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  - .....
  - .....
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**SPECIAL CONDITIONS / MANDATORY BID CONDITIONS**

1. The forms in the Table of Contents and on the PA-03(GS): Notice and Invitation for Quotation should be properly completed and signed and returned on or before the due date and time.
2. **NB:** PA11: Bidder's Disclosure should be properly/duly completed, dated and signed. *Bidders or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise must disclose any interest in any other related enterprise whether or not they are bidding for this contract.*
3. The total offer on the pricing schedule must be carried over to the PA32 (Invitation to Bid) or the quote will be deemed as non-responsive and will not be evaluated further.
4. No late, incomplete or quotations with correctional fluid will be accepted.
5. Deposit your Quotation into the Quotation box on the Ground floor, customs House Lower Heregracht, Cape Town.
6. Quotations are valid after the closing date for 84 days for thresholds up to R2 000 up to R1 million.
7. The bidder must make provision for exchanges and or changes in sizes where applicable at no additional cost to the Department.

8. Failure to comply with product specifications and inability to meet delivery times will render the purchase order to be cancel. If the bidder is a VAT vendor /registered the bidder is required to explicitly state the VAT amount.
9. Bidders must include VAT at 15% in their bid offers if VAT Vendor.
10. Resolution to sign/resolution of signatures is mandatory in the event where a delegation to sign the bid document to someone other than a director or member or shareholder (where applicable).
11. In the event that one or more bidders are equal in all respects the award will be decided by drawing of lots.
12. Bidders must ensure that PA 32 is duly completed, failure to complete in full will result to elimination.

### **OTHER BID CONDITIONS**

1. The Department reserves the right to negotiate the offer where it is found not to be market related.
2. All goods supplied must be approved by the South African Bureau of Standards (SABS) if applicable.
3. The Department reserves the right to request any additional information and / or samples of items quoted before mass production is undertaken at no cost to the Department if applicable.
4. Bidders should have an office/branch in the Western Cape
5. Bidders must be registered on the CSD and tax matters should remain compliant throughout the procurement process.
6. Due to a high volume of quotations received it is advisable to hand deliver your quotation to ensure receipt thereof.
7. Technical enquiries must be directed to the Project Leader as indicated on the PA-03 (GS) and PA-32.
8. The Department will contract with the successful bidder with an official order.
9. No work may commence without an official Departmental order.

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

Quotation description:	<b>THE APPOINTMENT OF SERVICE PROVIDER: TRANSPORTATION OF THE LEARNERS OF MEMBERS OF PARLIAMENT AND SESSIONAL OFFICIALS TO VARIOUS SCHOOLS</b>		
Quote no:	200D2301	Closing date:	21/11/2023
Closing time:	11:00AM	Validity period:	84 days

### 1. RESPONSIVENESS CRITERIA

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

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. <b><i>insert motivation why the tender clarification meeting is declared compulsory</i></b>
7	<input type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input checked="" type="checkbox"/>	<b><i>Submission of duly completed PA-32. The total bid price on Pricing schedule must be carried over to the PA32, failure to do so will result to the bid being disqualified Pricing Schedule must be duly completed.</i></b>
9	<input checked="" type="checkbox"/>	<b><i>Resolution to sign/resolution of signatures is mandatory in the event where a delegation to sign the bid document to someone other than a director or member or shareholder (where applicable).</i></b>
10	<input checked="" type="checkbox"/>	<p><b><i>The bidder must submit a proof of minimum 3 completed projects in operating scholar transport with the minimum contract value of R 500 000.00 accumulatively in the last five years (2018-2023).</i></b></p> <p><b><i>The following documents must be submitted in relation to the above:</i></b></p> <p><b><i>1. Appointment letter(s) with clear contract description, contract value, contract duration, and contact details.</i></b></p> <p><b><i>OR</i></b></p> <p><b><i>2. Service Level Agreement with clear contract description, contract value, contract duration, and contact details.</i></b></p> <p><b><i>OR</i></b></p> <p><b><i>3. Purchase order with clear contract description, contract value, contract duration, and contact details.</i></b></p> <p><b><i>The above documents must be accompanied by signed reference letter(s) with contract description, contract value, and contract duration, and must be aligned with the submitted completed projects(s).</i></b></p>

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".

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11	<input type="checkbox"/>	
12	<input type="checkbox"/>	

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

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

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	<input checked="" type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	

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

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

**2. 80/20 POINTS SCORING SYSTEM WILL BE APPLICABLE FOR THIS BID**

**3. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS**

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

**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
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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".



1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDSA).</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

#### 4. COLLECTION OF QUOTATION DOCUMENTS:

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

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".

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The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

- Quotation documents may be collected during working hours on *insert date* at the following address *insert physical address insert postal code*.
- A *select* pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at on starting at .

