



TABLE OF CONTENTS

1. PA-03 (GS): Notice and Invitation For Quotation
2. PA 32: Invitation to Bid
3. Specification (where applicable)
4. Pricing Schedule
5. Revised PA11
6. PA40
7. PA16
8. PA36 (local content) where applicable
9. Other documents (if applicable):
 - **ID DOCUMENT COPY 2 DAY BEFORE SITE BRIEFING FOR SECURITY SCREENING**.....
 -
 -

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. Alternatively quotations may be emailed to CPT.Quotations@dpw.gov.za
7. Quotations are valid after the closing date for 84 days for thresholds from R2 000 00 up to R1 million.

8. The bidder must make provision for exchanges and or changes in sizes where applicable at no additional cost to the Department.
9. 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.
10. Bidders must include VAT at 15% in their bid offers if VAT Vendor.
11. 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).
12. In the event that one or more bidders are equal in all respects the award will be decided by drawing of lots.
13. Bidders must ensure that PA 32 is duly completed, failure to complete in full will result to elimination.
14. **Compulsory site briefing will be at Groote Schuur Museum, Klipper Road Rondebosch at 11 on the 20/11/2023.**
15. **SUCCESSFUL BIDDER AND EMPLOYEES WILL BE SUBJECT TO SECURITY SCREENING BY STATE AGENCY(SSA).**
16. **PLEASE NOTE THAT THE BIDDER MUST SUBMIT AN ID COPY 2 DAYS BEFORE THE SITE BRIEFING FOR SCREENING PURPOSES AND MUST BRING THE ID DOCUMENT ON THE SITE BRIEFING DAY.**

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:	APPOINTMENT OF SERVICE PROVIDER FOR CONSERVATION, RESTORATION AND MAINTENANCE WORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY, MINISTERIAL RESIDENCE, GROOTE SCHUUR HOUSE/MUSEUM TUYNHUIS FOR 12 MONTHS.		
Quote no:	300D25005	Closing date:	27/11/2023
Closing time:	11:00	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 checked="" 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. <i>insert motivation why the tender clarification meeting is declared compulsory</i>
7	<input type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input checked="" type="checkbox"/>	<i>Submission of duly completed PA-32. Grand total on Pricing schedule to be carried over to the PA32, failure to do so will result to the quotation being disqualified.</i>
9	<input checked="" type="checkbox"/>	<i>a)COMPULSORY SITE BRIEFING ON 20 November 2023 at Groote Schuur House/Museum Klipper Road ,Rondebosch@ 11am. b)The suppliers must submitte a copy of an ID not late than 18/11/2023 for screening purposes to linda.mtshiselwa@dpw.gov.za. c)Suppliers are requested to bring their IDs on the site briefing, failure to bring the ID will lead to a supplier not attending the meeting</i>
10	<input checked="" type="checkbox"/>	<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>
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 checked="" type="checkbox"/>	<i>the successful bidder and employees will be subjected to security screening by State Agency (SSA)</i>
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
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder.

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

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.

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 ***compulsory*** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at ***Groote Schuur museum, Klipper Road, Rondebosch*** on ***20/11/2023*** starting at ***11am***.

5. ENQUIRIES

5.1. Technical enquiries may be addressed to:

DPWI Project Manager	P KLASS	Telephone no:	021 402 2243
Cellular phone no	079 886 3785	Fax no:	
E-mail	portia.klass@dpw.gov.za		

5.2. SCM enquiries may be addressed to:

SCM Official	N MDINGI	Telephone no:	021402 2037
Cellular phone no	N/A	Fax no:	N/A
E-mail	nonqaba.mdingi@dpw.gov.za		

6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11:00am** on **27/11/2023**.

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>QUOTATION DOCUMENTS MAY BE DROPPED AT:</p> <p>GROUND FLOOR QUOTATION BOX, CUSTOMS HOUSE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE</p> <p>OR</p> <p>QUOTATION DOCUMENTS MAY BE POSTED TO : <i>insert postal code</i></p>	OR	<p>QUOTATION DOCUMENT MAY BE EMAILED TO:</p> <p><i>CPT.Quotations@dpw.gov.za</i></p>
---	----	--



PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	300D25005	CLOSING DATE:	27/11/2023	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR CONSERVATION, RESTORATION AND MAINTENANCE WORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY, MINISTERIAL RESIDENCE, GROOTE SCHUUR HOUSE/MUSEUM TUYNHUIS FOR 12 MONTHS.				
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:
QUOTATION BOX GROUND FLOOR OR EMAIL TO CPT.Quotations@dpw.gov.za

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
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
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

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

- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 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.

