



public works  
& infrastructure

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

National Department of Public Works & Infrastructure

Eben Donges Building, Hancock Street, North End

Port Elizabeth, 6056 or Private Bag x 3913, North End

Port Elizabeth, 6056

**QUOTATION DOCUMENT**

**REQUEST FOR A QUOTATIONS**

**CLUSTER OF ADELAIDE, KEISKAMMAHOEK, FORT BEAUFORT AND SOMERSET  
EAST MAGISTRATE: GENERAL GARDEN MAINTENANCE FOR 3 MONTHS SERVICE**

**QUOTATION NUMBE: ADE 09/03/2023**

**ADVERT DATE: 09 March 2023**

**CLOSING DATE: 13 March 2023**

**TIME: 11h00**

**BIDDER SHOULD HAVE A**

**NB: QUOTATIONS SHOULD BE EMAILED TO: [Yonela.Xozwa@dpw.gov.za](mailto:Yonela.Xozwa@dpw.gov.za)**

**MARCH 2023**

**NAME OF THE TENDERER.....**

**TENDER BULLETIN**

FORM FOR SUBMITTING: -

**A NEW TENDER NOTICE or  
AN ERRATUM NOTICE or  
AN INVITATION TO REGISTER ON SUPPLIER DATABASE NOTICE**

FOR PUBLICATION IN THE GOVERNMENT TENDER BULLETIN

To submit a Cancellation notice, use TForm2, for a Results notice use TForm3, for a Responses from Suppliers notice use TForm4

**\*Type of Tender Notice:**  
(Select an option)

**New Tender**

**Erratum**

**Invitation to Register on Supplier Database**

**TENDER CATEGORY:**

**\*Tender Category:** SERVICES: FUNCTIONAL (INCLUDING CLEANING AND SECURITY SERVICES)

**REQUIRED AT:**

**Province:** Eastern Cape

**\*Department or Entity:**

Department of Public Works National

**Division or Section:**

PROCUREMENT: SCM

**TENDER DETAILS:**

**\*Tender / Quotation No:** ID: ADE 09/03/2023

**\*Closing Date:** 2 0 2 3 - 0 3 - 1 3 (CCYY-MM-DD)

**\*Closing Time:** 1 1 : 0 0 (HH:MM)

**Date of Original Publication:**  
(only required for **ERRATUM** notice)

For a New Tender or Invitation to Register on Supplier Database advertisement this date field is disabled

**\*Short Description of Tender:**

QUOTATIONS FOR CLUSTER OF ADELAIDE, KEISKAMMAHOEK, FORT BEAUFORT AND SOMERSET EAST MAGISTRATE: GENERAL GARDEN GARDEN MAINTANCE FOR 3 MONTHS SERVICE

A. THIS BID WILL BE EVALUATED AS FOLLOWS:

Phase 1: Bidders will be evaluated for Administrative responsiveness

Phase 2: Bidders will be evaluated on PPPFA on the 80/20 principle

Phase 3: The recommended bidder will be subjected to risk assessment (objective criteria)

NB. The bid specifications, bid rules, special conditions of bid, bid evaluation criteria are detailed in the bid document.

**SITE MEETING or BRIEFING SESSION:**

**Meeting Details:**

N/A

**Meeting Date:**

**Meeting Time:**

**Meeting Place:**

N/A

**This is a multi-page form. Please complete all relevant sections before submitting the form for publication.**



**DOCUMENTS AVAILABLE FROM:****\*Address:**

National Department Of Public Works & Infrastructure, Eben Donges Building, Hancock Street, North End, Port Elizabeth, 6056. OR Can Be Downloaded Free Of Charge From The Department Website; [www.publicworks.gov.za](http://www.publicworks.gov.za)

**Cost of Documents:**

N/A

**Payment Details:**

DPWI Trading Account; Absa Bank; Account Number; 40-6451-8843. Please State Tender/Bid Number As Your Reference Number. Also you can arrange your courier company to collect your documents. See tender contact details to send proof of payment.

