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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 from R2 000 00 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>APPOINTMENT OF CURATOR FOR CURATOSHIP SERVICES AND MANAGEMENT OF GROOTE SCHUUR HOUSE / MUSEUM FOR A PERIOD OF 6 MONTHS 3 DAYS A WEEK .</b>		
Quote no:	300D 5006	Closing date:	19/12/2023
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. <b>insert motivation why the tender clarification meeting is declared compulsory</b>
7	<input type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input checked="" type="checkbox"/>	<b>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. Pricing Schedule must be duly completed.</b>
9	<input checked="" type="checkbox"/>	<b>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).</b>
10	<input checked="" type="checkbox"/>	<b>The bidder must have BA Degree or 3 years Diploma in Museum Studies/ Heritage with a major in at least one of the following:</b> 1. History of Arts 2. Fine Arts, 3. Heritage/ Cultural Museum Studies and 4. Art Galleries ( proof attached)
11	<input checked="" type="checkbox"/>	<b>Supplier must have 1 year National Certificate in Curatorship with one major listed above and,</b> <b>Must be computer literate ( word,excel &amp; power point)</b> <b>Must have a valid drivers licence (proof attached)</b>
12	<input checked="" type="checkbox"/>	<b>The bidder must have 5-10 years in Curatorship,</b> <b>Must demonstrate experience in curatorship management of art work / heritage items.</b> <b>Must have Professional special experience in museum collection data work of SAHRA in western cape. ( proof attached)</b> <b>Submission of a detailed CV with 3 contactable recent relevant references with good financial skills and proven budgeting, planning ability to oversee and co ordinate projects.</b>

**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 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 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 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
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> Or <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> Or <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> Or <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> and <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</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.

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>	Portia Klaas	<b>Telephone no:</b>	021 402 2243
<b>Cellular phone no</b>		<b>Fax no:</b>	
<b>E-mail</b>	porti.klaas@dpw.gov.za		

5.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	N. Mdingi - Dlodlo	<b>Telephone no:</b>	021 402 2037
<b>Cellular phone no</b>	n/a	<b>Fax no:</b>	
<b>E-mail</b>	nonqaba.mdingi@dpw.gov.za		

## 6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11:00am** on **19/12/2023**.

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 &amp; INFRASTRUCTURE</b></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO : <i>insert postal code</i></b></p>	OR	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><b>HAND DELIVERED TO QUOTATION BOX GROUND FLOOR CUSTOMS HOUSE or EMAIL IT AT CPT.Quotations@dpw.gov.za</b></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:	300D 5006	CLOSING DATE:	19/12/2023	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF CURATOR FOR CURATOSHIP SERVICES AND MANAGEMENT OF GROOTE MUSEUM FOR PERIOD OF 6 MONTS FOR 3 DAYS A WEEK.				
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)

<b>OR POSTED TO:</b>
HAND DELIVERY TO QUOTATION BOX GROUND FLOOR , CUSTOMS HOUSE OR EMIL TO CPT.Quotations@dpw.gov.za.

<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				
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			DATE	

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

- |   |
|---|
| <p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>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).</p> |
|---|

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.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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.

<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> 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:**

- |   |
|---|
| <ul style="list-style-type: none"> <li>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.</li> <li>b) <b>All delivery costs must be included in the bid price, for delivery at the prescribed destination.</b></li> <li>c) The price that appears on this form is the one that will be considered for acceptance as <b>a firm and final offer.</b></li> <li>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).</li> <li>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.</li> </ul> |
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<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies





**QUOTE 2023**

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**RETURNABLE DOCUMENTS**

**AND**

**TERMS OF REFERENCE**

**FOR THE**

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**APPOINTMENT OF A CURATOR FOR: CURATORSHIP SERVICES AND  
MANAGEMENT OF**

**GROOTE SCHUUR HOUSE/MUSEUM**

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**DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE: CAPE TOWN:**

