

## PA 32: INVITATION TO BID PART A

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	ID 161564	CLOSING DATE:	21/07/2023	CLOSING TIME:	11:00
DESCRIPTION	6 MONTHS SERVICE AND MAINTENANCE OF KITCHEN EQUIPMENTS AT KGOSI MAMPURU ISLAND AT IRIDGEVILLE AREA 4				

**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)

251 NANA SITA STREET  
CNR NANA SITA & THABO SEHUME STREET  
PRETORIA

**OR POSTED TO:**

PRIVATE BAG X229  
PRETORIA, 0001

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:	OR	CSD No:
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL APPLICABLE TAXES)	R
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	PUBLIC WORKS & INFRASTRUCTURE	CONTACT PERSON	Z. NDEZA
CONTACT PERSON	MS. M. MANALA	TELEPHONE NUMBER	082 554 9634
TELEPHONE NUMBER	012 492 3020	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	ZANELE.NDEZA@DPW.GOV.ZA
E-MAIL ADDRESS	MMABORE.MANALA@DPW.GOV.ZA		

## PART B TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

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

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

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

**Note Well:**

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

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

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES QUOTATIONS FOR:

<b>Project title:</b>	6 MONTHS SERVICE AND MAINTENANCE OF KITCHEN EQUIPMENTS AT KGOSI MAMPURU II AND ATTRIDGEVILLE AREA 4
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<b>Quotation no:</b>	ID 161564	<b>Reference no:</b>	ID 161564
<b>Advertising date:</b>	14/07/2023	<b>Closing date:</b>	21/07/2023
<b>Closing time:</b>	11:00	<b>Validity period:</b>	30 Calendar days

### 1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **1 ME or higher, or 1 ME\*** or higher.

*\*Select tender value range and select class of construction works" or select "Not applicable" where only one class of construction works is applicable.*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **Not applicable Not applicable PE** or higher, or **Not applicable Not applicable PE\*** or higher.

*\*Select tender value range and select class of construction works" or select "Not applicable" where no or only one class of construction works is applicable.*

### 2. RESPONSIVENESS CRITERIA

#### 2.1 Substantive responsiveness criteria

Only tenderers who are responsive to the following substantive responsiveness criteria are eligible to submit tenders. 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"/>	Use of correction fluid is prohibited.
4	<input checked="" type="checkbox"/>	Submission of (DPW-07 EC): Form of Offer and Acceptance.
5	<input type="checkbox"/>	Submission of DPW-16 (EC): Site Inspection Meeting Certificate.
6	<input type="checkbox"/>	Submission of record of attending compulsory virtual bid clarification / site inspection meeting.
7	<input type="checkbox"/>	Submission of DPW-21 (EC): Record of Addenda to tender documents.
8	<input checked="" type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.

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10	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
11	<input type="checkbox"/>	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
12	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
13	<input checked="" type="checkbox"/>	SUBMISSION OF ACTIVE CIDB GRADING OF 1ME
14	<input checked="" type="checkbox"/>	SUBMISSION OF CERTIFIED COPY OF CERTIFICATE/DIPLOMA/DEGREE IN MECHANICAL/MECHANICAL ARTISAN CERTIFICATE

## 2.2 Administrative responsiveness criteria

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

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of DPW-09 (EC): Particulars of Tenderer's Projects.
4	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
5	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
6	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
7	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
8	<input type="checkbox"/>	Submission of DPW-15 (EC): Schedule of proposed sub-contractors
9	<input type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities (complete document inclusive of all parts) within 14 days from request.
10	<input type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
11	<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.
12	<input 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 (Including proposed sub-contractor).
13	<input checked="" type="checkbox"/>	SUBMISSION OF PA29
14	<input type="checkbox"/>	

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**3. Method to be used to calculate points for specific goals**

<b>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 below are applicable.</b>			
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.	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
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	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	4	ID Copy or CSD Report or CIPC (Company Registrations)
4.	An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDASA)
5.	An EME or QSE which is at least 51% owned by youth.	2	ID Copy or CSD Report Or CIPC

**4. Indicate the functionality criteria if applicable to this bid: *not applicable***

**Note:** All bids involving the acquisition of engineering and construction works from cidb Grade 3 and above are subjected to functionality.

**Note:** Functionality will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

Functionality criteria:	Weighting factor:

<b>Total</b>	<b>100 Points</b>

*(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)*

<b>Minimum functionality score to qualify for further evaluation:</b>	
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*(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)*

<b>insert motivation (if the provided space is not enough attach a memorandum)</b>

**5. BID EVALUATION METHOD**

This bid will be evaluated according to the 80/20 Preference points scoring system:

<input checked="" type="checkbox"/> <b>80/20</b> Preference points scoring system
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**6. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:**

**Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:**

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

**6.1 Technical risks:**

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".

**Criterion 1: Experience on comparable projects during the past specify between 5 and 10 years.**

The tendering Service Provider's experience on comparable projects during the past specify between 5 and 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive.

Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

**Criterion 2: Contractual commitment and quality of performance on comparable projects during the past specify between 5 and 10 years.**

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past specify between 5 and 10 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

**Criterion 3: Suitably qualified and appropriately experienced human resources**

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be

considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

**Criterion 4: Attendance of compulsory bid clarification meeting, if applicable**

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

**6.2 Commercial risks:**

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

**7. COLLECTION OF QUOTATION DOCUMENTS**

- Quotation documents are available for collection during working hours
- Alternatively; quotation documents may be collected during working hours at the following address **insert physical address**. A non-refundable bid deposit of **R insert amount** payable (cash only) on collection of the bid documents.

**8. SITE INSPECTION MEETING**

Compulsory briefing session will be held in respect of this quotation.