**Document Notes:**

For tender completion please contact Mrs Sharon De Kock on (041) 408 2156 or email: [Sharon.DeKock@dpw.gov.za](mailto:Sharon.DeKock@dpw.gov.za)

**POST OR DELIVER DOCUMENTS TO:****\*Address:**

NATIONAL DEPARTMENT OF PUBLIC WORKS, PRIVATE BAG X 3913, NORTH END, PORT ELIZABETH, 6056 (Tender Box)  
Email address: [Yonela.Xozwa@dpw.gov.za](mailto:Yonela.Xozwa@dpw.gov.za)

**Document Delivery Instructions:**

Quotations must be emailed to Ms Yonela Xozwa : on the closing date 13/03/2023 before 11:00  
Email address: [Yonela.Xozwa@dpw.gov.za](mailto:Yonela.Xozwa@dpw.gov.za)

**SPECIFICATIONS / TECHNICAL CONTACT DETAILS:**

Name: Mr Mcebisi Mzinzi

Telephone: 041- 041 408 2358

Fax Nr:

Email: [Posto.Lekau@dpw.gov.za](mailto:Posto.Lekau@dpw.gov.za)

Office Hours: 08h00-12h45 and 13h30-16h00

**TENDER CONTACT DETAILS:**

Name: Mrs Sharon de Kock

Telephone: (041) 408 2156 (041) 408 2377

Fax Nr:

Email: [Sharon.DeKock@dpw.gov.za](mailto:Sharon.DeKock@dpw.gov.za) or [Lulama.Lindi@dpw.gov.za](mailto:Lulama.Lindi@dpw.gov.za)

Office Hours: 08h00-12h45 and 13h30-16h00

**Additional Notes:**

All bidders/Contractors/Suppliers who is doing business with the Government must be registered on the Central Supplier Database. Prospective Bidders/Contractors/Suppliers will be able to self-register on Central Supplier Database Website which is [www.csd.gov.za](http://www.csd.gov.za)

**TENDER SUBMITTED BY:**

\*Advertiser Name: MR. L LINDI

Advertiser Email: [lulama.lindi@dpw.gov.za](mailto:lulama.lindi@dpw.gov.za)

\*Date Submitted: 2023-03-09

\*Advertiser Telephone: 041- 408 2377

\*For Publication in the Government Gazette on: 2023-03-09



# public works & infrastructure

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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTHAFRICA**

**CLUSTER OF ADELAIDE, KEISKAMMAHOEK, FORT  
BEAUFORT AND SOMERSET EAST MAGISTRATE OFFICE**

**GENERAL GARDEN MAINTENANCE FOR 3 MONTHS  
SERVICE**

**CLUSTER FOR ADELAIDE, KEISKAMMAHOEK, FORT BEAUFORT AND SOMERSET EAST MAGISTRATE OFFICE**

- A1. SERVICE DESCRIPTION:** General Garden Service  
**A2. DURATION / PERIOD:** 3 Months

Interval of two (2) weeks between services for grass cutting/ mowing, total = 6 Services

**B1. LABOUR,**

Groundsman x 6 should be attend on site for 8hrs per day X 5days X4'33 weeks per month for (3) three months services as follows  
In Somerset East X 2 groundsman, Keiskammahoek X2 groundsman, Fort Beaufort X1 groundsman and Adelaide X1 groundsman

**Supervision**

The supervisor x 1 should attend on sites once a week every for 8hrs per day X4,33 weeks per month for a period of a contract ( three months services) to oversee all duties are done according to scope of work.