## 5. ENQUIRIES

5.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Nonene Ntshonga	<b>Telephone no:</b>	021 402 2412
<b>Cellular phone no</b>	082 446 4406	<b>Fax no:</b>	
<b>E-mail</b>	Nonene.Ntshonga@dpw.gov.za>		

5.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	S Dyani	<b>Telephone no:</b>	021 402 2096
<b>Cellular phone no</b>		<b>Fax no:</b>	
<b>E-mail</b>	Sibongile.Dyani@dpw.gov.za>>		

## 6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11:00am** on **21/11/2023**.  
Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.  
Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

<p><b>QUOTATION DOCUMENTS MAY BE DROPPED AT:</b></p> <p><b>GROUND FLOOR QUOTATION BOX, CUSTOMS HOUSE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE</b></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO : <i>insert postal code</i></b></p>	<p>OR</p>	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p>N/A</p>
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## PA 32: INVITATION TO BID PART A

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>				
BID NUMBER:	200D2301	CLOSING DATE:	21/11/2023	CLOSING TIME:
				11:00
DESCRIPTION	THE APPOINTMENT OF SERVICE PROVIDER : TRANSPORTATION OF THE LEARNERS OF MEMBERS OF PARLIAMENT AND SESSIONAL OFFICIALS TO VARIOUS SCHOOLS			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS). BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
OR POSTED TO:				
: ONLY HAND DELIVERED TO QUOTATION BOX GROUND FLOOR CUSTOMS HOUSE				
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
		TCS PIN:		OR CSD No:
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL APPLICABLE TAXES)	R
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## PART B TERMS AND CONDITIONS FOR BIDDING

1.	<b>BID SUBMISSION:</b>
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).



- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**Note Well:**

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

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



## PART B

### SCHEDULES

#### **PREAMBLE TO THE SCHEDULE OF QUANTITIES**

1. The Schedule of Quantities shall be read in conjunction with the Notice to Tenderers, Conditions of Contract and Special Conditions of Contract.
2. The Schedule of Quantities consist of items covering the Contractor's profit and cost of general liabilities.

Although the tenderer is at liberty to insert a rate of his or her own choice for each item in the Schedule, It should be noted that the Contractor is entitled under various circumstances to payment for additional services rendered and that the Department will base their assessment of the rates to be paid for such additional work on the rates inserted in the Schedule by the Contractor.

3. The unit prices inserted in the Schedule of Quantities shall be regarded as correct and any calculation errors may be referred to the Bid Committee. The corrected Tender Price will be used in the adjudication of the tenders and will form the Contract Sum.
4. An amount or rate shall be entered against each item in the Schedule of Quantities. An item against which no amount or rate is entered or where it has been indicated that full compensation for such item has been included in another item, that item will be considered to have a rate of nil. Grouping of a number of items together and tendering of one Lump Sum for such a group of items will not be permitted and may lead to rejection of the tender.
5. The bidder shall enter a rate or lump sum for each item in the Schedule of Quantities in **BLACK INK. Documents corrected by fluid (Tippex) will render the tender document invalid.**
6. The quantities reflected in the Schedule of Quantities are provisional and do not necessarily reflect the actual number of trips that will ultimately be required. All rates shall be in South African currency.
7. The bidder must, when submitting his/her tender deliver proof that he/she has (possesses) the necessary bus(es) or will be able to transport the maximum number of passengers as indicated in the relevant category.
8. For the purposes of this tender, the word "trip" shall mean a distance driven by a vehicle from a point of origin to a school and back. The number of trips may vary, depending on the following:
  - o Directives from the Department of Basic Education;
  - o Number of school and public holidays in a year;
  - o Determinations by Disaster Management Act

### SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
1.0	Transportation of the learners of Parliamentarians and Sessional Officials to and from <b>Acacia Park</b> to Sea Point, Gardens Commercial, Cape Town High, Cape College, St Mary's, Trafalgar High, Harold Cressy High, Good Hope High, Camp's Bay High				
1.1	(See Annexure A/ <b>Route 1</b> ) at back of schedule for a more detailed description of service required)				
1.2	Normal Hours 14 Seater Bus	01 Bus	100 trips		

## SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
2.0	Transportation of learners of Parliamentarians and Sessional Officials to and from <b>Acacia Park</b> to Goodwood area, Goodwood Primary school, Koos Sadie Primary school, JG Meiring, Fairbairn College, Emmanuel Academy and Kings School				
2.1	(See Annexure B / <b>Route 2</b> ) at back of schedule for a more detailed description of service required)				
2.2	Normal Hours 16 Seater Bus	01 Bus	100 trips		

### SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT	
3.0	Transport of the learners of Parliamentarians and Sessional Officials to and from: <b>Acacia Park</b> to Monte Vista, Bothasig, Century City Edgemoor and Tableview					
3.1	(See Annexure C/ <b>Route 3</b> ) at back of schedule for a more detailed description of service required)					
3.2	Normal Hours 14 Seater Bus	01 Bus	100 trips			

## SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT	
4.0	Transport of the pupils of Parliamentarians and Sessional Officials to and from <b>Acacia Park</b> to Parow, Bellville and Durbanville.					
4.1	(See Annexure D/ <b>Route 4</b> at back of schedule for a more detailed description of service required)					
4.2	Normal Hours 14 Seater Bus	01 Bus	100 trips			

## SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
5.0	Transport of the learners of Parliamentarians and Sessional Officials to and from: <b>Acacia Park</b> to Pinelands, Maitland, Langa and Athlone schools.				
5.1	See Annexure I/ <b>Route 5</b> at back of Schedule for a more detailed description of service required):				
5.2	Normal Hours 14 Seater Bus	01 Bus	100 trips		
5.3	Transport of the learners of Parliamentarians and Sessional Officials to and from: <b>Acacia Park</b> to Rondebosch				
5.4	See Annexure I/ <b>Route 6</b> at back of Schedule for a more detailed description of service required):				
5.5	Normal Hours 14 Seater Bus	01 Bus	100 trips		

### SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT	
6.0	Transport of the learners of Parliamentarians and Sessional Officials to and from <b>Laboria Park</b> to Acacia Park: Schools include: Acacia Park Primary school, Koeberg Primary school					
6.1	See Annexure E/ <b>Route 7</b> at back of schedule for a more detailed description of service required)					
6.2	Normal Hours 14 Seater Bus	01 Bus	100 trips			

### SCHEDULE OF QUANTITIES

	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
7.0	Transport of the learners of Parliamentarians and Sessional Officials to and from <b>Laboria Park</b> to Cape Town schools including Good hope High, Cape Town High, Gardens High, St Mary's Primary, Prestwich Primary, Sea Point High, St Joseph's High, etc				
7.1	See Annexure F/ <b>Route 8</b> at back of Schedule for a more detailed description of service required):				
7.2	Normal Hours 14 Seater Bus	01 Bus	100 trips		



### SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
8.0	Transport of the learners of Parliamentarians and Sessional Officials to and from <b>Laboria Park</b> to Wynberg, Mowbray, Rondebosch & Diepriver. Schools include: Wynberg High, Golden Groove, St Joseph's & Rustenburg High, Vera, Reddam House.				
8.1	See Annexure G/ <b>Route 9</b> at back of Schedule for a more detailed description of service required):	01 Bus	100 trips		
8.2	Normal Hours 14 Seater Bus				

### SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT	
9.0	Transport of the learners of Parliamentarians and Sessional Officials to and from <b>Pelican Park</b> to Zeekoeivlei area: Schools include: Ferndale Primary, Pelican Park Primary, Pelican Park High, Buck Road Primary, Zeekoeivlei Primary.					
9.1	See Annexure J/ <b>Route 10</b> at back of Schedule for a more detailed description of service required):					
9.2	Normal Hours 14 Seater Bus	01 Bus	100 trips			

## SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
10.0	Transport of the learners of Parliamentarians and Sessional Officials to and from <b>Pelican Park</b> to Claremont and Wynberg. Schools include Abbots College, Rosebank College, Westlake, Thornton College and Cape Town				
10.1	See Annexure K/ <b>Route 11</b> at back of Schedule for a more detailed description of service required):				
10.2	Normal Hours 14 Seater Bus	01 Bus	100 trips		

### SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
11.0	Transport of the learners of Parliamentarians and Sessional Officials to and from <b>Pelican Park</b> to Acacia Park, Parow. Schools include Acacia Park Primary, Settlers School, N1 City, Kings School and Bellville.				
11.1	See Annexure L/ <b>Route 12</b> at back of Schedule for a more detailed description of service required):				
11.2	Normal Hours 14 Seater Bus	01 Bus	100 trips		

## SCHEDULE OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY/ TRIPS	RATE	AMOUNT
12.0	Transport of the learners of Parliamentarians and Sessional Officials to and from <b>Pelican Park</b> to Athlone. Schools include Ned Doman high, Thandokhulu High, ST Josephs Marist College and Rondebosch				
12.1	See Annexure M/ <b>Route 13</b> at back of Schedule for a more detailed description of service required):				
12.2	Normal Hours 14 Seater Bus	01 Bus	100 trips		

**SUMMARY TO SCHEDULE OF QUANTITIES**

TOTAL FOR FIRST PAGE OF SCHEDULE (ITEMS 1 TO 12) R .....