**IN THE**

**WESTERN CAPE**

**FOR A**

**PERIOD OF 6 MONTHS**

**3 DAYS A WEEK**

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## 1. INTRODUCTION

- 1.1 The Department of Public Works and Infrastructure (DPWI) invites all the specialised professional curators for the curatorship services and management of Groote Schuur House/Museum, to respond to this quote requirement.
- 1.2 The specification is meant solely for the curatorship services which will be carried out at Groote Schuur House/Museum including Presidential Residences and Presidential Office (Tuynhuis) which has antique artwork and heritage furniture items which are called Rhodes Collection. **BACKGROUND**
- 1.3 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.
- 1.4 Groote Schuur House/Museum consist of two kinds of collection, Cecil John Rhodes Collection and DPWI.
- 1.5 According to Mr C J Rhodes the house, when not occupied by a National Leader, it must be accessible to the Public.
- 1.6 Due to the vulnerability and status of the collection as a National Cultural Treasure, great museological care should be taken in conserving this priceless collection for future generation.
- 1.7 DPWI has been mandated on behalf of the State to manage and take care of Groote Schuur House/Museum and its contents.
- 1.8 Groote Schuur House has 35 rooms, 6 corridors and 3 staircases.
- 1.9 The house is open to the Public for viewing and tours.
- 1.10 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.

1.11 The Prestige Property Management Unit is mandated with the above mentioned responsibility by the Department to test the market through SCM open quotation for the Curatorship services and management of Groote Schuur House/Museum so that all qualified specialised professional Curators can be able to quote for this service.

## **2. OBJECTIVE AND DURATION OF CONTRACT**

- 2.1 The objective of this request is to appoint a Curator which is highly experienced professional in this specialised service due to the nature of the service to be rendered.
- 2.2 The successful Curator will be responsible for the overall management of Groote Schuur House/Museum.
- 2.3 The Heritage collection is so valuable and it must be under the supervision of an effective specialised professional trained and highly experienced Curator.
- 2.4 The Curator has to ensure that all Heritage antique furniture, tapestry, silverware, pottery, archiving, paintings and all other artifacts are properly preserved and cared for and manage a heritage house.
- 2.5 To develop a sustainable management of Heritage assets including conservation and management of the collection for better understanding on use of publications and preservation.
- 2.6 Drafting of specification for the maintenance, restoration & conservation of all heritage and antique furniture in the house.
- 2.7 The Curator is required to audit and regularly update the collection based on the information obtained from the South African Heritage Resources Agency.
- 2.8 Access to the house is necessary in terms of Rhodes' Will and that control must be managed by the Curator and liaise with SAPS who control the Estate Security Protocol.
- 2.9 The contract will be 6 months period and 3 days a week and the contract price shall remain the same for the entire duration of the contract.

### **3. SUBMISSION REQUIREMENTS**

- 3.1 Bidders/candidates must provide a detailed CV with 3 contactable recent relevant references.
- 3.2 Original certified copies of qualifications and a copy of a valid driver's licence.
- 3.3 Original certified copies should not be older than 3 months.

### **4. CONTRACTUAL ASPECTS**

- 4.1 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).
- 4.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.
- 4.3 The bid document, together with the terms of reference and specifications contained in this document, shall constitute part of the Contract.
- 4.4 Bidders/candidates 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.
- 4.5 The successful bidder/candidate 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.
- 4.6 Full particulars of such circumstances as well as the period of delay must be furnished in writing.

**5. NATURE AND SCOPE OF SERVICES TO BE RENDERED**

- 5.1 It must be noted that this service is a specialised service which needs the highly experienced professional Curator.
- 5.2 The Curator must make sure that the necessary accredited principles and practices are in place and in compliance with international museological standards, applicable to the Groote Schuur House collection.
- 5.3 Specific deliverables contained in this scope of work are intended to serve as minimum requirements for the person to undertake this service.
- 5.4 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.

**6. 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.

**7 MANAGEMENT OF THE CONTRACT**

- 7.1 The successful candidate/ bidder must advise the Regional Manager: Department of Public Works & Infrastructure immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as period delayed must be furnished.
- 7.2 The contract period will be 6 months 3 days a week.