The particulars for compulsory briefing session or virtual briefing session are:

Venue:	(type in here the place or "N/A")		
Virtual meeting Link:	(type in here the place or "N/A")		
Date:	(type in here the date or "N/A")	Starting time:	(type in here the time or "N/A")

**9. ENQUIRIES**

Enquiries related to tender documents may be addressed to:

<b>DPWI Project Manager:</b>	Z. NDEZA	<b>Telephone no:</b>	
<b>Cellular phone no:</b>	082 554 9634	<b>Fax no:</b>	
<b>E-mail:</b>			



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**10. DEPOSIT / RETURN OF QUOTATION DOCUMENTS**

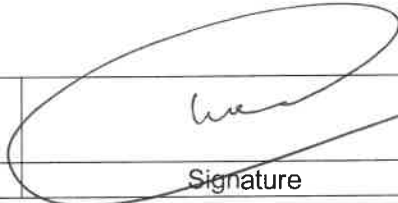
Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

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

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

<p><b>Tender documents may be posted to:</b></p> <p>The Director-General Department of Public Works and Infrastructure Private Bag X 229 PRETORIA 0001</p> <p><b>Attention:</b> <b>Procurement section: Room G03</b></p>	<p><b>OR</b></p>	<p><b>Deposited in the tender box at:</b></p> <p>251 NANA SITA STREET AVN BUILDING PRETORIA ROOM G03</p>
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**11. COMPILED BY:**

<p>SCM: MMABORE MANALA</p>		<p>14/07/2023</p>
<p>Name of Project Manager</p>	<p>Signature</p>	<p>Date</p>

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# 1. SPECIAL CONDITIONS OF CONTRACT

## 1.1 VALUE-ADDED TAX

All prices, rates, tariffs etc. in this tender document shall exclude Value-Added Tax (VAT).

## 1.2 PRICES

All prices for items in this document shall include for additional costs, if any, that may occur as a result of these of Contract as well as for the supply of all scaffolding and normal plant and everything necessary for the proper execution of the work.

## 1.3 THE BID

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

The text of this BID and other document as prepared by the Department shall be adhered to and no alteration, erasure, omission or addition thereto by the BIDDER shall be accepted.

## 1.4 DOCUMENTS

Should there be any contradiction between these, the Conditions of Contract (PW 677) and the Conditions of the BID (PW 210), the contradiction must be brought to the attention of the relevant official who will make a ruling, and such ruling will be final. The following documents shall be read in conjunction with this BID.

- a) State Tender Board General Conditions and Procedures (ST 36).
- b) Occupational Health and Safety Act, Act no 85 of 1993.
- c) Municipal by-laws and any special requirements of the Local Authority.
- d) The Document PW379.

The BIDDER shall study these documents and acquaint himself with the contents thereof as no claims in this regard shall be accepted.

The above mentioned documents are available from the office of **the Regional Manager, AVN Building, 251 Nana Sita Street, Pretoria** for information.

## 1.5 PROVISIONAL QUANTITIES

All quantities in this BID document are provisional and inserted in order to obtain competitive tenders. The Department reserves the right to increase or decrease quantities and exclude installations during the progress of the contract and such increases or decreases shall not alter the rates for any item.

## 1.6 RATES

**Each item to be serviced as listed in this tender document must be priced. "No cost", "R0.00", "Free", "N/A" or unfair and unreasonable tariffs for servicing shall not be accepted and may lead to disqualification of the BID.** The Department reserves the right to make such adjustments to individual tariffs in these schedules as necessary to eliminate errors, discrepancies or what they consider to be unreasonable or unbalanced rates.

**This is not a lump sum contract.**

## 1.7 CONTRACT PERIOD, RENEWAL AND TARIFF ADJUSTMENT

**THIS BID SHALL BE VALID FOR A PERIOD OF SIX (06) MONTHS THE CONTRACT IS SUBJECTED TO EXIT CLAUSE /TERMINATION CLAUSE**

### Note:-

The contract tariffs shall remain fixed for **SIX (06)** calendar months including escalation, and no further adjustments will be allowed except that for an increase in VAT will apply.

Any extension of this contract will only be approved if required by the **Regional Bid Committee (RBAC)**.

## 1.8 ACCESS TO PREMISES

The Contractor undertakes to:

- a) Arrange with the occupants of buildings regarding access to the premises in order to execute the required service.
- b) Take adequate precautions to prevent damage to buildings, to fittings and furnishing inside the premises and elsewhere on the site.
- c) Accept liability and to indemnify the Department against any claims whatsoever arising from his conduct and/or the conduct of his employees.
- d) Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act no 30 of 1966) and any amendments thereof.
- e) Comply with all by-laws and requirements of the Local Authority.
- b) Carry out maintenance, servicing and repairs during normal working hours

## **1.9 ACCESS CARDS TO SECURITY AREAS**

Should the work fall within a security area, the Contractor shall obtain, either from the S A National Defence Force, Correctional Services , S A Police Service or Client Department access cards for his personnel and employees who work within such an area.

The Contractor shall comply with any regulations or instructions issued from time to time, concerning the safety of persons and property, by the S A National Defence Force or S A Police Service etc.

### **1.10 SECURITY CHECK ON PERSONNEL**

The Department or the Chief of the S A National Defence Force, Correctional Services or the Commissioner of the S A Police Service may require the Contractor to have his personnel or a certain number of them security classified.