PLUS VAT R.....

TOTAL (Carried to Tender Form PA 32) =====

\_\_\_\_\_  
SIGNATURE DATE \_\_\_\_\_

Signed on behalf of:

CONTRACTOR: (Please Print) .....  
.....

ADDRESS: .....  
.....  
.....  
.....  
.....

CONTACT PERSON : MS NONENE NTSHONGA  
TELEPHONE NUMBER : (021) 402-2412 / 0824464406

**REPUBLIC OF SOUTH AFRICA**

**NATIONAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE  
(NDPWI)**

**SPECIFICATION FOR THE TRANSPORTATION OF THE LEARNERS OF  
MEMBERS OF PARLIAMENT AND SESSIONAL OFFICIALS (2 MONTHS)**

**CONSISTS OF:**

**PART A: CONDITIONS OF CONTRACT**

**PART B: SCHEDULES**

**NATIONAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE  
CUSTOMS HOUSE  
LOWER HEERENRACHT  
CAPE TOWN  
8000**

**01 NOVEMBER 2023**

**REPUBLIC OF SOUTH AFRICA**

**NATIONAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

**PART A**

**CONDITIONS OF CONTRACT**

**NATIONAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE  
CUSTOMS HOUSE  
LOWER HEERENRACHT  
CAPE TOWN  
8000**



1. **SCOPE OF CONTRACT:**

The quotation is solely meant for the transportation of the learners of Members of Parliament and Sessional Officials from Acacia Park, Laboria Park and Pelican Park Parliamentary Village to various schools in and around Cape Town.

2. **REQUIRED VEHICLES:**

The bidder requires one 16 seater and eleven 14 or 15 seater vehicles to execute the service. It will be mandatory to the winning bidder, that his vehicles must be fitted with tracking system to which the Department will have access, for better management and monitoring of the service.

3. **VALUE ADDED TAX (VAT):**

All rates, etc. in this quotation document must be exclusive of Value Added Tax (VAT). VAT should be calculated separately and added to the total value in the summary only.

4. **CONTRACT PRICE ADJUSTMENTS:**

The rates tendered for shall remain fixed for the entire duration of the contract two (2) months and no adjustments shall be made for any increase or decrease in quoted rates as a result of escalation except for statutory VAT rate adjustments.

5. **THE TENDER:**

The pages of this quotation are numbered consecutively. The bidder shall, before submitting the quotation, check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent of meaning of any description, or this quotation contains any obvious errors, the bidder shall obtain a directive in writing from the Department.

The text of this tender and other document as prepared by the Department will be adhered to and no alteration, erasure, omission or addition thereto by the bidder will be recognised.

6. **DOCUMENTS IN ADDITION TO THE CONDITIONS OF THE QUOTATION:**

The following documents must be read in conjunction with this quotation:

- (i) Occupational Health and Safety Act No. 85 of 1993;
- (ii) National Road Traffic Act, No. 93 of 1996;
- (iii) National Land Transport Act, No 5 of 2009 as amended; and
- (iv) Transport Laws – Means all laws related to transport and the transportation of passengers Including the Road Traffic Act and the Transport Act.
- (v) Disaster Management Act No. 57 of 2002 and regulations relating to Covid 19

The bidders must study these documents and acquaint themselves with the contents thereof and comply to these conditions at all times as no claims in this relating to issues covered by these documents will be entertained.

7. **CONTRACT PERIOD:**

7.1 This quotation shall be valid for a period of (05) months commencing from the date of the letter of acceptance.

8. **MANAGEMENT:**

The Contractor shall undertake to:

- a) Arrange with the Parks Management for access to the Parliamentary Villages in order to execute the required service;
- b) Communicate logistical challenges, potential risks and any other matters that will negatively impact the service performance without any delay to Parks Management;
- c) Take adequate precautions to prevent collision to buildings, light fittings and furnishing inside the premises and elsewhere on site;
- d) Accept liability and to indemnify the Department against any claims whatsoever arising from his/her conduct and/or the conduct of his/her employees; and
- e) Safeguard all his/her employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act No. 30 of 1966) and any amendments thereof.

9. **EXECUTION OF SERVICE:**

9.1 Normally, upon the instruction or request to render any transport service, the contractor must ensure that the instruction for the required service is in writing as no payments will be made to call out services without a written instruction from the Regional Manager or Parks Management.

9.2 The Service Provider is to respond to emergency call outs and after hours call out within thirty minutes (30) of the said call. Should the service provider fail to respond within the time limits as mentioned, the Department would have the right to appoint any other service provider to do the work without further notification to the appointed service provider. The additional costs if any of such work, executed by another contractor, will be for the account of the appointed successful bidder.