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



PA-09 (PSB): LIST OF RETURNABLE DOCUMENTS

Project title:	<i>APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTANCE WORK TO BE CONDUCTED ON THE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY, MINISTERIAL RESIDENCES GROOTE SCHUUR HOUSE/MUSEUM INCLUDING TUYNHUYNS: FOR A 12 MONTHS PERIOD: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:</i>		
Project Leader:	PORTIA KLAAS	Bid / Quote no:	
Receipt Number:	<i>insert receipt number</i>		

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

--	--	--



Name of Bidder	Signature	Date
----------------	-----------	------



QUOTATION 2023

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A SERVICE PROVIDER

FOR THE CONSERVATION, RESTORATION AND

MAINTENANCE WORK TO BE CONDUCTED

ON

THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS

AT

PRESIDENCY; MINISTERIAL HOUSES; GROOTE SCHUUR HOUSE/MUSEUM

INCLUDING TUYNHUYS

FOR THE

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE: CAPE TOWN:

IN THE

WESTERN CAPE

FOR A

PERIOD OF 12 MONTHS

1. INTRODUCTION

1.1 The Department of Public Works and Infrastructure (DPWI) invites all the specialised professional conservators/restores, service providers (SP) to respond to this tender requirement. This specification is meant solely for the conservation/restoration and maintenance of antique artwork and heritage furniture items which are called Rhodes Collection. The bulk of the collection is displayed at Groote Schuur House/Museum and some antique artworks & heritage furniture items are at Presidential residences & at 4 of the Ministerial residences including Presidential Office (Tuynhuis).

2. BACKGROUND

2.1 The Groote Schuur House/Museum is one of the Prestige Residences situated at Groote Schuur Estate, Klipper Road, Rondebosch. The house was left to the Nation as renovated and extended by Mr Cecil John Rhodes with the architect Hebert Baker in 1894. The house was declared as National Monument and the collection as Cultural Treasure.

2.2 Groote Schuur House/Museum consist of two kinds of collection, Cecil John Rhodes Collection and DPWI.

2.3 **The Heritage Artwork collection is detailed into five categories as follows:**

Artworks, Book Collection, Heritage furniture items, Ceramics & Glassware and Metal including weapons.

2.4 Groote Schuur House has 35 rooms, 6 corridors and 3 staircases. The house is open to the Public for viewing and tours.

2.5 In addition in order to be compliant with the National Heritage Resources Act 25 of 1999, the Department has the responsibility to maintain the collection.

2.6 The Prestige Property Management Unit is mandated with the above mentioned responsibility by the Department to test the market through SCM open tender process for conservation, restoration and maintenance of heritage artwork so that all qualified specialised professional conservators/restores can be able to tender for this service.

3. OBJECTIVE AND DURATION OF CONTRACT

- 3.1 The objective of this request is to appoint a service provider which is highly experienced professional conservator/restorer in this specialised service due to the nature of the service to be rendered.
- 3.2 The successful bidder will be responsible for the conservation, restoration and maintenance of the Heritage Artworks Collection at Groote Schuur House/Museum, at 3 Ministerial Residence, at 2 Presidential Residences including Presidential Office (Tuynhuys).
 - 3.2.1 The successful bidder will provide detailed report of all work done as per specification to the Deputy Director: Prestige Property Management.
 - 3.2.2 The service will be for the duration of 12 month period contract.
 - 3.2.3 The contract price shall remain the same for the entire duration of the contract.
 - 3.2.4 The successful bidder will arrange with the Estate Manager & Client Relations Manager for the access to Groote Schuur House/Museum, Presidential Residences and at other Ministerial Residences, including Presidential Office (Tuynhuys).

