



Private Bag X54315, DURBAN 4000 Int Code: +27 31 Tel: 314 7000 website: [www.publicworks.gov.za](http://www.publicworks.gov.za)  
Supply Chain Management: Ms. Zanele Luthuli – 031 314 7072  
Works Management –

### REQUEST FOR QUOTATION

You are hereby invited to submit a quotation for the supply and delivery of the following service to be rendered at **SAPS NEWCASTLE**

Bid response documents to be deposited in the bid box situated at: **National Department of Public Works and Infrastructure: Corner of (formally known as) Alliwall and West Street (Corner of Pixley Kaseme and Samora Machel Street)**

| Item | Description           | Quantity / Period |
|------|-----------------------|-------------------|
| 1    | REPAIRS TO WATER LEAK | 1                 |

**CLOSING DATE: 27/05/2022, CLOSING TIME @ 11h00 AM**

**NB: No late documents will be accepted.**

Kindly submit your quotation by fully completing the attached bid document and bill of quantities or specifications attached in hereunder, and clearly indicate the delivery period and the validity period of your quotation, Kindly also clearly indicates if you price includes or excludes VAT. **“You may claim VAT only if you are a VAT Vendor”**

#### **TERMS AND CONDITIONS**

- If a supplier fails to deliver any or all goods or fails to deliver the required services within the specified period on the **order/ Contract or appointment letter** the Department of Public Works and Infrastructure may impose a penalty and further deduct from the order / contract a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Department of Public Works and Infrastructure quotation documents must be fully completed, signed by the bidder and bear the signature of witnesses and be forwarded to the aforementioned physical address or email, failure to comply with these requirements will result in the quotation being disregarded.

Yours Faithfully

SIGNATURE:

DATE: 27/05/2022

For: National Department of Public Works and Infrastructure

**Acknowledgement of the request to quote**

Sign for acceptance \_\_\_\_\_

**Company Stamp**

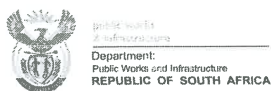
Sign for rejection \_\_\_\_\_



Invitation to Bid: PA-32

**PART A  
INVITATION TO BID (EXEMPTION)**

|  |   |  |  |  |   |
|--|---|--|--|--|---|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                         |   |  |  |  |   |
| BID NUMBER:  | DBNQ22/05/27  | CLOSING DATE:  | 01/06/2022                                       | CLOSING TIME:  | 11:00am   |
| DESCRIPTION  | SAPS NEWCASTLE REPAIRS TO WATER LEAK ABOVE WALK IN SAFE D BLOCK |  |  |  |   |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT</b>                                     |   |  |  |  |   |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX<br>SITUATED AT (STREET ADDRESS) <b>16</b>                         |   |  |  |  |   |
| NDPWI corner of Dr Pixley Kasame & Samora Machele Street (West and Aliwal ) Durban<br>Box Number 16 at Room 05           |   |  |  |  |   |
| OR POSTED TO:  |   |  |  |  |   |
| <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:   |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                            |   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3 BELOW ] |
| SIGNATURE OF BIDDER  |   |  |  | DATE   |   |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) |   |  |  |  |   |
| TOTAL NUMBER OF ITEMS OFFERED  |   |  |  | TOTAL BID PRICE ('ALL APPLICABLE TAXES)                                  |   |
| <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   |   |  |  |  |   |



Invitation to Bid: PA-32

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

|  |  |
|--|--|
| <b>1. BID SUBMISSION:</b>  |  |
| 1.1.   | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.  |
| 1.2.   | ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE   |
| 1.3.   | BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). |
| 1.4.   | WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.                               |
| <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   |
| <b>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.</b> |  |

**Note Well:**

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

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



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

# SPECIFICATION UNPLANNED MAINTENANCE

AT

**SOUTH AFRICAN POLICE  
SERVICE NEW CASTLE  
76 ALLEN STREET**

FOR

**REPAIRS TO WATER LEAKING ABOVE WALK IN  
SAFE D BLOCK 1<sup>ST</sup> FLOOR  
REF. ID 116571  
URGENT SERVICE**

**18/01/2022**

*Chief Works Manager: MR DAVID VAN BLERK - Cell: 082 8264906*

*REFAX QUOTE BACK TO SCM ON FAX NO.: .....*

*CLOSING DATE BEFORE 11: 00 AM ON THE: .....*

*NB: Contractor to visit site before quoting to make sure of what needs to be done*