In the event of either the Department, the Chief of S A National Defence Force or the Commissioner of the S A Police Service requesting the removal of a person or persons from the site for security reasons, the Contractor shall do so forthwith and the Contractor shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

### **1.11 DRESS CODE**

**The following dress code must be adhered to at all times by all workers**

- **Workers must have a COMPANY WORK SUIT on with the company logo on it**
- **Must have clear identification tags with name number and a photograph openly displayed with the company logo as background**
- **The dress code must adhere to the OHSA in terms of protection for all workers for this particular service**
- **Failure to adhere to the above criteria will result in the workers not gaining entry to any site for this particular service**

### **1.12 TRAINED STAFF**

The Contractor shall use competent trained staff directly employed and supervised by him and shall take all the necessary steps to maintain the installations and keep it in perfect working condition. The Department reserves the right to inspect the Bidder's premises for plant, equipment and general good management before the bid is awarded.

### **1.13 REDUNDANT MATERIAL, RUBBISH AND WASTE**

All redundant material and parts shall remain the property of the Government and shall be left on site and stored in a room designated therefore by the Caretaker or person in charge of the plant or building or delivered to DPWI workshop. A copy of the job card shall be left with the Caretaker or person in charge for audit purposes. The original job card shall be attached to the invoice. Failure to comply with this requirement shall lead to payments not being effected within the prescribed period of 30 days.

All redundant material or parts shall be labelled with the complaint number for the repair work.

After an inspection of all material and parts that are obsolete/unserviceable/of no value shall be disposed by the Contractor.

The material and parts of the value shall then remain the property of the DPWI.

All rubbish and waste shall be removed from the site by the Contractor, and the plant / rooms shall be kept in a clean and neat condition.

#### 1.14 ASSOCIATED ELECTRICAL WORK

**Note:**

**All such work shall be carried out by, or under the supervision of a qualified person, and comply with the Occupational Health and Safety Act (Act No 85 of 1993)**

#### 1.15 SCOPE OF CONTRACT

This contract for the maintenance, servicing and repairs to Kitchen Equipment in the GAUTENG Province PRETORIA REGIONAL OFFICE JURISDICTION and all State Buildings, as well as structures falling under the control of the Department or other departments hereafter referred to as "Client" Departments, for a period of 06 (Six) months, subjected to a exit clause/termination clause.

The Contractor shall submit to **DPWI Official** the **program with fixed calendar dates when equipment shall be serviced** within 14 days after the contract has been awarded, to enable the **DPWI Official** to arrange for inspections.

Any deviations from this program shall be brought to the attention of the **DPWI Official** by email at least 7 days prior to the due servicing dates.

The Contractor shall supply, at his own cost, all consumable material(s) such as grease, waste, hacksaw blades, welding rods and material for all other forms of welding, insulation tape, cleaning materials etc. necessary for the proper execution of repairs, maintenance and servicing. **No claims for consumables shall be accepted.**

Where repairs are required for specialized items of equipment the Contractor shall arrange for such work to be carried out by specialists.

#### 1.16 PREVENTATIVE MAINTENANCE SERVICE SCHEDULES (ANNEXURE A)

Servicing shall be carried out strictly as stated on the service schedules and the Contractor shall after each service submit the completed signed and stamped service sheet, completed signed and stamped job card and invoice must be handed in to the Registry section at **DPWI Pretoria Regional Office, AVN Building, 251 Nana Sita Street, Pretoria.**

**The Contractor shall make his own arrangements for printing and duplicating of service schedules and job cards.**

The service schedule shall be countersigned by the officer in charge (**Head of Facilities**) of the building in which the equipment is situated and he shall endorse the schedule to the effect that the equipment is, in his opinion, operating satisfactorily.

**1.17 OFFICIAL ORDER FOR REPAIRS (SUPPLIERS ADVICE)**

- a) An official order (supplier's advice) for repairs shall be issued to the Contractor.
- b) Instructions for repairs may only be issued to Contractors by responsible officials of (NDPWI, PTA R/O). For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Contractor.

**Any instruction given by the Client and attended to by the contractor will not be honoured by DPWI, shall be the responsibility of Client Department.**

**INVOICES AND QUOTATIONS**

- c) No payments shall be made for work executed without the necessary written authority, such as official order number and signed job cards.
- d) Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment and incorrect calculations.
- e) No tippex/correction fluid or any other forms of removal of quantities or numbers on the quotation or invoice will not be accepted and will be returned.
- f) No physical corrections on any invoice will be accepted.

**1.18 EXECUTION OF REPAIRS**

In the event of repairs having to be carried out urgently during the course of a programmed service, details of such repairs shall be reported immediately to DPWI Official for further instructions and/or authority to proceed. No work may be carried out without prior instruction from DPWI Official.

The Contractor shall respond to all normal breakdown calls within 8 (eight) hours of receipt of the call, AND 24 (TWENTY FOUR) NORMAL WORKING HOURS INCLUSIVE OF THE 8 HOUR RESPONSE TIME TO COMPLETE THE REPAIR. Should this not be possible it is the responsibility of the Contractor to obtain an extension of time. The written request shall clearly state all the reasons for the extension request. Permission for extension shall be in writing.

**For emergency services the response time shall be 2 (two) hours from the receipt of the call night or day.** Only breakdowns which affect public health could cause an environmental disaster, or the operation and safety of sensitive equipment, shall be treated as emergency repairs.

**In the event of the contractor not responding in the required time, the Department reserves the right to call on any other contractor to carry out the service. Any additional cost incurred shall be for the account of the successful bidder.**

#### 1.19 JOB CARDS FOR REPAIRS

Job cards shall be completed in all respects for each and every repair undertaken. Job cards shall be issued to Contractor by responsible DPWI official.