4. SUBMISSION REQUIREMENTS

- 4.1 Bidders must be registered on Government's Central Supplier Data Base (CSD). Bidders must attach documentary proof (screen print) of their registration to their tender at the time of submitting.
- 4.2 Bidders must complete all the required forms as detailed on the PA 03 form as required.
- 4.3 Bidders to number and initial all attachments on the bid.

5. CONTRACTUAL ASPECTS

- 5.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 5.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.
- 5.3 The bid document, together with the specifications contained in this document, shall constitute part of the Contract.
- 5.4 Bidders shall not perform any work or render any services in terms of this Contract unless in receipt of a written instruction to this effect by the Department.
- 5.5 The successful bidder/s must advise the Regional Manager: Department of Public Works and Infrastructure immediately when unforeseeable circumstances will adversely affect the execution of the contract in writing.
- 5.6 Full particulars of such circumstances as well as the period of delay must be furnished in writing.

6. NATURE AND SCOPE OF SERVICES TO BE RENDERED

It must be noted that this service is a specialised service which needs the highly experienced professional service provider. Also the material to be used for the conservation /restoration and maintenance of artworks heritage items is a specialised material specifically made to be used on the collection only.

Specific deliverables contained in this scope of work are intended to serve as minimum requirements for the service provider to undertake the service.

The text of this specification or any document prepared by the Department will be adhered to and no alteration, erasure, omission, or addition thereto by the bidder will be recognized.

7. UNCERTAINTY ABOUT SCOPE OF WORK

All enquiries about the scope of work will only be addressed in writing. No telephonic or personal interviews will be granted. This is to preclude any perceived or otherwise form of favouritism.

8. SECURITY CLEARANCE

- 8.1 The successful bidders and employees will be subjected to a security screening by State Security Agency (SSA).
- 8.2 The successful bidder will be awarded the contract subject to a positive security clearance by SSA if not security cleared your tenderer / Bidder will automatically be disqualified.
- 8.3 If any of the bidder/s employees are not cleared, they will not be allowed to access at any NDPWI properties.
- 8.4 It is bidder's responsibility to make sure all staff complies with all requirements.
- 8.5 No foreign nationals will be granted access or allowed at any NDPWI properties.

9. MANAGEMENT OF THE CONTRACT

- 9.1 The successful bidder shall undertake to:
 - Arrange with DPWI officials in order to execute the required services.
 - Take adequate precautions to prevent damage to buildings, furnishings or fittings belonging to the Department.
 - Accept liability and indemnify the DPWI against any claims whatsoever arising from his/her conduct and /or that of the contractor's employees.
 - Safeguard all employees in accordance with the regulations of the Unemployment Insurance act 1966 (Act 30 of 1966) and any amendments thereof.
 - **All employees must wear identification bibs or t-shirts/tops with company logo as well as name tags while on site.**

- **It is the function of the successful bidder to make sure that they have a functional workspace (as some of items will be moved from the premises during conservation/restoration (such as books, clocks, ceramics and antique furniture items) and arrangements should be made with the Client Relations Manager or Estate Manager.**

10. SERVICE DELIVERY

- 10.1 All conservation/restoration and maintenance work on the antique artworks and heritage furniture items shall be in line with the provided specification. .
- 10.2 The successful service provider takes full responsibility for all services to be rendered in each ministerial residence with Heritage Antique.
- 10.3 The service provider must have a reporting system starting from the time the order is received.
- 10.4 The service provider shall be responsible for the loss or damage of artworks in their possession or in transit.

11. RESPONSIBILITY

- 11.1 The successful bidder will be appointed to render this service for a period of 12 months.
- 11.2 The contract will be strictly managed by Prestige Deputy Director & Assistant Director with monthly reports of the project.

12. EXPERIENCE AND QUALITY OF WORK PERFORMED BY THE BIDDER ON HERITAGE, ARTWORK COLLECTION

12.1 EVALUATION METHODOLOGY

- 12.1.1 Bids will be subjected to the responsiveness (Evaluation Methodology) as per the PA-03 form to determine which bid responses are compliant or non-compliant with the bid specification and requirements issued by the Department as part of the bid process.
- 12.1.2 Responsive bids will, thereafter, be evaluated against the criteria and weights for functionality.