**8 SERVICE DELIVERY**

- 8.1 The Curator must make sure that the necessary accredited principles and practices are in place and in compliance with international museological standards applicable to the Groote Schuur House collection.
- 8.2 The Curator must have an understanding of the Acts and Laws pertaining to heritage and have a working relationship with related institutions like Iziko Museum of Cape Town and SARHRA (South African Heritage Resource Agency).
- 8.3 The Curator will report directly to Deputy Director : Prestige
- 8.4 The Curator will provider work schedule to the Deputy Director with time frame for each month for the duration of the contract.

## **9 RESPONSIBILITY**

- 9.1 The successful Curator will be responsible for the management of Groote Schuur House/Museum which includes monitoring conservation, restoration and maintenance of Heritage antique furniture items.
- 9.2 The Curator will also be responsible for all heritage items which are at Presidential residences and other Ministerial residences.
- 9.3 The Curator will be responsible to report to the FM contract or to Projects Section all maintenance issues pertaining Groote Schuur House/Museum
- 9.4 The contract will be strictly managed by Prestige Management: Deputy Director & Assistant Director with monthly reports as and when required.

## **10. PRICING SCHEUDULES**

- 10.1 All bidders/candidates will receive a **pricing schedule** with detailed specification of the service required which they must submit bid price for the services. The total offer on the pricing schedule must be carried over to the PA32 (Invitation to Bid) if not the quote will be deemed as non-responsive and will not be evaluated further.
- 10.2 Total offer amount in words including VAT.
- 10.3 The Department reserves the right to negotiate the price if the mark up is above the average percentage rate.

## **11 APPOINTMENT LETTER**

This specification and other submitted bid documents and the official appointment letter will constitute the Contract between the successful bidder/candidate and the Department.

## **12 PAYMENTS**

- 12.1 Payments will be made monthly on submission of an Original Invoice for the service rendered. No advance payment will be made, therefore the bidder/candidate must ensure that s/he is financially able to commence service.

- 12.2 All 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 11<sup>th</sup> floors of Customs House. Alternatively, the invoices may be posted to the following address: Private Bag x9027, Cape Town, 8000.
- 12.3 The original valid invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the candidate/bidder's, banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the bidder/candidate and reflect project leader's name.
- 12.4 Payment shall be made by bank transfer into the successful bidder/candidate's bank account within 30 days after receipt of an **acceptable, original and valid tax invoice**.
- 12.5 The successful bidder/candidate 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.
- 12.6 The original invoice must be submitted at the beginning of every first week of each month.

### **13. DISCLAIMER**

Bidders/candidates 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.

### **14. ABSENCE OF OBLIGATION**

No legal or other obligation shall arise between bidder/candidate 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.

**15. DEFAULT / BREACH OF CONTRACT AND CANCELLATION OF THE CONTRACT**

- 15.1 In case where the successful bidder/candidate fails to commence with the contracted work/service within seven (7) days of receiving an official notification the Department may cancel the contract.
- 15.2 The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- 15.3 The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery.
- 15.4 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.
- 16.** The Department reserve the right to do random spot checks on the services rendered.

**17. Bid Enquiries** : Ms N Mdingi or Ms E Ventura  
Tel: (021) 402 2037/  
Fax: (021) 419 6086

**18. Specification Enquiries** : Ms P Klaas  
Tel: (021) 402 2243  
Cell: 079 886 3785  
Portia.klaas@dpw.gov.za  
Or Ms B Manuel  
Tell: (021) 402 2139/ 082 446 2710  
Barbara.manuel@dpw.gov.za



**19. SPECIFIC DELIVERIES /SCOPE OF WORK**

In order to assist DPWI with the stated objective. The suitable successful bidder/candidate is expected to comply and deliver on the tasks and key deliverables as described herein below.