**Job cards shall be completed in triplicate (Client, DPWI, and Contractor) legibly in ink after completion of each repair and all unused lines shall be ruled through. The job card must be submitted with the quotation, the contractor shall submit a copy of the fully completed job card to the User Department for audit purposes and for verification of the deletion of the unused lines. Incomplete and incorrect job cards shall be returned to the contractor with his quotation.**

#### 1.20 ACCOUNTS FOR SERVICING AND REPAIRS

Accounts for servicing shall be accompanied by a Service Schedule.  
Accounts for repairs executed, shall be accompanied by a job card.  
The contractor shall cross-reference all prices and tariffs on invoices with the applicable prices and tariffs in the tender document.

**Note:**

**Any overpayments discovered at a later stage shall be rectified and the Department shall recover the overpayment.**

The appointed bidder shall structure his quote and invoice to include the item numbers as per the tender document.

#### 1.21 PAYMENT TO CONTRACTORS

Accounts can be submitted weekly or monthly. Payments of accounts complying with all the requirements shall be **made within 30 days electronically into the contractors banking account after receipt thereof.**

#### 1.22 PROFIT ON MATERIAL (NON SCHEDULE ITEMS)

Percentage mark-up not exceeding 20% is allowed on non-scheduled material, equipment and requirements only and not on labour, transport. The percentage mark-up shall then be calculated on the price excluding VAT.

##### (a) REQUEST FOR SUPPLIERS INVOICE FOR NON SCHEDULE ITEMS (NSI)

Request for a SUPPLIERS INVOICE for NSI will be requested by the NDPWI official and must be adhered to at all times.

The suppliers invoice must comply with the following criteria, which will be deemed acceptable to the NDPWI;

- Must be on a **Company Letter Head**
- **Prices must be clear with no corrections, no tippex must be used on the invoice.**
- **The supplier's address and contact details must be clear and current'(contactable)**
- **The items listed on the supplier's invoice must be related to the service in question**
- **Failure to comply with the above will result in non-payment or a delay to this**



particular payment

1.23            **TRANSPORT COST**

Transport cost will include the cost of wages and overheads for personnel during transport to the site and running cost of the vehicle.

- a.)        **Transport cost will be calculated from The Pretoria Church Square to site. Transport cost involved for any additional instructions executed on the same day or at the same institution or building will be calculated from point “A” (the first instruction) to point “B” (second instruction) to point “C” (third instruction) etc. Under no circumstances will separate transport costs for instructions executed on the same day or at the same institution or building in the same areas be allowed.**
  
- b.)        The Contractor shall make the necessary arrangements to have the required material or equipment available to execute the scheduled repairs, therefore no claims for delivery cost or transport cost to collect material or equipment for scheduled repairs shall be accepted.

**1.24    COMPILING OF INVENTORY AND MARKING OF EQUIPMENT.**

An inventory of all installations shall be compiled by the Contractor during his first service call. The inventory shall describe the installation in detail and the description shall indicate the make, model, size, capacity and serial numbers of attachment to the equipment. In accordance with the format as shown in the scope of work forming part of this document.

The inventory shall also clearly state the Town/City or complex and building where the equipment is installed. The inventory shall be compiled in MS Excel (\*.xls) format and a printed as well as an electronic copy (email) and an updated version shall be handed in with every servicing invoice. **No payment for servicing will be effected without the inventory.** Updated inventories must be supplied as and when components with serial numbers are replaced.

The Contractor shall permanently mark all new installations serviced under this contract. The number on each installation shall be unique and stamped on a metal plate and pop riveted to the installation. The markings shall be in a conspicuous position, but shall not deface the appearance of the installation.

1.25

## **CANCELLATION OF SERVICING TO INSTALLATIONS**

The Department reserves the right to cancel this contract partly, meaning that certain installations might be withdrawn from this contract at any stage during the validity of this contract or any new installation may be added.

The contractor undertakes not to lay any claim(s) against the Department in this event. A written 30 days' notice in this regard will be issued to the contractor.

## **IMPORTANT NOTICE**

### **EXIT CLAUSE**

**Note:** Should the appointed contractor not perform or defaults on service delivery during any phase of this contract, the department reserves the right to cancel the contract and recover the difference in price between the contractor in default and the next contractor recommended to continue with the contract, where applicable.

**National Screening Policy: 'THE SUCCESSFUL TENDERER WILL BE SUBJECTED TO POSITIVE SECURITY CLEARANCE'**

The price for marking of the equipment and compiling of the inventory shall be included in the price for servicing.

Please note that this document is based on contract period of six (06) months and contract purchase order amount, whichever comes first.

**END OF THE SPECIAL CONDITIONS OF CONTRACT**

**REPUBLIC OF SOUTH AFRICA**

**DEPARTMENT OF PUBLIC WORKS  
AND INFRASTRUCTURE**



**SERVICE, REPAIR AND MAINTENANCE OF KITCHEN EQUIPMENTS FOR A  
PERIOD OF 06 MONTHS IN AREA 6.**

**REFERENCE NUMBER: ID- 161564**

**CONTACT PERSON FOR ANY QUIRIES OR SITE VISIT ARRANGEMENT**

**NAME: MS. ZANELE NDEZA**

**TEL: . 012 310 5190**

**CELL: 082 554 9634**

**E-mail: Zanele.ndeza@dpw.gov.za**

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## **RESPONSIVE & EVALUATION CRITERIA**

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**RESPONSIVE CRITERIA REQUIRED FOR QUOTATION IS TABULATED BELOW**  
**NB: FAILURE TO COMPLY WITH THE CRITERIA STATED HEREUNDER SHALL RESULT IN THE QOUTATION OFFER BEING DISQUALIFIED FOR FURTHER CONSIDERATION.**