13. DOCUMENTS TO BE SUBMITTED BY PROSPECTIVE SERVICE PROVIDERS AS PART OF THE PROPOSAL

The following must be submitted:

- 13.1 Company profile including geographical spread of the office location.
- 13.2 Project proposal outlining the proposed methodology or how the scope of work will be carried out.
 - 13.2.1 Methodology statement that demonstrates full knowledge of scope of work.
 - 13.2.2 Execution of restoration and conservation work to be undertaken to meet the timelines.
 - 13.2.3 Comprehensive conservation maintenance programme of antique heritage furniture to be provided.
- 13.3 Full particulars of company's experience in conservation and restoration of heritage artworks. DPW&I shall have the right to make contact with references to verify the nature and quality of services provided.

14. PRICING SCHEUDULES

- 14.1 All bidders will receive a **pricing schedule** with detailed specification of the service required which they must submit bid price for the services. The grand total on the pricing schedule must be carried over to the PA32 (Invitation to Bid) if not the tender will be deemed as non-responsive and will not be evaluated further.
- 14.2 The Department reserves the right to negotiate the price if the mark up is above the average percentage rate.

15. ORDERS

- 15.1 This specification and other submitted bid documents and the official purchase order will constitute the Contract between the successful bidder and the Department.

16. PAYMENTS

- 16.1 **No advance payment will be made, therefore the bidder must ensure that s/he is financially able to commence project.**
- 16.2 In all invoices the official order number should appear and the invoices must be placed in a sealed envelope addressed to **The Department of Public Works and Infrastructure** and deposited in the invoice boxes provided on the ground or 11th floors of Customs House. Alternatively, the invoices may be posted to the following address: Private Bag x9027, Cape Town, 8000.
- 16.3 The original valid invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the Order Number, supplier's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the supplier and reflect project leader's name.
- 16.4 Payment shall be made by bank transfer into the successful bidder's bank account within 30 days after receipt of an **acceptable, original and valid tax invoice**.
- 16.5 The successful bidder shall be responsible for accounting to the appropriate authorities for the income tax, VAT, or other monies required to be paid in terms of the applicable laws.
- 16.6 The successful bidder will be allowed for invoicing part payment of the work complete as the heritage collection is divided into 5 different categories mentioned above.

17. DISCLAIMER

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

18. ABSENCE OF OBLIGATION

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

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

- 19.1 In case where the successful bidder fails to commence with the contracted work/service within seven (7) days of receiving an official notification the Department may cancel the contract.
- 19.2 The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- 19.3 The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery.
- 19.4 Notwithstanding any other provision contained herein the Department shall be entitled to terminate this contract in the event of a written notification during the currency of this contract having been furnished to the contractor requiring the latter to remedy his / her default.
- 19.5 The Department reserve the right to do random spot checks on the services rendered.

20. OTHER

Bid Enquiries : Ms N Mdingi/Dlodlo
Tel: (021) 402 2037

Specification Enquiries : Ms P Klaas
Tell: (021) 402 2243/ 079 886 3795

Portia.klaas@dpw.gov.za

21. SPECIFIC SCOPE OF WORK

In order to assist DPWI with the stated objective. The service provider is expected to deliver on the tasks and key deliverables as described herein below.

SPECIFICATIONS:

22. CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS

The service provider will be required for conservation, restoration and maintenance of Heritage and can only use professionally approved heritage materials to the collection as per detailed below.

22.1. FURNITURE

22.1.1 Maintenance of furniture under General Maintenance & under individual items

A comprehensive conservation maintenance programme of antique and heritage furniture in the houses listed below must be done. The furniture items are all wood, and consist of large items (Armoires and tables) to single chairs and small tables.

UNDER GENERAL MAINTENANCE THE FOLLOWING WILL BE DONE IN ALL RESIDENCES

Assessment of antique furniture collection.