*Total number of pages to be received and returned by Tenderer = 3 pages*

**CONDITIONS OF TENDER**

- Contractor must introduce themselves and what they will be doing to the relevant official at the above institution before any assumption of work: **(Contact official at institution: Mrs S Zwane 0825118858)**
- **The successful Tenderer must only execute these services on receipt of an official order number and proceed with due diligence to its final completion in all respects.**
- At the completion of the works the Tenderer is to submit the attached completion of service sheets that must be faxed / emailed or delivered immediately to the Department of Public Works SCM official or Works Manager.
- Tenderer to note that all quantities are remeasurable.
- All prices quoted must be inclusive of labour, material, profit, transport and all necessary scaffolding including step – ladders.
- **Contractor may provide their quotations in their own format provided it is on their own company letterhead.**
- Tenderer is to supply project safety plan and work schedule at the commencement of works.
- The tenderer must establish and maintain telephone, fax and cellular connection.
- The tenderer must note that the work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the contractor, who will be able and authorized to receive and carry out instructions on behalf of the contractor. A sufficient number of workmen shall be employed at all times to ensure the satisfactory progress of the work. In addition, the Department requests that the tenderer engages local workers to carry out skilled / unskilled work in keeping with the Expanded Public Works Programme.
- The tenderer must comply with all Occupational Health and Safety regulations.
- Tenderer to have insurance liabilities.
- Job cards must be detailed, stamped and signed by the Client Department for each day on site.
- Completion of Service must be detailed, stamped and signed by the Client Department on final completion of service.
- **Contractor must provide proof of relevant required registrations and all compliant certification, namely CIDB and CSD documentation.**
- **The contractor is to submit the artisan's proof of qualifications (certificate) that worked on this site and whose name appears on the job cards.**
- Tenderer to note that all rubble must be removed from site on a regular basis. On completion, the tenderer is to leave the site neat and tidy. If so required.
- The contract period (4) **FOUR DAYS** from the date the official order.
- Times shall be considered as the essence of this contract. If the tenderer fails to complete the works within the above specified contract period a penalty will be proportioned according to the estimated value of the contract and will be deducted from the sum due.

**In terms of the SANS requirements the appointed contractor must comply with the following:**

**Building requirements**

- **Contractor must have suitably certified/registered & qualified artisans/technicians relative to the specific service to be rendered.**
- **Contractor must be registered with the Department of Labour & other relevant authorising bodies.**
- **Contractor must be registered for Workmans Compensation and have a valid letter of good standing.**
- **All work must be done in accordance with SANS 10400 (South African National Standards for Building)**
- **All services carried out must comply with Occupational Health and Safety Act & Regulations: Act Number 85 of 1993.**
- **Contractor to submit Artisan Qualifications for the person whose name is on the job card that was sent to do the work at the appointed site.**

*SAPS:NEW CASTLE 76 ALLEN STREET (Ref. no.: ID 116571) URGENT SERVICE*  
*Repairs to water leaking above walk in safe D block*