<b>DESCRIPTION</b>	<b>RESPONSIVE CRITERIA REQUIRMENT</b>
CIDB CONTRACTOR GRADING DESIGNATION REQUIRED	FROM GRADE 1ME AND HIGHER
QUALIFICATION REQUIRED	1. Attach a certified copy of Mechanical/Electrical artisan certificate, or Diploma or higher qualification in Mechanical/Electrical.
VALUE FOR MONEY	ALL PRICES MUST BE MARKET RELATED. IN CASE OF PRICES WHICH ARE NOT MARKET RELATED THE DEPARTMENT RESERVES THE RIGHT TO ADJUST THE BILL OF QAUNTINTY PRICES OR TO DISQUALIFY THE BIDDER

## 2. **TECHNICAL SPECIFICATION**

2.1 This contract calls for the servicing, maintenance, repairs and test of the Kitchen Equipment as per attached list in accordance with the requirements as laid down in the specifications. It, furthermore, entails the servicing, maintenance and repair of said installation, in accordance with the requirements of DPWI. The duration of the resulting contract shall be for a period of six (6) months.

2.2 An unconditional guarantee period of two weeks after a service shall be enforced and no charge for calls shall be levied during these two weeks provided the call is a direct result of a fault occurring on the unit serviced.

2.2 The contractor's servicing shall include testing, adjusting and rectifying of faults, as well as the cleaning of the plant room.

2.3 If breakdowns of the Kitchen Equipment do occur as a result of negligence on the part of the contractor, the Contractor at his own expense shall repair the Equipment.

2.4 All servicing and repairs on the equipment as well as scheduled preparation of Kitchen Equipment for inspections shall be carried out in such a manner to ensure that the requirements of the occupational Health and Safety Act (Act 85 of 1993) and any amendments to it is adhered to.

2.5 The Equipment and services covered by this tender / contract are:

- The Steam and Condensate Reticulation on the Equipment.
- 10 and 20 Pan convection ovens
- Tilting frying pans
- Bread slicing machines
- Food mixers
- Dishwashers
- Food trolleys
- Electrical and steam hot closets
- Electrical and steam basin marie's
- Vegetable washers
- Bread toasters

- Electric stoves
- Gas stoves
- Bain Marie's
- Steam and Electrical cooking pots
- Steam and Electrical urns
- Gas and Electrical grillers
- Extraction canopies
- Meat slicing machines
- Potato peelers
- Food warming cabinets
- Industrial can openers
- Hydro Boilers
- Porridge makers
- Instrument washers

### **3. SERVICE TO BE CARRIED OUT**

#### **3.1 MONTHLY SERVICE OF BAND SAW**

- Examine blades
- Check front assembly
- Check back assembly
- Check scrappers
- Check top wheel
- Check bottom wheel
- Check blade guides
- Check motor, clean cooling fan and inlet
- Check switch, check for loose electrical connections
- Check V-belts
- Enter service into log book
- Check that plant does not automatically starts up after power failure

#### **3.2 MONTHLY SERVICE BREAD SLICER**

- Check blades
- Check bearings
- Check switch and check for loose electrical connections
- Check slides
- Check block assembly
- Check motor, clean cooling fan and inlet
- Check that slicers does not automatically starts up after power failure
- Enter service into service log book

#### **3.3 MONTHLY SERVICE OF ROTARY TOASTER**

- Check elements
- Check drive
- Check electrical connection
- Enter service into service log book

3.4 **MONTHLY SERVICE OF CONVEYER TOASTER**

- Check elements
- Check drive
- Check electrical connections
- Enter service into service log book

3.5 **MONTHLY SERVICE OF STEAM COOKING POTS**

- Check all control and drain valves
- Check safety valve
- Check air vent
- Check trapping arrangement
- Check for leaks
- Check all hinges
- Check mounting bolts
- Clean complete unit
- Check pressure gauge
- Enter service into service log book

3.6 **YEARLY SERVICE OF STEAM COOKING POTS**

- Carry out a pressure test on the jacket of the steam pot to 1,1 times the working pressure and check for any telltale leaks

3.7 **MONTHLY SERVICE OF ELECTRICAL COOKING POTS**

- Check element
- Check thermostats
- Check all switches and electrical connections
- Check oil
- Enter service into service log book



3.8 **YEARLY SERVICE OF ELECTRICAL COOKING POTS**

- Replace oil with new oil in jacket

3.9 **MONTHLY SERVICES OF DISHWASHER**

- Check pump motor
- Check pump impeller
- Check gearbox and drivers
- Check boiler
- Check tank element
- Check boiler element
- Check rinse arm
- Check jets (rinse and wash)
- Check wash arm
- Check door slides
- Check drain valves
- Check curtains
- Check rack motor
- Check door switches
- Check basket slides
- Check baskets
- Check thermostats 0-70°
- Check all electrical connections, overloads etc.
- Enter service into service log book

3.10 **SIX MONTHLY SERVICE OF DISHWASHER**

- De-scale dishwasher basins

3.11 **MONTHLY SERVICE OF CONVECTION OVENS**

- Check selection switch
- Check timer
- Check thermostat ( 0 - 300°)
- Check door seals

- Check door handle and hinges
- Check fan motor
- Check all electrical components for loose connections
- Check P C relays
- Check ball float
- Check heating elements
- Check boiler elements
- Check solenoid valves (motor)
- Check door micro switches
- Check timers
- Check trolley
- Enter service into service log book

3.12 **SIX MONTHLY SERVICE OF CONVECTION OVENS**

- De-scale boiler

3.13 **MONTHLY SERVICE OF STEAM URNS**

- Check heating coil
- Check trapping
- Check all valves and fittings
- Check gauge glass
- Check urn for leaks
- Enter service into service log book

3.14 **SIX MONTHLY SERVICES OF STEAM AND ELECTRICAL URNS**

- De-scale urn

3.15 **MONTHLY SERVICES OF ELECTRICAL URNS**

- Check element
- Check thermostat
- Check switch
- Check electrical connections

- Check draw-off cock
- Check urns for leaks
- Enter service into service log book