Inspection and treatment of fungi infestation

Inspection and treatment of woodworm infestation

Oiling and waxing of dry carcasses

Removal of heat and water stains

Re- applying of loose escutcheons and knobs

Small construction repairs

Waxing of dry worn finishes

Furniture items to be maintained under general in each Ministerial residence are as follows:

HOUSE	NO OF FURNITURE ITEMS	UNIT PRICE	TOTAL UNIT PRICE
GENADENDAL	147		
HIGHSTEAD	19		
GROOTE SCHUUR HOUSE/MUSEUM	206		
TUYNHUY	64		

22.1.2 UNDER INDIVIDUAL ITEMS OF FURNITURE RESTORATION AND CONSERVATION WILL BE DONE AT THE BELOW MENTIONED RESIDENCES.

22.1.3 GENADENDAL

ITEM	PROBLEM
19 th c Mahogany large credenza	Thick synthetic finish, puckering veneers
19 th c Mahogany card table	Severe ultra violet damaged finish
19 th c stinkwood side table with barley twist legs	Ultra violet damage and worn dirty fish
19 th c teak chest on bun feet.	Ultra violet damage and worn dirty finish
Late 19 th c stinkwood bureau bookcase	Ultra violet damage and dirty finish

22.1.4 Groote Schuur House /Museum

ITEM	PROBLEM & SERVICE TO BE DONE
19 TH c yellowwood and stinkwood Conner table	UV damage and bad scratch
19 th c Batavia chest	Severe UV damage and worn finish
18 th c Batavia chest	-
19 th c walnut marquetry secretaire	-
19 th c walnut side table:	-
18 th c burr walnut armoire	-

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUIS: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

19 th c burr walnut armoire	-
19 th c stinkwood armoire	-
19 th c fall-front inlaid desk	
18 th c Batavian stinkwood and ebony armoire	Problem same as above

22.2 TAPESTRY AT GROOTE SCHUUR HOUSE/MUSEUM

ITEM	PROBLEM	SERVICEREQUIRED
17 TH Century tapestry representing Victory (3metres square) Family Room	.New lining to be applied, apply new support structure	The tapestry must be removed from the wall under the control of the conservator. The condition of the tapestry to be assessed through close examination, cleaned photographed and detailed reports provided for peer review. Tapestry to be rehanged back after completion. New hanging system to be applied. Process to be photographed and a progress report to written

22.3 HERITAGE CLOCKS AT GROOTE SCHUUR HOUSE/MUSEUM, GENADENDAL & TUYHUYS

22.3.1 CLOCKS AT GROOTE SCHUUR HOUSE/MUSEUM (8)

ITEM	PROBLEM	SERVICE REQUIRED
Mantle clock Billiard Room	Needs fixing unexplained loose parts and rusting	Major check, service and get working
Mantle clock Rhodes (important historical clock) Rhodes bedroom	Same as above	Assess, marble repair service and get working
Long case clock, 18 th century, Dutch Main Drawing room	Same as above	Major check, service and get working
Long case clock, 18 th century, Dutch Inner Hall	Disc to hold hands missing	Same as above
Long case clock 18 th century, Dutch. Dining Room	LvD removed inside mechanical parts	Major check, service and get working
Main Hall upstairs	Dust and webs inside	Assess and service to be in working condition
Family Room, Long case clock, 18 th century, Dutch Family	Dust and webs inside	Assess and service to be in working condition
Small Hall upstairs	Same as above	Same as above

22.3.2 CLOCKS AT GENADENDAL (2)

Two French Mantle Clocks in the Reception Room & President's study	Hand and screw missing, broken pediment and out of place	Asses, service, repaired broken pediment and get working
Long case clocks in the Dining Room and Upstairs passage	Marble broken	Marble to be repaired serviced and get working

22.3.3 CLOCKS AT TUYNHUIS (2)

ITEM	PROBLEM	SERVICE REQUIRED
2 Long case clocks (T3) Entrance Hall	Cord twisting and chimes do not correspond with the time on the clock	Fix the problems assess the condition and do the service and get working

22.4 CERAMICS & CAPE SILVER AT GROOTE SCHUUR HOUSE/MUSEUM

ITEM	PROBLEM	SERVICE REQUIRED
English Porcelain plate in 3 pieces.	Both elaborate lids (bell shape and Egyptian head) are broken	Professionally restored Repair the lids for display purposes, but show the restoration inside the lids
Delft Plate 18 th c with William of Orange (part of a set of 6)	Large piece missing	To mould a piece and restore
Chinese porcelain blue Vase	4 chips on the rim	To be restored

22.5 DIGITISATION OF THE GROOTE SCHUUR HOUSE /MUSEUM COLLECTION

Museum practice requires that complete records of each item must be made and that includes a digital image. These not only provide visual records but are important means of supportive documentation and useful in the case of theft damage or fire.