**B2. MACHINERY & DUTIES:**

**Provide adequate machinery (including fuel) and tools to perform the following garden services duties:**

**B1.1. Grass cutting (not to exceed three days per application/cut):**

**B1.1.1. Interval of two (2) weeks between services for grass cutting/ mowing, total = 6 Services**

**B1.1.2. Mow all lawn / grass and cut blades evenly to a level of 20mm (including outside at a distance of one and a half (1.5m) metre along the fence/ border) using suitable machinery;**

**B1.1.3. Trim all edges at the same time / day the grass is cut using suitable machinery and tools and lightly rake over the surface(s) to prevent thatch build-up;**

**B1.2. Weeding (to coincide with grass cutting):**

**B1.2.1. mechanically remove weeds from beds and walkways;**

**B3. OCCUPATIONAL HEALTH AND SAFETY & INSURANCE AGAINST RISKS:**

**Comply with all the aspects of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), provide suitable Personal Protective Equipment (PPE)**

**B2.1. Occupational Health and Safety:**

**B2.1.1. Provide adequate PPE, signage and mitigate against all risks.**

**B2.2. Insurance:**

- B2.2.1. Obtain and maintain adequate cover for public liability insurance / general liability insurance, damage to equipment, furniture, theft and name the "Republic of South Africa, acting by and through the Presidency", as an additional insured.

**B4. TRANSPORT AND CARTING AWAY:**

**Provide suitable transport for conveying materials and equipment to site, travelling for supervision and carting away garden refuse:**

**B3.1. Transporting of employees and supervisors:**

- B3.1.1. Local labour should be used and where necessary, provide transport of employees and supervisor to site for tasks as well as inspections.

**B3.2. Carting away of garden refuse:**

- B3.2.1. Remove from site all debris and foreign objects on the same day and dispose of at a nearest suitable facility (**The onsite refuse bins should not be used for any garden refuse**).

**SCHEDULE A (LABOUR COSTS)**

**NB: BIDDERS MUST BE COMPLETE THE ENTIRE PRICING SCHEDULE.  
(FAILURE TO DO SO WILL RESULT IN THE BID BEING DISQUALIFIED)**

<b>6 x Grounds man</b>			
<b>Item</b>	<b>Description</b>	<b>Departmental Guide</b>	<b>Details of Bidder's offer</b>
<b>1</b>	The hourly rate at the closing must not be less than the rates published in terms of the relevant Government Notice at the closing date of the bid	Please note: The bidder is required to at least comply with the minimum sectorial determination rate for the relevant area as gazetted at the closing date of the bid	<b>RATE PER HOUR</b>  R..... / hour
<b>2</b>	Total Wage Cost/ Grounds man per month	hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	R...../ month
<b>Provisions to be made as additional costs incurred to the minimum rate of pay:</b>			
<b>3</b>	Annual leave provision (pro rata per month) based on minimum determined days per year.	15 days per year + 12 months x hourly rate x 8 hours per days	R...../ month
<b>4</b>	Sick Leave (pro rata per month) based on minimum determined days per year	10 days per year + 12 months x hourly rate x 8 hours per day	R...../ month
<b>5</b>	Family Responsibility Leave (pro rata per month) based on minimum determined days per year	3 days per year + 12 months x hourly rate x 8 hours per day	R...../ month
<b>6</b>	Unemployment Insurance Fund (UIF)	1% of basic monthly salary	R...../ month
<b>7</b>	Provident fund	5,25% of basic monthly salary	R...../ month
<b>8</b>	<b>Annual Bonus</b> (Pro rata monthly over 12 months)	annual bonus + 12 months	
<b>9</b>	Workman's Compensation: (COIDA)	1.6% of total monthly wage	R...../ month
<b>10</b>	Skills Development Levy	1% of monthly wage	R...../ month
<b>11</b>	Any other allowance/s and or employers contributions must be specified .....	(Bidder to specify if applicable)	R...../ month
<b>12</b>	Estimated Monthly Cost per Grounds man	Add items 2 to 11	R...../ month
<b>13</b>	Total Labour costs for six (6) Grounds man (s) per month	Item 12 x number of Grounds man (s)	R...../ month
<b>Total Labour costs per months (bullet 13) to be carried over to bullet 19 on the next page</b>			

**CONTRACTUAL PRICE ADJUSTMENT**

Should there be an increase in the minimum labour rate/ hour after the closing date of the bid, this section of the bid (**SCHEDULE A**) will to subject price escalation as follows,  
The total labour costs per month will be escalated in accordance with the percentage rate increase for cleaning (grounds man) and or with any other costs as gazetted the relevant Sectorial Determination, including any other relevant gazetted/ legislated costs by the Department of labour.