### 3.16 **MONTHLY SERVICE OF TILTING FRYING PANS**

- Check elements
- Check thermostat
- Check wiring
- Check bearings
- Check tilting mechanism
- Check all moving parts for wear
- Check lid and hinges
- Enter service into service log book

### 3.17 **MONTHLY SERVICE OF ELECTRICAL STOVES**

- Check elements
- Check thermostats
- Check door springs, hinges
- Check door seals
- Clean stove
- Enter service into service log book

### 3.18 **MONTHLY SERVICE OF HIGH SPEED FRYERS**

- Check elements
- Check thermostats
- Check contactors
- Check circuit breakers
- Check drain valve
- Check for oil leaks
- Enter service into service log book

### 3.19 **MONTHLY SERVICE OF FLAT TOP GRILLER**

- Check elements

- Check contactor
- Check switches
- Check thermostats
- Check boiling plate
- Clean unit
- Enter service into service log book

### 3.20 **MONTHLY SERVICE OF POTATO PEELERS**

- Check water inlet
- Check drain
- Check grit
- Check door handle
- Check door seal
- Check top lid seal
- Check motor
- Check all electrical switches etc.
- Enter service into service log book

### 3.21 **MONTHLY SERVICE OF VEGETABLE WASHERS**

- Check pump and motor
- Check water jets
- Check all electrical switches, connections, starters etc.
- Check water inlet
- Check drain
- Enter service into service log book

### 3.22 **MONTHLY SERVICE OF VEGETABLE CUTTER**

- Check blades
- Check 2 speed switch
- Check bushes
- Check motor
- Check feeder
- Enter service into service log book

### 3.23 **MONTHLY SERVICE OF STEAM BAIN MARIE**

- Check heating coil
- Check trapping arrangement
- Check control valves
- Check drains
- Check water supply
- Check sliding doors, clean grooves
- Enter service into service log book

3.24 **SIX MONTHLY SERVICE OF STEAM AND ELECTRICAL BAIN MARIE**

- De-scale bowl of Bain Marie

3.25 **MONTHLY SERVICE OF ELECTRICAL BAIN MARIE**

- Check heating elements
- Check thermostats
- Check water supply and drains
- Check sliding doors
- Check electrical connections
- Enter service into service log book

3.26 **MONTHLY SERVICE OF FOOD MIXERS**

- Check switch
- Check motor
- Check gearbox (noise)
- Check gearbox oil level
- Check accessories and bowls
- Check that food mixers does not start-up automatically after a power shut down
- Check operation of safety cut-outs
- Check if safety signs are in place
- Enter service into service log book

3.27 **MONTHLY SERVICE OF TILTING KETTLES**

- Check tilting mechanism
- Check bearings
- Check trapping arrangement
- Check steam supply
- Check water supply
- Check for leaks (steam, condensate or water)
- Enter service into service log book

3.28 **MONTHLY SERVICE OF PORRIDGE MAKER**

- Check tilting mechanism
- Check bearings
- Check gearbox
- Check oil level
- Check all electrical switches and connections
- Enter service into service log book

3.29 **MONTHLY SERVICE OF FOOD TROLLEYS**

- Check all casters
- Check doors and hinges
- Check general conditions
- Check all electrical connections, elements, switches etc.
- Enter service into service log book

3.30 **MONTHLY SERVICE OF KITCHEN CANOPY**

- Check exhaust fan
- Check all electrical connections and lights
- Clean canopy
- Clean exhaust fans and flues
- Clean filter elements
- Clean canopy drain channels

- Check support hinges
- Enter service into service log book

3.31 **MONTHLY SERVICE OF HYDRO BOILERS**

- Check drain off valve for leaks
- Check water filler float for operation
- Check scale build up in main tank and descale when needed
- Check all electrical connections
- Check all water connections
- Clean Hydro Boiler in general
- Enter service into service log book

#### 4. PRICES FOR SERVICING

<b>TABLE 1</b>				
ITEM	DESCRIPTION ELECTRICAL EQUIPMENT	NO OF UNITS	PRICE VAT EXCLUDED	
			RATE	TOTAL PRICE EXCLUDING VAT
01	Cooking pot 225Litre	1	R	R
02	Tilting cooking pot 250Litre (Twin)	1	R	R
03	Tilting cooking Pots (135 – 150)Litre	1	R	R
04	Tilting Frying pan (60 – 80) Litre	1	R	R
05	Continuous deep fat fryers	1	R	R
06	Heavy Industrial rotating ovens	1	R	R
07	Combi steamer 20pan	1	R	R
08	Flat top grillers	1	R	R
09	Dough rollers	1	R	R
10	Industrial dough mixers 30Litres	1	R	R
11	Bowl cutters	1	R	R
12	Potato peelers 12Kg	1	R	R
13	Dishwasher	1	R	R
14	Kitchen Canopy	1	R	R
15	Urn 25Litre	1	R	R
16	Combi Steamer 10pan	1	R	R
17	Bandsaw	1	R	R
18	Tilting cooking pots 20Litre	1	R	R
19	Electrical industrial stove	1	R	R
20	Convectional oven	1	R	R
21	Tilting frying pans 20Litre	1	R	R
22	Combi steamer 20pan	1	R	R
23	Bain marie	1	R	R
	<b>GAS EQUIPMENT</b>			
24	Gas Stove	1	R	R
25	Tilting pan	1	R	R
26	Griller	1	R	R
27	Tilting & boiling pot	1	R	R
<b>Total for table 1 to be carried over to summary</b>			<b>R</b>	