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUYNS: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

PRICING SCHEDULE:

NB:

1. THIS SECTION MUST BE COMPLETED IN FULL AND IT IS TO BE SUBMITTED TOGETHER WITH THE BID
2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN A DISQUALIFICATION FROM THE BIDDING PROCESS
3. THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE SOME ITEMS WILL BE MOVED FROM SITE DURING THIS SERVICE
4. ALL THE SUB TOTAL AMOUNTS FROM A TO N MUST BE TRANSFERRED TO THE SUB TOTAL ON THE SUMMARY SCHEDULE PAGE STATED BELOW.

DESCRIPTION	QUANTITY OF ITEMS	UNIT PRICE	TOTAL UNIT PRICE
General Maintenance to be done on all heritage furniture items			
HOUSE GENADENDAL	147 UNITS		
Tables	10	R	R
Chairs	93	R	R
Cabinet	6	R	R
Desks	4	R	R
Cupboards	4	R	R
Display cabinets	2	R	R
Chest of drawers	12	R	R
Kist/chest	2	R	R
Benches	5	R	R
Day bed	1	R	R
Tea trolley	1	R	R
Bookcase	2	R	R
Side board	1	R	R
Tea caddy	1	R	R
Server	3	R	R
SUB TOTAL (A)	R		
HOUSE HIGHSTEAD	19 UNITS		

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUYS: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

Tables	4	R	R
Chairs	2	R	R
Cabinet	6	R	R
Chest of drawers	2	R	R
Bookcase	1	R	R
Benches	1	R	R
Magazine shelf	1	R	R
Sofa	1	R	R
Chest	1	R	R
SUB TOTAL (B)	R		
GROOTE SCHUUR HOUSE	206 UNITS		
Tables	37	R	R
Chairs	114	R	R
Kist	11	R	R
Bed sofa	1	R	R
Cabinets	12	R	R
Chest of drawers	1	R	R
Cupboards	2	R	R
Piano stool	1	R	R
Stand	11	R	R
Pedestal	5	R	R
Couch	7	R	R
Bookcase	3	R	R
Dressing table	1	R	R
SUB TOTAL (C)	R		
TUYNHUYS	64 UNITS		
Tables	25	R	R
Chairs	25	R	R

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUIS: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

Display cabinet	5	R	R
Cupboards	2	R	R
Desks	2	R	R
Cabinet	1	R	R
Chest of drawers	1	R	R
Bench	1	R	R
Kist	1	R	R
Bookcase	1	R	R
SUB TOTAL (D)	R		
INDIVIDUAL ITEM RESTORATION & CONSERVATION PER PROPERTY			
GENADENDAL	5 UNITS		
Mahogany Large Credenza	1	R	R
Mahogany card table	1	R	R
Stinkwood side table	1	R	R
Teak chest on bun feet	1	R	R
Stinkwood bookcase	1	R	R
SUB TOTAL (E)	R		
GROOTE SCHUUR HOUSE/MUSEUM	10 UNITS		
Yellowwood & stinkwood corner table	1	R	R
Batavian chest	2	R	R
Walnut marquetry secretaire	1	R	R
Walnut side table	1	R	R
Burr walnut armoire	2	R	R
Stinkwood armoire	1	R	R
Fall-front inlaid desk	1	R	R
Batavian stinkwood &	1	R	R

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUIS: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

ebony armoire			
SUB TOTAL (F)	R		
TUYNHUIS	11 UNITS		
Yellowwood and stinkwood demi-Lune	1	R	R
Rosewood card table	1	R	R
Rosewood in layered nest of tables	1	R	R
Rosewood pedestals table	1	R	R
Large yellowwood demi-Lune	1	R	R
Pallisander sofa table	1	R	R
Burr walnut small library table	1	R	R
Stinkwood leather top table	1	R	R
Mahogany hall chairs	2	R	R
Teak & stinkwood gate leg corner table	1	R	R
SUB TOTAL (G)	R		

