occupational Health and Safety, hereby, under section 44 of the Occupational Health and Safety Act (Act No. 85 of 1993), as amended, incorporate "Code of practice for existing goods hoists installations" (Installed prior 30 September 2015) that were previously regulated under the Driven Machinery Regulations, 2008 into Lift, Escalator and Passenger Conveyor Regulations, 2010

T. Szana
Chief Inspector

CODE OF PRACTICE FOR EXISTING GOODS HOISTS INSTALLATIONS

FOREWORD

This Code of Practice is to provide the minimum requirements for existing good hoists (Installed prior 30 September 2015) that were previously regulated under the Driven Machinery Regulations, 2008.

In the new Driven Machinery Regulations promulgated in 2015, regulation 17 was repealed and it gave a directive that all existing good hoists shall within five years comply with the provisions of the Lift Escalator and Passenger Conveyor Regulations.

Machinery Spaces

- Machinery shall be kept in safe lockable spaces or cabinets.
- Safe accesses, free of any storage or rubbish shall be provided to the machinery spaces.
- Ladders to these spaces shall be permanently installed and shall provide safe access well into these machinery spaces.
- The working areas of the machinery spaces above the shafts shall have full floor covering.
- The clear heights of the working spaces shall not be less than 1.5 meters.
- The lighting in the machinery spaces shall be 300 Lux and the accesses to these spaces 150 Lux.
- There shall be 220 Volt socket outlets in the machinery spaces.
- Record book and certificate holders shall be kept in the machinery spaces.

Machinery

- Rotating elements shall be guarded or painted caution yellow if they pose a low risk such as smooth flywheels.
- Slack rope devices shall be installed on positive drive (drum or hydraulic) units.
- Safety gears shall be installed on units with less than two ropes - if design permits.
- Safeties shall, where possible be installed under the cars and not on top of the crown beams.
- Sheaves for the suspension ropes shall be 25 times the diameter of the suspension ropes.
- When more than one suspension rope is used, there shall be automatic tensioning devices – compression springs.

Controls

- There shall be lockable main switches at the accesses to the machinery spaces.
- There shall be well kept, up to date durable and legible wiring diagrams.

- Controllers shall have two contactors for the main motors – mains + up or mains + down.
- Two independent contacts of the motor contactors shall be in series with the brake coil.
- Three phase installations shall be protected with reverse phase protections.
- All units shall be equipped with top and bottom final limit switches.
- Where shaft inspections or repairs require a person to ride on top of the car, inspection controls shall be installed on top of the car.
- The cars shall be provided with overload devices and signals.
- There shall be no controls inside the cars.
- Push-pull emergency stop switches shall be installed on top of the car and in the pit with stop switches on each landing if the landing doors are perforated.
- The landing door locks shall have two contacts in circuit – one to ensure the door is closed and one to ensure the lock is made.
- The car doors shall have gate switches which shall be tamper free and out of reach of the users.
- 220 Volt light and socket outlet circuits shall be protected with earth leakage devices.

Shaft enclosures

- The shafts shall be enclosed to a height of 2.5 meters in all areas accessible to persons. The enclosures shall have sufficient strengths – they shall withstand 300 N forces).
- When the cars are travelling at speeds exceeding 0.25 meters per second, the shaft enclosure shall be imperforated.
- Shaft lights shall be installed with intensity of 100 Lux anywhere in the shafts.
- The landing doors shall be equipped with electro-mechanical locking devices. Two contacts shall be used in the control circuits.
- Triangle dislocking devices shall be provided for all landing doors. Boxes with triangle locks to protect other types of dislocking devices will also be acceptable.
- When the cars are travelling at speeds exceeding 0.25 meters per second, the landing doors shall be imperforated.
- When the landing doors are imperforated, there shall be indications that the cars has stopped on a landing – vision panels or indication lights.
- On each landing there shall be a durable notice which indicates the maximum allowable load and forbidding persons from riding in the car.
- In the pits without the necessary refuge space (500mm x 600mm x 1 000mm) there shall be properly designed bumping poles to land the cars on when entering the pit – instructions shall be displayed to use the bumping pole.
- Car to landing sill clearances shall not exceed 35mm.
- Safe Spaces on top of the car and in the pit shall be clearly identified.
- Bi-parting and vertical rise doors shall be counter balances with proper handles or pull straps..