## 5. PARTS AND MATERIALS PRICE SCHEDULE

- 5.1 All items scheduled on the price list must be completed in full.
- 5.2 All prices **must exclude VAT**

<b>TABLE 2</b>					
<b>PART NO:</b>	<b>SCHEDULED PARTS</b>	<b>UNIT</b>	<b>PROVISIONAL QUANTITIES</b>	<b>PRICE PER UNIT</b>	<b>TOTAL PRICE EXCLUDING VAT</b>
28	Motor oil, SAE 30 5L container	5 litre	1 x 5L	R	R
29	Gear box oil, SAE 90, 5L container	5 litre	1 x 5L	R	R
30	Hydraulic oil condor 310 20L containers	Litre	1 x 20L	R	R
31	Paraffin 20L containers	Litre	1 x 20L	R	R
32	General Purpose grease 5kg containers	Kg	1 x 5kg	R	R
33	Bolts 6mm dia x 25mm long & nuts (HTS)	1	1	R	R
34	Bolts 8mm dia x 25mm long & nuts (HTS)	1	1	R	R
35	Bolts 8mm dia x 40mm long & nuts (HTS)	1	1	R	R
36	Bolts 10mm dia x 25mm long & nuts (HTS)	1	1	R	R
37	Bolts 10mm dia x 40mm long & nuts (HTS)	1	1	R	R
38	Bolts 10mm dia x 50mm long & nuts (HTS)	1	1	R	R
39	Bolts 12mm dia x 40mm long & nuts (HTS)	1	1	R	R
40	Bolts 12mm dia x 50mm long & nuts (HTS)	1	1	R	R
41	Fibre glass wool sheeting 50mm x 1,2m x 6m roll	1	1 rolls	R	R
42	Pressure gauge 100mm dia bottom entry x 10mm BSP thread range 0 to 2000 kPA	1	1	R	R
	<b><u>CONVECTION OVENS</u></b>				
43	Boiler elements	1	1	R	R
44	Oven element	1	1	R	R
45	Contactator	1	1	R	R
46	Overload	1	1	R	R
47	Boiler thermostat	1	1	R	R
48	Oven thermostat	1	1	R	R
49	Level switch	1	1	R	R
50	Door switch	1	1	R	R
51	Timer relay	1	1	R	R
52	Selector switch	1	1	R	R
53	Solenoid valve	1	1	R	R
54	Solenoid coil	1	1	R	R
55	Door seal	1	1	R	R
<b>Total for table 2 to be carried over to summary</b>					R

**TABLE 3**

<b>PART NO:</b>	<b>SCHEDULED PARTS</b>	<b>UNIT</b>	<b>PROVISIONAL QUANTITIES</b>	<b>PRICE PER UNIT</b>	<b>TOTAL PRICE EXCLUDING VAT</b>
56	Door handle	1	1	R	R
57	Fan motor	1	1	R	R
58	Timer	1	1	R	R
	<b>GAS STOVES</b>	1	1	R	R
59	H / L gas burner	1	1	R	R
60	Control knob	1	1	R	R
61	Minisit valve 100 - 340	1	1	R	R
62	Electrode M4 pin	1	1	R	R
63	Ignitor wire	1	1	R	R
64	Pilot burner 3 way	1	1	R	R
	<b>HEAVY DUTY STOVES</b>				
66	3 Heat switch	1	1	R	R
67	Oven thermostat 50 - 300°C	1	1	R	R
68	Plate element 2kW	1	1	R	R
69	Solid Plate complete 640 x 330mm	1	1	R	R
70	Oven inner element 2kW	1	1	R	R
71	Oven outer element 2kW	1	1	R	R
72	Wiring harness complete	1	1	R	R
73	L / H indicator lamp	1	1	R	R
74	Terminal block	1	1	R	R
	<b>TILTING PANS</b>				
75	Thermostat 50°C - 250°C	1	1	R	R
76	Thermostat 300°C Safety	1	1	R	R
77	Element 2,5kW	1	1	R	R
78	Circuit breaker 5A	1	1	R	R
79	Circuit breaker 32A	1	1	R	R
80	Tilting wheel handle	1	1	R	R
81	Tilting wheel worm shaft	1	1	R	R
82	Tilting wheel gearbox	1	1	R	R
83	Knob 1 to 10	1	1	R	R
84	Contactactor BF25 10A 230V	1	1	R	R
85	Pilot light Amber	1	1	R	R
86	Pilot light red	1	1	R	R
87	Limit switch	1	1	R	R
88	Handle & Crank	1	1	R	R
89	Spring	1	1	R	R
	<b>BREAD SLICERS</b>				
90	Blades	Set	1 set	R	R
91	V Belts	1	1	R	R

92	Bearings	1	1	R	R
	<b>ACCESSORIES</b>				
93	Cord	1	1	R	R
94	Plug	1	1	R	R
	<b>TILTING POTS</b>				
95	Thermostat	1	1	R	R
96	Boiler element	1	1	R	R
97	Contactator	1	1	R	R
98	Overload	1	1	R	R
99	Circuit breaker	1	1	R	R
	<b>MIXERS</b>				
100	Selector switch	1	1	R	R
<b>Total for table 3 to be carried over to summary</b>					R