BOOKS, ART WORK PAPER, CERAMICS AND OTHER HERITAGE ITEMS AT GROOTE SCHUUR HOUSE/MUSEUM, GENADENDAL

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
GROOTE SCHUUR HOUSE BOOKS	33 UNITS		
Red Moroccan leather bound books	19	R	R
Old first editions leather bound tooled and enhances with gold	12	R	R
Book supports	2	R	R

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUIS: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

SUB TOTAL (H)	R		
ART WORKS AT GROOTE SCHUUR HOUSE	11 UNITS		
Framed small lithographs of maps Africa from Standford Atlases (visible size 37x30.5 cm)	2	R	R
Framed Large drawing of coat of arms(visible size 98x57cm)	1	R	R
Framed photographs	7	R	R
Frame wooded backboard	1	R	R
SUB TOTAL (I)	R		
TAPESTRY AT GROOTE SCHUUR HOUSE/MUSEUM	1 UNIT		
17 TH c Tapestry Representing Victory (3 meters square) Family Room	1	R	R
SUB TOTAL (J)	R		
GROOTE SCHUUR HOUSE /MUSEUM CLOCKS	5 UNITS		
All clocks in the house are not	5	R	R
SUB TOTAL (K)	R		
GENADENDAL CLOCKS	4 UNITS		
French mantle clock in the Reception and Long case clocks	4	R	R
SUB TOTAL (L)	R		
TUYNHUIS CLOCKS	2 UNITS		
Long case clocks Entrance hall	2	R	R
SUB TOTAL(M)	R		

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUYNS: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE.

CERAMICS AT GROOTE SCHUUR HOUSE	6 UNITS		
Pair Chinese baluster crackleware vases 18 th c (Kangxi) Height: 44cm Dining room	2	R	R
Pair rare English Wedgwood basalt ink wells 18 th c Length 30cm	4	R	R
SUB TOTAL (N)	R		

FINAL SUMMARY PAGE

NB: The total bid price for this service must include all labour and material required for the proper execution of the work and will be carried over to the bid form which must be returned together with this document.

BUILDING	NUMBER OF ITEMS	AMOUNT
HOUSE GENADENDAL	147	R
HOUSE HIGHSTEAD	19	R
HOUSE GROOTE SCHUUR/MUSEUM	206	R
TUYNHUIS	64	R
HOUSE GROOTE SCHUUR/MUSEUM (BOOKS)	33	R
HOUSE GROOTE SCHUUR/MUSEUM (ART WORKS)	11	R
HOUSE GROOTE SCHUUR/ MUSEUM (TAPESRTY)	1	R
HOUSE GROOTE SCHUUR/MUSEUM (CERAMICS)	6	R
HOUSE GENADENDAL,GROOTE SCHUUR/MUSEUM & TUYNHUIS (CLOCKS)	11	R
SUB TOTAL		R
VAT 15% (If Vat Vendor)		R
GRAND TOTAL		R

GRAND TOTAL TO BE CARRIED OVER TO THE PA32

NB FAILURE TO TRANSFER GRAND TOTAL FROM SUMMARY SCHEDULE

PAGE TO PA 32 WILL RESULT TO ELIMINATION.

ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS:

<p>BID DOCUMENTS MAY BE DEPOSITED TO: QUOTATION BOX AT GROUND FLOOR DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE</p>	<p>OR</p>	<p>DEPOSITED IN THE QUOTATION BOX AT: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: CUSTOMS HOUSE HEERENGRACHT STREET, FORESHORE, CAPE TOWN GROUND FLOOR</p>
--	-----------	--

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

YES / NO

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

Full Name	Identity Number	Name of State institution

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

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

YES / NO

2.2.1 If so, furnish particulars:

.....