9.3 Should the appointed service provider fail to comply with any of the provisions of the quotation or should the Department be dissatisfied with the standard of service provided by the service provider, the Department may, without prejudice to any other rights it may have, take appropriate action including the termination of the contract.

10. **CONTRACTOR'S STAFF BEHAVIOUR:**

- 10.1 The contractor shall use appropriately qualified, competently trained staff directly employed and supervised by him/her.
- 10.2 No passenger may be subjected to verbal or physical abuse whilst in transit by the driver.
- 10.3 Any disciplinary matters must be brought to the attention of the Regional Manager or Parks Management and not attended to by the drivers.
- 10.4 Smoking is prohibited in the vehicles. Cigarettes, drugs or alcohol should not be offered to passengers.
- 10.5 No driver must use alcoholic beverages prior to or whilst transporting passengers.
- 10.6 Drivers may not conduct themselves in any way, which may embarrass the National

**NOTE: BIDDERS ARE TO SUPPLY CERTIFIED COPIES OF DRIVERS LICENCES FOR THEIR DRIVERS AND PDP'S.**

11. OPERATORS

11.1 Permit (i.t.o. Road Transportation Act (Act No. 74 of 1997)

11.2 National Land Transport Act, No 5 of 2009

12. ACCESS CARDS TO SECURITY AREAS:

12.1 Should access to a security area be required for the execution of duties in terms of this quotation, the service provider shall obtain the relevant permit / access cards for his personnel and the Parks Management shall be informed of this process. The contractor must comply with any regulations or instructions issued to him/her from time to time, concerning the safety of persons and property, by such authority.

13. SECURITY CHECK ON PERSONNEL:

13.1 The Department or the Commissioner of the SA Police Services may require the Service Provider to have his personnel vetted.

All costs arising from obtaining such security check shall be borne by the contractor.

14. LETTER OF APPOINTMENT:

a) An official letter of appointment will be issued to the successful service provider.

b) Transport Services may only be commissioned to the contractor by the Regional Manager or the Parks Management. It is, however, expected of the contractor to respond to telephonic requests for services. However, he/she must obtain the official written instruction (electronic mail) for the services requested.

15. EMERGENCY SERVICES:

15.1 Emergency services after hours may be executed without receipt of official correspondence and solely on the request of the Regional Manager or Parks Management. The service provider must also ensure that he/she obtains the official instruction from the Department on the following working day.

16. INVOICES:

16.1 Original invoices shall be submitted for payment purposes. No copies of invoices will be accepted for payment.

16.2 Failure to comply with the above will result to non-payment.

16.3 The bidder will only be paid for services rendered and authorised by the Regional Manager / Parks Management.

**Note:** Any errors in the compilation of the invoices or accounts discovered at a later stage shall be rectified and if any, overpayment shall be recovered from the contractor by the Department.

17. **VARIATIONS TO THE CONTRACT**

- 17.1 Should the transportation of the Learners of Parliamentarians and Sessional Officials from Acacia Park, Laboria Park and Pelican Park Parliamentary Villages not be required for any reason during the duration of this contract, the service provider will not be entitled to any claim/compensation.

18. **MATTERS RELATING TO BUSES**

- 18.1 All vehicles and busses shall be registered in the name of the bidder and proof of such registration shall be submitted to the National Department of Public Work & Infrastructure (NDPWI) together with the quotation documents.
- 18.2 The vehicles shall at all times during the term of the contract be maintained in a roadworthy condition. The successful bidder shall subject the vehicles to a roadworthy test at a centre designated by the NDPWI or Provincial Authorities within fourteen (14) days after the approval of the tender. The cost incurred for the testing of the vehicles shall be borne by the service provider.

19. **PICK UP HOURS**

Hours for Mondays to Fridays: 06H00 to 18H30

20. The number of passengers may increase or decrease according to requirements. The applicable rate per return (from Parliamentary Village to the school and back to the Parliamentary Village) trip as agreed on the contract will be applicable. The routes specified are baseline distances and could change with the needs of the client. Payment for the relevant month will only be made once the number of trips for that month is established and agreed to by both parties.
21. Only the maximum approved number of passengers for which the vehicle is licensed and for which it has a clearance certificate may be transported in the bus. No passenger is to be permitted to stand in the vehicle.
22. The bidder may not under any circumstances transport one part of a group and then another in the same vehicle at different times. This condition must be strictly adhered to.
23. The vehicles that are used to transport passengers must at all times be in a roadworthy condition. Failure to comply will be considered as breach of contract. If any vehicle is found not to be in roadworthy condition, the bidder will at his cost provide or arrange for suitable alternative transport until such time that the vehicle is repaired and in a roadworthy condition.
24. Should the bidder refuse to remove the un-roadworthy vehicle from service for repairs or make alternative acceptable arrangements, the Department reserves the right to arrange for alternative means and to recover the cost from the bidder.
25. Duties and responsibilities of the contractor.
- (a) To see that the necessary number of vehicles are available to transport the number of passengers.