**SCHEDULE B**

**NB: BIDDERS MUST BE COMPLETE THE ENTIRE PRICING SCHEDULE.  
(FAILURE TO DO SO WILL RESULT IN THE BID BEING DISQUALIFIED)**

Item	Description of item(s) required	A Rate for per months
<b>14</b>	<b>Administrative costs to manage the project</b>	
14.1	Preliminaries and Overheads, including supervisory, project and management fees	R...../ month
<b>15</b>	<b>Occupational Health &amp; Safety Compliance and Insurance against risks</b>	
15.1	Personal Protective Equipment & OHS Compliance	R...../ month
15.2	Insurance for Works, Public Liability, Special Risks (SASRIA)	R...../ month
<b>16</b>	<b>Machinery and running cost and tools for general garden maintenance including mowing, trimming, weeding, etc.</b>	
16.1	Lawnmowers, Trimmer, weed eater, brush cutter, snippers, gardening tools, etc. for the area covering	R...../ month
<b>17</b>	<b>Transport cost for ferrying employees and carting away of refuse</b>	
17.1	Transportation of personnel (equipment & material)	R...../ month
17.2	Carting away	R...../ month
<b>18</b>	<b>TOTAL OPERATING COSTS PER MONTH</b> (Item 14.1 + Item 15.1+ Item 15.2 + Item 16.1 + Item 17.1 + Item 17.2)	R...../ month
<b>19</b>	<b>TOTAL LABOUR COSTS PER MONTH</b> (Carried over from bullet 13)	R...../ month (carried over from bullet 13)
<b>20</b>	<b>TOTAL MONTHLY COST</b> (TOTAL OPERATING COST + TOTAL LABOUR COSTS) (Item 18 + Item 19)	R...../ month
<b>21</b>	PERCENTAGE PROFIT ON TOTAL MONTHLY COST	.....% (Indicate percentage profit only)
<b>22</b>	PROFIT IN R-VALUE ON TOTAL MONTHLY COST (Item 20 x Item 21)	R...../ month
<b>23</b>	TOTAL MONTHLY COSTS INCLUDING PROFIT (Item 20 + Item 22)	R...../ month
<b>24</b>	VAT @ 15% (Item 23 x 15%)	R...../ month
<b>25</b>	TOTAL COST INCLUDING VAT PER MONTH (Item 23 + Item 24)	
<b>26</b>	GRAND TOTAL FOR A PERIOD OF 3 MONTHS (Item 25 x 3 months)	R..... FOR A PERIOD OF 3 MONTHS



## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

**YES / NO**

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

Full Name	Identity Number	Name of State institution

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

**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES / NO**

**2.2.1** If so, furnish particulars:

.....  
.....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES / NO**

**2.3.1** If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

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

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

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



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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

This form has been aligned with SBD4



## PA-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	80,00
SPECIFIC GOALS	20,00
Total points for Price and Specific Goals	100,00

**1.5 Breakdown Allocation of Specific Goals Points**

**1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in table 1 below are applicable.**

**All Acquisitions**

**Table 1**

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> <li>• CIPC (company registration)</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>• Office Municipal Rates Statement</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Lease Agreement</li> </ul>
3.	An EME or QSE which is at least 51% owned by women (Mandatory)	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
4.	An EME or QSE which is at least 51% owned by people with disability <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Medical Certificate</li> <li>• South African Social Security Agency (SASSA) registration</li> <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 youth. <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>