**20. SPECIFICATIONS:**

**20.1 CURATORSHIP SERVICES AND MANAGEMENT OF GROOTE SCHUUR HOUSE/MUSEUM FOR A SIX MONTHS PERIOD 3 DAYS A WEEK**

The effective specialised professional experienced Curator will be required for the overall management of the museological aspects of the collection. Ensure existing working relationship with related institutions like IZIKO Museum as well as SAHRA Western Cape. Understanding of the Acts and laws pertaining to heritage.

**21. DUTIES OF THE CURATOR WILL BE CATERGORISED AS FOLLOWS:**

**21.1 CONSERVATION & RESTORATION**

- Identify heritage items that requires conservation, restoration and maintenance.
- Drafting of specification for maintenance, restoration & conservation of all heritage and antique furniture items.
- Make sure that the suppliers are using the professionally approved heritage materials to the collection.
- Monitor the conservation and restoration process and Inspection of work done by the service providers on completion of restoration and conservation of the collection.
- Draw up conservation and restoration reports on antiques, artworks, tapestry, silverware, books, maps and heritage furniture.
- Advise and support the Department in all Heritage, Restoration and Conservation matters.
- Set guidelines for the functional use of the heritage collection.

## **21.2 DOCUMENTATION**

- Keep the documentation and catalogue up to date.
- Mark all heritage items and assets according to museological standards.
- Conduct research on the collection, buildings and grounds.
- Draw up information sheets on the collection, buildings and garden.
- Prepare quarterly, annual and other reports required by Prestige Property Management.
- Provide budget estimate for tenders/quotes for the maintenance of Heritage items.
- Draw up annual budget for the maintenance of the collection

## **21.3 DISPLAY**

- Take responsibility for placing and moving objects in accordance with museological standards.
- Management and co-ordinate museum activities in the house and around the display of the collection, as well as establishing require display standards.

## **21.4 EDUCATION & TRAINING**

- Train staff to undertake guided tours and monitor their performance.
- Supervise, coach and mentor staff in all designated areas.
- Train the cleaning staff members to make sure that the correct procedures in the care of the antiques and cleaning of the house and its ready for visitors any day and time.
- Undertake guided tours and give lecture to visitors on request.
- Draw up visitor's guide and brochure/ catalogue.
- Deal with inquiries regarding the collection.

## **21.5 MANAGEMENT OF GROOTE SCHUUR HOUSE/MUSEUM**

- Draft policy and make recommendations to the Department regarding the care, maintenance, education and functional use of the collection, building/grounds and access thereto.
- Draw up an annual budget for the maintenance of the collection.
- Draw up progress reports and annual reports.
- Advise Prestige on acquiring additions to the collection.
- Undertake any other tasks as agreed to by Prestige and that are necessary for the functioning of Museum.
- Communicate with the Regional Office all the time especially Finance Section for the payment of tour tariffs.
- Attend Project meetings for Projects related to the Groote Schuur House/Museum.
- Liaise with Prestige Estate Estate Manager on all structural houses related matters to be attended.
- Consult the Regional Office about the removal of heritage items for treatment
- Arrange with SAPS to obtain temporary security clearance approval prior visits to the house for tours.
- Coordinate responses with respect to Audit queries regarding Heritage Antique furniture items.
- Supervise and management of the collection for better understanding and sustainable use of publications.
- Drafting of specification for maintenance, restoration & conservation of all heritage and antique furniture items.
- Inspection of work done by the service providers on completion of restoration and conservation of the collection.
- Provide audit of the collection based on information obtained from South African Heritage Resources Agency.
- Be available during asset count or asset verification and Auditor General site visit.

- Develop and update the asset register for all heritage items in the house, including Presidential Residences and Offices and other Ministerial Residences with heritage items.
- Deal with problems as they occur in the house and liaise with the facilities manager for the Estate.
- Management of Heritage Antique furniture items at Presidential residence and other ministerial residences (Genadendal, Highstead, Tuynhuis, Rheezicht, Klein Schuur & 33 Norwich Drive)

## **21.6 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.

The curator oversee the physical care of the heritage items, monitor temperature and humidity levels, pest infestation and cleaning routines. Ensure regular updates of the collection is done based on the information obtained from the South African Resources Agency.