**TABLE 4**

<b>PART NO:</b>	<b>SCHEDULED PARTS</b>	<b>UNIT</b>	<b>PROVISIONAL QUANTITIES</b>	<b>PRICE PER UNIT</b>	<b>TOTAL PRICE EXCLUDING VAT</b>
101	Contactactor	1	1	R	R
102	Overload	1	1	R	R
103	Bearings	1	1	R	R
104	Oil seal	1	1	R	R
105	Stop / Start button	1	1	R	R
	<b><u>DISHWASHERS</u></b>				
106	Boiler element	1	1	R	R
107	Contactactor	1	1	R	R
108	Thermostat	1	1	R	R
109	Curtains	1	1	R	R
110	Spray arms	1	1	R	R
111	Selector switch	1	1	R	R
	<b><u>POTATO PEELERS</u></b>				
112	V Belts	1	1	R	R
113	Bearings	1	1	R	R
114	Bushes	1	1	R	R
115	Pulleys	1	1	R	R
116	On/Off switch	1	1	R	R
117	Regrit complete	1	1	R	R
	<b><u>BLENDERS</u></b>				
118	Bearings	1	1	R	R
119	Overload circuit breaker	1	1	R	R
120	Mechanical seal	1	1	R	R
121	Drive coupling	1	1	R	R
	<b><u>FOOD PROCESSORS</u></b>				
122	Selector switch	1	1	R	R
123	Contactactor	1	1	R	R
124	Magnetic switch	1	1	R	R
125	Knife head	1	1	R	R
126	Bearings	1	1	R	R
127	RC circuit	1	1	R	R
128	Bushes	1	1	R	R
<b>Total for table 4 to be carried over to summary</b>					R

**TABLE 5**

<b>PART NO:</b>	<b>SCHEDULED PARTS</b>	<b>UNIT</b>	<b>PROVISIONAL QUANTITIES</b>	<b>PRICE PER UNIT</b>	<b>TOTAL PRICE EXCLUDING VAT</b>
129	Buffers	1	1	R	R
130	Mechanical seal	1	1	R	R
	<b><u>TOASTERS</u></b>				
131	Element	1	1	R	R
132	Thermostat	1	1	R	R
133	Pilot light	1	1	R	R
134	On/Off switch	1	1	R	R
	<b><u>ZIP HYDROBOIL URNS</u></b>				
135	Thermostat	1	1	R	R
136	Hydro boil tap	1	1	R	R
137	Float kit	1	1	R	R
138	Cut out switch of pipe	1	1	R	R
139	Cut out switch orange wires	1	1	R	R
140	Straight element	1	1	R	R
141	L shape element	1	1	R	R
142	Pilot light	1	1	R	R
	<b><u>MOBILE FOOD TROLLEYS</u></b>				
143	Element top	1	1	R	R
144	Element bottom	1	1	R	R
145	Thermostat	1	1	R	R
146	Switch box	1	1	R	R
147	Top door	1	1	R	R
148	Bottom door	1	1	R	R
149	Bumper rail – PVC	1	1	R	R
150	200mm Plate mounted fixed caster – resilex	1	1	R	R
151	200mm plate mounted swivel brake castor	1	1	R	R
	<b><u>MOBILE BAIN MARIES</u></b>				
152	Element	1	1	R	R
153	Thermostat	1	1	R	R
154	Pilot light	1	1	R	R
155	Circuit breaker	1	1	R	R
<b>Total for table 5 to be carried over to summary</b>					R

<b>TABLE 6</b>						
	<b>SCHEDULED PARTS</b>	<b>UNIT</b>	<b>PROVISIONAL QUANTITIES</b>	<b>PRICE PER UNIT</b>	<b>TOTAL PRICE EXCLUDING VAT</b>	
156	Bumper rail – PVC	1	1	R	R	
157	200mm Plate mounted fixed castor resilex	1	1	R	R	
158	200mm plate mounted swivel brake castor	1	1	R	R	
<b>159</b>	<b>BAIN MARIES / HOT CUPBOARDS</b>					
160	Energy regulator	1	1	R	R	
161	Circuit breaker	1	1	R	R	
162	Element	1	1	R	R	
163	Thermostat	1	1	R	R	
164	Pilot light	1	1	R	R	
165	Log book	1	1	R	R	
	<b>Total for table 6 to be carried over to summary</b>					R

## 6. Costing Summary Page

	Amount
Total For Table 1	R
Total For Table 2	R
Total For Table 3	R
Total For Table 4	R
Total For Table 5	R
Total For Table 6	R
<b>Total (Excluding VAT)</b>	<b>R</b>
<b>VAT (15%)</b>	<b>R</b>
<b>Total (Including VAT)</b>	<b>R</b>

**COMPANY NAME:** \_\_\_\_\_

**TENDERER'S SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

## PRICES AND RATES SCHEDULES

Item.	Description	Qty	Rate (R)	Amount
	<b>Labour Rates</b> The rates for labour will be deemed to include for statutory minimum labour rates, transport cost subsistence and travelling allowance, contribution to bonus, holiday, pension, medical funds, etc as well a for normal working hours, overtime, Sunday and holiday time			
	<b>Normal Time</b>			
	Artisan/Technician per hour	1 hr	200	
	Labourer per hour	1 hr	75	
	<b>Material</b> The cost of non-schedule materials shall be deemed to include for the cost of material after deduction of any discount and delivery.			
	<b>Mark-up</b> Mark-up on new parts, material and equipment only 20%			
	<b>Note:</b>  1. 20% mark-up shall be calculated On the total discount price Excluding VAT 2. Maximum of 20% mark-up Will be allowed. A higher Mark-up shall not be Considered.			
	<b>Transport</b>			
	Transport cost/Km (Distances will be measured from the National Department of Public Works Head Office in Pretoria.(Church Square)	1 km	5	
	<b>Transport cost for a vehicle with loading capacity</b>			
	Of 1ton (1000kg)	km		
	Of 2 ton (3000kg)	km		
	Of 7 ton (7000kg)	km		
			<b>Sub-Total</b>	
			<b>15% VAT</b>	
			<b>Total</b>	

**COMPANY NAME:** \_\_\_\_\_

**TENDERER'S SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_