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

All Acquisitions

Table 2

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b> <b>(Mandatory)</b>	10	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• SANAS Accredited BBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> <li>• CIPC (company registration)</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 <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• Office Municipal Rates Statement</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Lease Agreement</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by <b>women</b> <b>(Mandatory)</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b> <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Medical Certificate</li> <li>• South African Social Security Agency (SASSA) registration</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
5.	An EME or QSE or any entity which is at least 51% owned by youth. <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>

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

**All Acquisitions**

**Table 3**

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b> <b>(Mandatory)</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• SANAS Accredited BBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> </ul>



Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
2.	<p>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</p> <p><b>(Mandatory)</b></p>	2	<ul style="list-style-type: none"> <li>• CIPC (company registration)</li> <li>• Office Municipal Rates Statement</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> </ul>
3.	<p>An EME or QSE or any entity which is at least 51% owned by women</p> <p><b>(Mandatory)</b></p>	2	<ul style="list-style-type: none"> <li>• Lease Agreement</li> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
4.	<p>An EME or QSE or any entity which is at least 51% owned by people with disability</p> <p><b>(Mandatory)</b></p>	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Medical Certificate</li> <li>• South African Social Security Agency (SASSA) registration</li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>
	OR		
	<p>An EME or QSE or any entity which is at least 51% owned by youth.</p>		<ul style="list-style-type: none"> <li>• ID Copy</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
			<ul style="list-style-type: none"> <li>• CSD Report</li> <li>• CIPC (company registration)</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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE or any entity which is at least 51% owned by women	2	4		
4. An EME or QSE or any entity which is at least 51% owned by people with disability or	2	2		

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>5. An EME or QSE or any entity which is at least 51% owned by youth.*</p> <p>(Note: only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)</p>	2	2		

**Note:** \*in respect of the 90/10 point system a selection of either disability or youth may be made with an allocation of 2 points for either of them.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE (QSE)**

I, the undersigned,

Full name & Surname \_\_\_\_\_  
Identity number \_\_\_\_\_

Hereby declare under oath as follows:

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

Tender No: \_\_\_\_\_  
Enterprise Name: \_\_\_\_\_  
Trading Name (if Applicable): \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Enterprise Physical Address: \_\_\_\_\_

Type of Entity (CC, (Pty) Ltd, Sole Prop etc.): \_\_\_\_\_  
Nature of Business: \_\_\_\_\_

Definition of "Black People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –

- (a) Who are citizens of the Republic of South Africa by birth or descent; or
- (b) Who became citizens of the Republic of South Africa by naturalization:
  - i. Before 27 April 1994; or
  - ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that:
  - The Enterprise is \_\_\_\_\_ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_ % Black Women Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

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

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

Deponent Signature:

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

Commissioner of Oaths  
Signature & stamp



**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME)**

I, the undersigned,

Full name & Surname  
Identity number

Hereby declare under oath as follows:

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

Tender No.  
Enterprise Name:  
Trading Name (if Applicable):  
Registration Number:  
Enterprise Physical Address:

Type of Entity (CC, Pty) Ltd, Sole Prop etc.):  
Nature of Business:

**Definition of "Black People"** As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –

- (a) Who are citizens of the Republic of South Africa by birth or descent; or
- (b) Who became citizens of the Republic of South Africa by naturalization-
  - i. Before 27 April 1994; or
  - ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that:
  - The Enterprise is \_\_\_\_\_ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_ % Black Women Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

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

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

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

Deponent Signature: "

Date:

Commissioner of Oaths  
Signature & Stamp



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

Name of Tenderer: \_\_\_\_\_  EME<sup>1</sup>  QSE<sup>2</sup>  Non EME/QSE (tick applicable box)

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

Name and Surname #	Identity/Passport number and Citizenship#	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

<sup>1</sup> EME: Exempted Micro Enterprise  
<sup>2</sup> QSE: Qualifying Small Business Enterprise

Any reference to words "Bid" or "Bidder" herein shall be construed to have the same meaning as the words "Tender" or "Tenderer"



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

### 2. DECLARATION:

- The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:
- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
  - 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
  - 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer and 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

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".  
Effective date April 2017