## **22. QUALIFICATION**

### **22.1 The suitable bidder/candidate is expected to have the following qualifications:**

BA Degree in Museum Studies/Heritage with a major in at least one of the following:

History of Arts, Fine Arts, Heritage/Cultural Museum Studies, Art Galleries.

3 Year National Diploma in Museum Studies/Heritage with a major at least one of the above mentioned.

1 Year National Certificate in Curatorship with one major of the above mentioned.

Must be computer literacy (word, excel & power point)

Have a valid driver's licence.

Original certified copies of qualifications and a copy of a valid driver's licence.

Original certified copies should not be older than 3 months.

**23. EXPERIENCE.**

**23.1 The suitable bidder/candidate is expected to have the following experience:**

5-10 years professional experience in curatorship with reference to History of Fine Arts or Heritage Museums.

Experience of management in museum and other related institutions, preservation and conduct exhibition of heritage objects.

Special knowledge of museum standards, code of ethics and policy formulation.

Good financial skills and proven budgeting, planning ability, oversee and co-ordinate projects.

Demonstrate experience in curatorship management of art work and heritage items and good organisational skills.

Good strong communication and writing skills coupled with computer literacy.

Have experience in work with high profile clientele.

Professional special experience in museum collection's data work of SAHRA in the Western Cape.

Have professional experience on how to properly look after the artworks and proper storage including selection of archival supplies.

Professional special experience in museum collection's data work of SAHRA in the Western Cape.

Have good organisational skills.

The curator oversee the physical care of the Heritage items, monitor temperature and humidity levels, pest infestation and cleaning routines.

The curator will be involved in purchasing new art pieces, which is why an in-depth understanding of heritage art work is required.

**PRICING SCHEDULE:**

**NB:**

1. THIS SECTION MUST BE COMPLETED IN FULL AND IT IS TO BE SUBMITTED TOGETHER WITH THE QUOTATION DOCUMENTATION
2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN A DISQUALIFICATION FROM THE QUOTATION PROCESS
3. REQUEST FOR CURATORSHIP SERVICES AND MANAGEMENT OF GROOTE SCHUUR HOUSE/MUSEUM FOR 6 MONTHS PERIOD FOR 3 DAYS A WEEK.

<b>DESCRIPTION</b>	<b>QUANTITY OF ITEMS</b>	<b>UNIT PRICE</b>	<b>TOTAL UNIT PRICE</b>
<b>Re: Request for Curatorship Services and management of Groote Schuur House/Museum for 6 months period for 3 days a week</b>	72 Services	R	R
<b>SUB-TOTAL</b>		R	R
<b>15% VAT (If Vat Vendor)</b>		R	R
<b>GRAND TOTAL</b>		R	R

**GRAND TOTAL TO BE CARRIED OVER TO THE PA32**

**NB FAILURE TO TRANSFER THE GRAND TOTAL FROM PRICING SCHEDULE TO PA 32 WILL RESULT TO ELIMINATION.**

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CAPE TOWN: RE: REQUEST FOR THE CURATORSHIP SERVICES AND MANAGEMENT OF GROOTE SCHUUR HOUSE/MUSEUM FOR A 6 MONTHS PERIOD 3 DAYS A WEEK: DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

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**ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS:**

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

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



1.5 Breakdown Allocation of Specific Goals Points

☒	<p><b><u>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.</u></b></p> <p><b><u>Table 1</u></b></p>		
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 style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Any account or statement which is in the name of the bidder.</li> </ul> <p style="text-align: center;">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 style="text-align: center;">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>

			and <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</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>



**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 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> Or

			<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>
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**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>
<b>OR</b>	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"> <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. <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"> <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:

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

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:

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

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.

.....	
<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

Tender no: .....

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)

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

<b>Name of representative</b>	<b>Signature</b>
	<b>Date</b>