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

YES / NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

DPW-09 (EC): PARTICULARS OF TENDERER'S PROJECTS

Project title:	CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS INCLUDING CLOCKS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUYNS; FOR A 12 MONTH PERIOD.		
Tender / quotation no:		Closing date:	dd/mm/yyyy
Advertising date:	dd/mm/yyyy	Validity period:	days

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

1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Current percentage progress
1						
2						
3						
4						
5						
6						
7						
8						

tenderer's projects

Tender no:

1.2. Completed projects

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						
9						

Name of Tenderer	Date
Signature	



DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

Project title:	CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS INCLUDING CLOCKS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUYNHUYNS; FOR A 12 MONTH PERIOD.		
Tender no:		Reference no:	
Closing date:			

This is to certify that I, _____ representing _____ in the company of _____ visited the site on: **insert date**

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

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

_____ *(Legally correct full name and registration number, if applicable, of the Enterprise)*

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

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

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

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

- *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

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

17			
18			
19			
20			

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

Note:

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

ENTERPRISE STAMP

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

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

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

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

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____
in *his/her Capacity as: _____ (Position in the Enterprise)
and who will sign as follows: _____

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

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

Physical address: _____

_____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

Note:

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

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

RESOLVED that:

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

(Project description as per Bid /Tender Document)

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

B. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

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

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

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

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

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

Physical address: _____

_____ (Postal code) _____

Postal Address: _____

_____ (Postal code) _____

Telephone number: _____

Fax number: _____

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

Note:

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



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

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

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

1. GENERAL CONDITIONS

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

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

1.2 Preference Points System to be applied

(Tick whichever is applicable).

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

1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

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

	80/20
PRICE	
SPECIFIC GOALS	
Total points for Price and Specific Goals	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"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

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



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"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. Or

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

5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
----	--	---	---

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"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.

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

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

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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.

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

Nonqaba Mdingi

Subject: FW: RE: COMPULSORY SITE MEETING AT GROOTE SCHUUR HOUSE/MUSEUM FOR CONSERVATION , RESTORATION & MAINTENANCE WORK TO BE DONE ON THE HERITAGE FURNITURE & ANTIQUE ARTWORKS

From: Portia Klaas
Sent: Friday, 10 November 2023 14:06
To: Nonqaba Mdingi; Luvuyo Rasmeni; Linda Mtshiselwa
Cc: Francois Meissenheimer; David Morris; Asemahle Mbebe
Subject: RE: RE: COMPULSORY SITE MEETING AT GROOTE SCHUUR HOUSE/MUSEUM FOR CONSERVATION , RESTORATION & MAINTENANCE WORK TO BE DONE ON THE HERITAGE FURNITURE & ANTIQUE ARTWORKS

Hi Colleagues

Please note the below mentioned meeting has been rescheduled for Monday 20 November 2021 same time & venue as discussed.

Kind Regards

Portia Klaas

From: Portia Klaas
Sent: Friday, 10 November 2023 08:32
To: Nonqaba Mdingi <Nonqaba.Mdingi@dpw.gov.za>; Luvuyo Rasmeni <Luvuyo.Rasmeni@dpw.gov.za>; Linda Mtshiselwa <Linda.Mtshiselwa@dpw.gov.za>
Cc: Francois Meissenheimer <Francois.Meissenheimer@dpw.gov.za>; David Morris <David.Morris@dpw.gov.za>; Asemahle Mbebe <Asemahle.Mbebe@dpw.gov.za>
Subject: RE: COMPULSORY SITE MEETING AT GROOTE SCHUUR HOUSE/MUSEUM FOR CONSERVATION , RESTORATION & MAINTENANCE WORK TO BE DONE ON THE HERITAGE FURNITURE & ANTIQUE ARTWORKS

Morning Colleagues

Kindly be informed that the site meeting as stated above has been scheduled for Wednesday 20 November 2023 at Groote Schuur House/Museum @ 11hrs to 12hrs.

Nonqaba please note the bidders can contact Linda for access arrangements with SAPS at Rondebosch she can be contacted at 082 815 6705.

Also please bring along your ID on the day of the meeting.

The address is as follows:

Groote Schuur Estate(Groote Schuur House/Museum)
Klipper Road
Rondebosch

Kind Regards

Portia Klaas
Prestige: Property Management
Department of Public Works and Infrastructure
Cape Town
Tel: 021 402 2243

PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no:

Name of Tenderer EME¹ QSE² Non EME/QSE (tick applicable box)

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

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<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)

¹ EME: Exempted Micro Enterprise
² QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no:

2. DECLARATION:

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), 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