**SCOPE OF WORKS :**

CONTRACTOR TO REPAIR WATER LEAKING ABOVE WALK IN SAFE D BLOCK 1<sup>st</sup> FLOOR

| No.                              | Description   | Qty                           | Rate  | Total |
|----------------------------------|---|-------------------------------|---|-------|
| 1                                | Contractor to have safety plan in place to produce safety plan to departmental safety officer before commencing work on site as per Occupational health and safety Act  | 1                             |   |       |
| 2                                | Contractor to trace as to where the water is leaking from to brake open brickwork If pipe is leaking repair only at leaking pipe and to test if leaking has stopped (if tiles are broken out they must be replaced) | 6m <sup>2</sup>               |   |       |
| 3                                | Contractor to brick up effected area and to plaster and paint to match exsisting work   | 3                             |   |       |
| 4                                | Contractor to remove all rubble from site and to leave site clean on completion and to its original   | 1 Load                        |   |       |
| <b>Sub Total</b>                 |   |                               |   |       |
| (        ) % mark up             |   |                               |   |       |
| <b>Total A:</b>                  |   |                               |   |       |
| <b>END OF BILL OF QUANTITIES</b> |   |                               |   |       |
| 5                                | <b>TRANSPORT: (MILEAGE)</b><br>(        ) KM'S @ ( R        ) PER KM x (        ) TRIPS =   | Each                          |   |       |
| 6                                | <b>LABOUR:</b><br>(x        ) ARTISAN @ ( R        ) PER HOUR x (        ) HRS =  | Each                          |   |       |
| 7                                | <b>LABOUR:</b><br>(x        ) ASSISTANCE @ ( R        ) PER HOUR x (        ) HRS =   | Each                          |   |       |
| <b>Total B:</b>                  |   |                               |   |       |
| <b>END OF SPECIFICATION</b>      |   |                               |   |       |
|                                  |   |                               | <b>Sub Total A+B</b>                        | R     |
|                                  |   |                               | <u>Add 15% VAT</u>                          | R     |
|                                  |   |                               | <b>Final Total</b>                          | R     |
| A.                               | <b>Total in Words:</b>  |                               |   |       |
| B.                               | Name of tendering Entity: -----   | CSD registration No.<br>----- | CIDB registration No.<br>-----              |       |
| C.                               | Signature : -----   | Date:-----                    | <b>Contract period is<br/>(4) FOUR DAYS</b> |       |

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

THE DEPARTMENT OF PUBLIC WORKS INVITES QUOTATIONS FOR:

|                       |  |
|-----------------------|--|
| <b>Project title:</b> | <b>SAPS NEWCASTLE REPAIR TO WATER LEAK</b> |
| <b>Reference no:</b>  | <b>ID-116571</b>                           |

|                      |                     |                         |                                    |
|----------------------|---------------------|-------------------------|------------------------------------|
| <b>Quotation no:</b> | <b>DBNQ22/05/27</b> | <b>Closing date:</b>    | <b>01/06/2022</b>                  |
| <b>Closing time:</b> | <b>11:00am</b>      | <b>Validity period:</b> | <b>12 Weeks (84 Calendar days)</b> |

It is estimated that tenderers should have a CIDB contractor grading designation of **1 GB** or **select tender value range select class of construction works\*** or higher.

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

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **1 GB PE** or **1 GB PE\*** or higher.

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

Only tenderers who are responsive to the following responsiveness criteria are eligible to submit quotations. Failure to comply with the criteria stated hereunder shall result in the quotation offer being disqualified from further consideration:

### RESPONSIVENESS CRITERIA:

Indicate responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall be 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). |
| 4  | <input checked="" type="checkbox"/> | Use of correction fluid is prohibited.   |
| 5  | <input type="checkbox"/>            | Submission of (DPW-07 EC): Form of Offer and Acceptance.   |
| 6  | <input type="checkbox"/>            | Submission of (PA – 36 and Annexure/s C): Declaration Certificate for Local Production and Content for designated sectors.   |
| 7  | <input checked="" type="checkbox"/> | Submission of (DPW-16 EC): Site Inspection Meeting Certificate (where attendance of the site inspection is necessary)  |
| 8  | <input checked="" type="checkbox"/> | Submission of record of attending compulsory virtual bid clarification / site inspection meeting (where attendance of the site inspection is not necessary)  |
| 9  | <input type="checkbox"/>            | Submission of record of attending compulsory virtual bid clarification / site inspection meeting.  |
| 10 | <input checked="" type="checkbox"/> | <b>Submission of PA32 (INVITATION TO BID)</b>  |
| 11 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 12 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 13 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 14 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |

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

|    |                                     |  |
|----|-------------------------------------|--|
| 1  | <input checked="" type="checkbox"/> | Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .                 |
| 2  | <input checked="" type="checkbox"/> | Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. |
| 3  | <input checked="" type="checkbox"/> | Submission of (Revised PA-11): Declaration of Interest and Tenderer's Past Supply Chain Management Practices   |
| 5  | <input checked="" type="checkbox"/> | Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).  |
| 6  | <input checked="" type="checkbox"/> | Submission of (DPW-09 EC): Particulars of Tenderer's Projects.   |
| 7  | <input checked="" type="checkbox"/> | Submission of (DPW-21 EC): Record of Addenda to tender documents   |
| 8  | <input type="checkbox"/>            | Submission of (DPW-16 EC): Site Inspection Meeting Certificate (where attendance of the site inspection is not necessary)  |
| 9  | <input type="checkbox"/>            | Submission of record of attending compulsory virtual bid clarification / site inspection meeting (where attendance of the site inspection is not necessary)  |
| 10 | <input type="checkbox"/>            | The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.  |
| 11 | <input type="checkbox"/>            | The tenderer will be required to submit his fully priced and completed sectional summary- and final summary pages with the tender.   |
| 12 | <input checked="" type="checkbox"/> | All parts of tender documents submitted must be <u>fully completed in ink and signed where required.</u>   |
| 13 | <input checked="" type="checkbox"/> | <b>Submission of current letter of good standing (workmans Compensation certificate , Submission of valid COIDA</b>  |
| 14 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 15 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 16 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |

Quotation no: **DBNQ22/05/27**

**Specify other responsiveness criteria**

**Specify other responsiveness criteria**

#### Collection of tender documents:

Tender documents may be collected during working hours at the following address: **insert physical address.**

A non-refundable tender deposit of R **insert amount** (cash only) is payable on collection of the tender documents.

#### Site inspection meeting

A **select** pre tender site inspection meeting will take place at **insert address** on **dd/mm/yyyy** starting at **insert time.** Venue **insert venue.**



Enquiries related to tender documents may be addressed to:

|                             |                |                      |  |
|-----------------------------|----------------|----------------------|--|
| <b>DPW Project Manager:</b> | DAVE VAN BLERK | <b>Telephone no:</b> |  |
| <b>Cell no:</b>             | 082 8264906    | <b>Fax no:</b>       |  |
| <b>E-mail:</b>              |                |                      |  |

**Deposit / return of tender documents**

The closing time for receipt of tenders is insert time on insert date.

**Quotation no:**



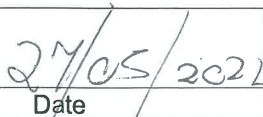
Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

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

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

|  |    |  |
|--|----|--|
| <p><b>Tender documents may be posted to:</b></p> <p><b>The Director-General</b><br/> <b>Department of Public Works</b><br/> <b>Private Bag X insert bag no</b><br/> <i>insert town</i><br/> <i>insert postal code</i></p> <p>Attention:<br/> <b>Procurement section: Room insert room no</b></p> | OR | <p><b>Deposited in the tender box at:</b></p> <p><i>insert physical address</i><br/> <i>insert building name</i><br/> <i>insert street name</i><br/> <i>insert room no</i></p> |
|--|----|--|

**Compiled by:**

|   |   |   |
|---|---|---|
|  |  |  |
| Name of Project Manager   | Signature   | Date  |

**REVISED PA-11: BIDDER'S DISCLOSURE**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

<sup>1</sup> 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.

**REVISED PA-11: BIDDER'S DISCLOSURE**

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.
- 3.4 The terms of the accompanying bid have not been, and will not be,

<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.

### REVISED PA-11: BIDDER'S DISCLOSURE

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.

- 3.5 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.
- 3.6 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



### PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

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

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

**RESOLVED that:**

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

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

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

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

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

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

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

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
| 2  |      |          |           |
| 3  |      |          |           |
| 4  |      |          |           |
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| 12 |      |          |           |
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| 14 |      |          |           |



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| 20 |  |  |  |

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

**Note:**

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

**ENTERPRISE STAMP**



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

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

\_\_\_\_\_

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

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

On \_\_\_\_\_ *(date)*

**RESOLVED that:**

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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



Resolution of Board of Directors to enter into Consortia or Joint Ventures: PA-15.2

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

Telephone number: \_\_\_\_\_ (code)

Fax number: \_\_\_\_\_ (code)

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
| 1  |      |          |           |
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| 15 |      |          |           |

- Note:
- \* Delete which is not applicable
  - NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise
  - Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

| ENTERPRISE STAMP |
|------------------|
|                  |



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

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

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

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

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

### RESOLVED that:

#### RESOLVED that:

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

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

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



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

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

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

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

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

Special Resolution of Consortia or Joint Ventures: PA-15.3

|    | Name | Capacity | Signature |
|----|------|----------|-----------|
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| 14 |      |          |           |
| 15 |      |          |           |

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

**Note:**

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