Cars

- The cars shall be equipped with gates, scanners or "load shift bars" and it shall not be possible to move the cars unless these devices are closed.
- The car roofs shall cover the full car size (floor areas of the cars).

- The car roof shall have sufficient strength to carry the weight of two persons (1 000N each) anywhere on the roof.
- Inside the car there shall be a durable notice which indicates the maximum allowable load and forbidding persons from riding in the car.
- There shall be in the cars electric lights of at least 100 Lux.
- Positive drive units shall have buffers on top of the cars which shall not make contact before the final limits open.
- Positive drive units with limited head rooms (not spaces of 500mm x 600mm x 800mm) and top of car inspection controls shall have extendable bumping poles with safety switches on top of the lift cars.

Registration

- All units must be registered with the Regional office of Department of Labour.
- All Goods hoists must comply with the requirements for Lift Escalator and Passenger Conveyor Regulations.

DEPARTMENT OF PUBLIC WORKS

MAINTENANCE SCORE-CARD

CONTRACT NUMBER: WCS



CONTRACT:

CONTRACTOR:

ENGINEER:

INSTALLATION:

MONTH:

OF 36

The following components of the installation were selected by the contractor at the Monthly Operation Meeting nr. as performance indicators to be tested according to specification:

1. ENGINEER'S SELECTION

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

0	1

TOTAL SCORE:

Engineer's Representative

Signature

D D / M M / Y Y

Date

List of examinations to be carried out on a electric lift		Score Card		
Description		0	1	N/A
(a) pit				
check for cleanliness;				
remove excess oil/grease from bottom of guides; and				
ensure the pit area is clean, dry and free of debris.				
b) anti-rebound mechanism and switch (where fitted)				
check for free movement and operation;				
check for equal tension on ropes; check for anti-rebound operation;				
check electrical contact (where fitted); and				
lubricate when necessary.				
(c) buffers				
check for correct oil levels;				
check switch when fitted;				
check fixings for security, and				
lubricate when necessary.				
(d) drive motor/generator				
check motor bearings for wear,				
check condition of commutator (where fitted); and				
replenish lubrication when necessary.				
(e) gear box				
check gear box and sheave for wear,				
check lubrication in gear box, and				
replenish when necessary.				
(f) traction sheave				
check traction sheave grooves for wear.				
(g) brake				
check brake lining for wear,				
check for correct adjustment,				
check brake pivot pins and the moving pole piece,				
check the brake system;				
check for levelling, and				
lubricate when necessary.				

NB*

1 = DONE

0 = NOT DONE

N/A = NOT APPLICABLE

	0	1	N/A
(h) controller			
ensure cabinet is clean and dry and free of dust, check contactor faces for pitting or signs of heavy arcing, and check contactor leads for signs of breakage.			
(i) current, voltage and speed			
measure current; measure voltage; and measure lift speed.			
(j) overspeed governor and tension pulley			
check all moving parts for free movement and wear, check for correct operation; and lubricate when necessary.			
(k) main rope diverter pulley(s)			
check rope grooves for wear, check bearings for wear, and lubricate when necessary.			
(l) car/counterweight guides			
check fixings for security; and ensure that there is a film of oil where required on all guide surfaces.			
(m) electric wiring			
check for insulation and the electrical continuity of the connection between the earth terminal of the machine room and the different parts of the lift liable to be made live accidentally.			
(n) lift car			
check emergency lighting. check alarm and intercom system for operation; check car buttons, and check key switches.			
(o) car door operation			
check door closed contact or lock, check doors for free running; check operation and adjustment of door operator (where fitted); check wire rope or chain, when used, for integrity, check for excessive wear and door gaps; check emergency release mechanism; check door passenger protection device; and			
(p) car/counterweight guide shoes/rollers			
check car guide shoes/rollers for wear and adjust or replace when necessary, and			