- (b) That if he/she neglects to pick up passengers in the mornings and afternoons at the agreed time schedule, using non-roadworthy vehicles that will be considered as breach of contract.
  - (c) To ensure that the vehicles stops at all agreed bus stops on the route(s) and that passengers will have enough time to enter and exit the bus.
  - (d) The contractor shall acquaint himself or herself with all the bus routes.
  - (e) A written notification not shorter than 3 (three) calendar months must be provided to the Department tender's intentions to have the contract or any portion thereof ceded, transferred or sub-contracted to any other person. Such notification must reach the Regional Manager, Department of Public Works within seven (7) days of it being posted. The notification must also have attached to it the written agreement of the third party to whom the contract has been ceded, transferred or sub-contracted to, wherein he or she agrees to keep by all the contract conditions and prices. The contract may, however, not be ceded, transferred or sub-contracted without the Departmental Bid Committee approval.
  - (f) Except for the ruling made in paragraph (e) of these conditions, the bidder may not make use of hired or loan vehicles for whatever reason, or any other party in the execution of his / her duties according to contract without the written consent of the Departmental Bid Committee.
26. The vehicles and the driver(s) must comply with the National Road Traffic Act, No. 93 of 1996 and the National Land Transport Act, No 5 of 2009 as amended and proof of insurance coverage of the transportation. Such Proof of this must accompany this tender. **Failure to comply with this instruction will render the tender invalid.**
27. The Department accepts no responsibility for any claims that might arise from the contract due to possible accidents resulting from the transportation of passengers. For this reason, the successful bidder must comply with all the relevant conditions as referred to in paragraph 26 above as well as acquire the adequate insurance coverage against any possible claims. Evidence of this must be submitted at commencement of the contract and any renewals or changes of such coverage must be reported to the Department.
28. All buses must be kept neat, clean and hygienic at all times (penalties will apply).
29. All COVID-19 protocols to be observed at all times when transporting learners to and from the Parliamentary Villages.
30. All vehicles to be sanitised daily before collecting passengers.
31. Hand sanitiser to be provided in all vehicles for use by passengers embarking the vehicles.
32. Hand held temperature scanners to be provided by the service provider to screen passengers embarking the vehicles.
33. **ADDITIONAL TRIPS:**
- (a) The Regional Manager / Director / Deputy Director and CRM in Prestige may only approve additional trips and communicate the approval to the Parks Officials and the Parliamentary Villages Management Board.
  - (b) Should the route change and/or additional routes be added to the contract,

provision will be made for such within a 25km radius of the said trip in either direction.

#### 34 **UNCERTAINTY ABOUT SCOPE**

Should the service provider be uncertain about the scope of any work to be executed under this contract, the Department must immediately be requested to clarify its instructions.

#### **SPECIAL CONDITIONS**

1. A time schedule will be supplied to the successful Bidder, together with the list of learners to be transported, information of schools and addresses for collection.
2. Vehicles used for the purposes of this contract are to be roadworthy and in an impeccable condition, both mechanically and aesthetically at all times and are to comply with provincial and municipal regulations. Vehicles leaking oil are not permitted to enter the Parliamentary Villages. If any damages are caused due to discrepancies arising from what is stated in this clause the service provider will be held solely responsible.
3. Bidders are required to indicate which arrangements they intend to make in the event of breakdowns or should more buses be required. The Department will not be held liable for any costs or expenditure that may arise from such arrangements, except for additional vehicles supplied on request by the Department. Details to be furnished separately.
4. Bidders are responsible for obtaining the necessary operating licences/permits from Chief Directorate Road Transport (Department of Transport).
5. The documents must be completed in full, uncompleted documents will render the bid non-responsive.
6. Bidders to ensure that the vehicles transporting learners/scholars are not overloaded.
7. Bidders to ensure that all vehicles to be used to transport learners/scholars have comprehensive insurance cover, i.e. passenger liability.
8. Bidders to ensure that passengers are loaded, off loaded to designated stops. No passengers will be off loaded or loaded at unspecified stops.
9. Certified copies of the drivers PDP's licences must be included in the bid.
10. Certified copy of organisation where the company affiliates must be submitted with the bid.
11. Proof of registration that busses are registered in the name of the bidder must be submitted. Failure will render the bid non-responsive.
12. The Department will introduce penalties for poor performance in conjunction with paragraph 9.3.
13. The successful bidder shall not be entitled to additional moneys paid should the specific routes change when additional schools are added.

NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From : Acacia Park Parliamentary Village

To : Sea Point / Cape Town

District: Cape Town

Return distance of route to and from Acacia Park Parliamentary Village to Cape Town, Sea Point, etc: (50 kilometres)

Estimated number of passengers to be transported on this route : 14

Transportation of the learners of Parliamentarians and Sessional Officials to and from Acacia Park to Sea Point, Gardens Commercial, Cape Town High, Cape College, St Mary's, Trafalgar High, Harold Cressy High, Good Hope High.

Vehicles will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.

**NOTE:** BEFORE TENDER PRICES ARE FILLED IN, THE TENDER AND CONTRACT CONDITIONS MUST BE THOROUGHLY STUDIED.

**NATIONAL DEPARTMENT OF PUBLIC WORKS**

**TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS**

**DETAILED DESCRIPTION OF SERVICE**

From : **Acacia Park** Parliamentary Village

To: Goodwood

District: Goodwood

Return distance of route to and from Acacia Park Parliamentary Village to various schools: 20 kilometres

Estimated number of passengers to be transported on this route :  $\pm 16$

Transportation of learners of Parliamentarians and Sessional Officials to and from Acacia Park to Goodwood area, Goodwood Primary school, Koos Sadie Primary school, JG Meiring, Fairbairn College, Emmanuel Academy and Kings School

Vehicles will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From : Acacia Park Village

To : Monte Vista / Parow

District: Bellville

Return distance of route to and from Acacia Park Parliamentary Village to Bellville: 60 kilometres

Estimated number of passengers to be transported on this route : 14

Transportation of the learners of Parliamentarians and Sessional Officials to and from Acacia Park to Parow, Bellville and Durbanville.

Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From :	<b>Acacia Park</b> Parliamentary Village
To :	Tableview
District:	Tableview
Return distance of route to and from Acacia Parliamentary Village to Edgemean, Century City, Milnerton and Tableview :40 kilometres	
Estimated number of passengers to be transported on this route : 14	
Transportation of learners of Parliamentarians and Sessional Officials to and from <b>Acacia Park</b> to Monte Vista, Bothasig, Edgemean and Tableview	
Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.	

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From : Acacia Park Parliamentary Village

To : Athlone

District: Athlone

Return distance of route to and from Acacia Parliamentary Village to Acacia Park area: 40 kilometres

Estimated number of passengers to be transported on this route :  $\pm 16$

Transportation of learners of Parliamentarians and Sessional Officials to and from Acacia Park to Pinelands, Maitland, Langa and Athlone schools.

Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From :	<b>Laboria Park</b> Parliamentary Village
To :	Goodwood area
District:	Goodwood
Return distance of route to and from <b>Laboria Park</b> Parliamentary Village to Acacia Park Primary school, Kings school. 50 kilometres.	
Estimated number of passengers to be transported on this route: ±14	
Transport of learners of Parliamentarians and Sessional Officials from <b>Laboria Park</b> to and from Acacia Park: Schools include: Acacia Park Primary school, Koeberg Primary school and Durbanville.	
Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.	

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From : **Laboria Park** Parliamentary Village

To : Cape Town

District: Cape Town

Return distance of route from Laboria Park Parliamentary Village to Cape Town: 60 kilometres.

Estimated number of passengers to be transported on this route :  $\pm 14$ .

Transportation of learners of Parliamentarians and Sessional Officials to and from Laboria Park to Cape Town schools including Oude Molen, Goodhope High, Cape Town High, Gardens High, St Mary's Primary, Prestwich Primary, Sea Point High, St Joseph's High, Rondebosch, Gardens Commercial High & Greenpoint.

Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From :	<b>Laboria Park</b> Parliamentary Village
To :	Wynberg, Mowbray, Rondebosch & Diep River
District:	Cape Town
Return distance of route to and from Pelican Park Parliamentary Village to Cape town: 50 kilometres.	
Estimated number of passengers to be transported on this route : ± 14	
Transportation of learners of Parliamentarians and Sessional Officials to and from Laboria Park to to Wynberg, Mowbray, Rondebosch & Diepriver. Schools include: Wynberg High, Golden Groove, St Joseph's & Rustenburg High, Vera, Reddam House.	
Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.	

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## NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

## DETAILED DESCRIPTION OF SERVICE

From : Pelican Park Parliamentary Village

To : Cape Town / Sea Point

District: Cape Town

Return distance of route to and from Pelican Park Parliamentary Village to Cape town:60 kilometres.

Estimated number of passengers to be transported on this route :  $\pm 14$

Transportation of learners of Parliamentarians and Sessional Officials to and from Pelican Park to Cape Town, Good Hope High, Cape Town High, Gardens High, St Mary's Primary, Prestwich Primary, Sea Point High, St Joseph's High, Walmer Estate and Gardens Commercial High.

Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From :	Pelican Park Parliamentary Village
To :	Zeekoeivlei area
District:	Cape Town
Return distance of route to and from Pelican Park Parliamentary Village to Zeekoeivlei area: 20 kilometres	
Estimated number of passengers to be transported on this route : ± 14	
Transport of learners of Parliamentarians and Sessional Officials from Pelican Park to and from Zeekoeivlei area: Schools include: Ferndale Primary, Pelican Park Primary, Pelican Park High, Buck Road Primary, Zeekoeivlei Primary.	
Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.	

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From :	<b>Pelican Park</b> Parliamentary Village
To:	Acacia Park, Parow
District:	Goodwood
Return distance of route to and from Pelican Park Parliamentary Village to various schools:40 kilometres	
Estimated number of passengers to be transported on this route : ± 14	
Transportation of learners of Parliamentarians and Sessional Officials to and from Pelican Park to Acacia Park, Parow. Schools include Acacia Park Primary, Settlers School, N1 City, Kings School and Bellville.	
Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.	

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NATIONAL DEPARTMENT OF PUBLIC WORKS

TRANSPORTATION OF THE LEARNERS OF PARLIAMENTARIANS  
AND SESSIONAL OFFICIALS

DETAILED DESCRIPTION OF SERVICE

From : Pelican Park Parliamentary Village

To : Athlone

District: Athlone

Return distance of route to and from Pelican Park Parliamentary Village to Athlone:  
40 kilometres)

Estimated number of passengers to be transported on this route :  $\pm 14$

Transportation of learners of Parliamentarians and Sessional Officials to and from Pelican Park to Transport of the learners of Parliamentarians and Sessional Officials from **Pelican Park** to Ned Doman high, Thandokhuulu High, St Josephs Marist College.

Buses will depart from different bus stops within the village. Before submitting his bid, the bidder must acquaint him with the specific nature and stops on route. Despite the distance indicated above, the onus of responsibility rests with the bidder to acquaint him with the correct distance before submitting his bid because no adjustments will be made in terms of remuneration after signing of the contract.

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4. Particulars of existing contract(s) for the transport of passengers

CONTRACT NO.	NAME OF TOWN/ CITY/AREA FROM WHERE PASSENGERS ARE TRANSPORTED	NAME OF COMPANY/COMPLEXES TO WHERE PASSENGERS ARE TRANSPORTED	NUMBER OF PASSENGERS CURRENTLY TRANSPORTED
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

6. Indicate where buses will be parked during school hours after learners have been off loaded. Provide full particulars.

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

I hereby confirm that the above information is correct. (Refer to paragraph 3 of General Tender Conditions.)

Signed: \_\_\_\_\_

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

## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

**YES / NO**

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

Full Name	Identity Number	Name of State institution

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

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

**YES / NO**

2.2.1 If so, furnish particulars:

.....  
 .....

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

**YES / NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

This form has been aligned with SBD4

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

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

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

**RESOLVED that:**

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

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

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

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

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

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

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

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

**Note:**

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

**ENTERPRISE STAMP**

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

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

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

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

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

**RESOLVED that:**

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

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

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

	Name	Capacity	Signature
1			
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

**Note:**

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

**ENTERPRISE STAMP**

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

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

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

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

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

### RESOLVED that:

#### RESOLVED that:

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

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

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

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

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

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

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

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

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

\_\_\_\_\_

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

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

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

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

Physical address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Postal code) \_\_\_\_\_

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Postal code) \_\_\_\_\_

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

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
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The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2 **Preference Points System to be applied**

*(Tick whichever is applicable).*

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

1.3 **Points for this tender shall be awarded for:**

1.3.1 **Price; and**

1.3.2 **Specific Goals**

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

	80/20
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and Specific Goals</b>	100

1.5 Breakdown Allocation of Specific Goals Points



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

**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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"> <li>• Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>



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



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

**Table 2**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>• SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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"> <li>• Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p>

			<ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
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"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <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"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
----	--	---	---

**1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.**

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

**Table 3**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>

	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"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
	4. <input checked="" 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"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
	<b>OR</b>			
	5. <input checked="" 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"> <li>• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable</li> </ul>

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

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

## 2. DEFINITIONS

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

competitive tendering process or any other method envisaged in legislation;

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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 for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	10	

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)
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 for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	4	
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



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

Name of Tenderer .....

EME<sup>1</sup>  QSE<sup>2</sup>  Non EME/QSE (tick applicable box)

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

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

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

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

### 2. DECLARATION:

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

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

**Signed by the Tenderer**

Name of representative	Signature	Date