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	0	1	N/A
(q) safety gear(s)			
check all moving parts for free movement and wear;			
check for correct functioning of the device;			
check fixings for security, and			
lubricate when necessary.			
(r) suspension ropes			
check for wear and broken wires per lay,			
check for elongation;			
check for correct tension; and			
lubricate where only necessary.			
(s) rope terminations			
examine for signs of deterioration and wear;			
(t) landing entrances			
check every landing lock for operation and security.			
check doors for free running:			
check for excessive wear and door gaps;			
check wire rope, chain or belt, when used, for integrity,			
check emergency release mechanism;			
check vision panels;			
check door passenger protection device; and			
lubricate when necessary.			
(u) floor level			
check lift for levelling at landing			
(v) motor run time limiter			
check for correct functioning			
(w) motor protection devices			
check for correct functioning.			
(x) electric safety devices			
check operations and correct functioning.			
check the stoppage of the lift when an earthing is created on the			
safety chain, and check for fitting of correct fuses and quality of earth			
circuits.			
(y) final limit switches			
check operation and correct functioning:			
check overtravel clearances; and			
lubricate where necessary.			
(z) well lighting			
check proper operation			

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List of examinations to be carried out on a hydraulic lift		Score Card		
Description		0	1	N/A
(a) pit area				
check for excess oil/grease in the pit check for cleanliness;				
(b) buffers				
check for correct oil levels; check switch when fitted: check fixings for security; and				
(c) tank unit				
check hydraulic fluid level in check condition of oil; and check tank and valve unit for leaks.				
(d) controller				
ensure cabinet is clean, dry and free of dust, check contactor face for pitting or signs of heavy arcing check contactor leads for sign of breakage				
(e) current, voltage, speed				
measure current, measure voltage; and measure lift speed.				

NB*

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(f) car, counterweight/ram guides	Score Card		
	0	1	N/A
check fixings for security, and ensure that there is a film of oil where required on all guide surfaces.			
(9) jack			
check for excessive oil leakage.			
(h) telescopic jack			
check for synchronization.			
(1) electric wiring			
check for insulation and the electrical continuity of the connection between the earth t machine room and the different parts of the lift liable to be made live accidentally			
(j) lift car			
check emergency lighting.			
check alarm and intercom system;			
check car buttons, and			
check key switches.			
k) car door operation			
check door closed contact or lock			
check doors for free running.			
check operation and adjustment of door operator (where fitted).			
check wire rope or chain when used for integrity.			
check for excessive wear and door gaps;			
check emergency release mechanism;			
check door passenger protection device, and			
(l) car/counterweight/ram guide shoes			
check car guide shoes/trollers for wear and adjust or replace when necessary, and check lubrication.			
(m) car/counterweight guides			
ensure that there is a film of oil where required on all guide surfaces; and check fixings for security.			
(n) safety gear/pawl/clamping devices			
check all moving parts for free movement and wear, check fixings for security, and lubricate when necessary.			
(0) suspension ropes/chains			
check for wear,			
check for elongation;			
check for correct tension			

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	0	1	N/A
(u) overspeed governor and tension pulley			
check all moving parts for free movement and wear			
check for correct operation; and			
(v) and-creep device			
check for correct operation			
(w) leakage			
ensure that the empty car, stopped at the highest level served, does not move more than 10 mm downward within 10 min due to leakage			
(x) rupture valve restrictor			
check for operation and correct adjustment			
(y) floor level			
check lift for floor levelling at landing			
(z) pressure relief valve			
check for correct adjustment			
(aa) thermal devices for temperature of oil			
check for correct functioning of sensor.			
(bb) manual lowering			
check for operation and correct adjustment			
(cc) hand pure			
check for operation.			
(dd) hose/pipe work			
check for failures			
(ee) overload device			
check for correct functioning			
(m) all components			
Ensure that components are clean and free from dust for correct functioning NOTE it is recommended that the relevant part of SANS 1545 be used as a guiding document.			

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