

## PA 32: INVITATION TO BID PART A

|  |  |               |            |
|--|--|---------------|------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                         |  |               |            |
| BID NUMBER:  | ID: 173507   | CLOSING DATE: | 19/07/2023 |
|  |  | CLOSING TIME: | 11H00      |
| DESCRIPTION  | SERVICE REPAIRS AND MAINTENANCE OF AIRCONDITIONING EQUIPMENTS AT RIETGAT POLICE STATION AND OTHERS FOR A PERIOD OF 06 MONTHS |               |            |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).</b>    |  |               |            |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)                                      |  |               |            |
| 25 NANA SITA STREET  |  |               |            |
| AVN BUILDING   |  |               |            |
| <b>OR POSTED TO:</b>   |  |               |            |
| PRIVATE BAG X229   |  |               |            |
| PRETORIA 0001  |  |               |            |
| <b>SUPPLIER INFORMATION</b>  |  |               |            |
| NAME OF BIDDER   |  |               |            |
| POSTAL ADDRESS   |  |               |            |
| STREET ADDRESS   |  |               |            |
| TELEPHONE NUMBER   | CODE   | NUMBER        |            |
| CELLPHONE NUMBER   |  |               |            |
| FACSIMILE NUMBER   | CODE   | NUMBER        |            |
| E-MAIL ADDRESS   |  |               |            |
| VAT REGISTRATION NUMBER  |  |               |            |
|  | TCS PIN:   | OR            | CSD No:    |
| SIGNATURE OF BIDDER  |  | 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 (1 ALL APPLICABLE TAXES)         | R                        |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b> |                          | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |                          |
| DEPARTMENT/ PUBLIC ENTITY                              | DPW                      | CONTACT PERSON                                   | NDEMEDZO VELE            |
| CONTACT PERSON   | EUNICE CHAANE            | TELEPHONE NUMBER                                 | 082 938 3342             |
| TELEPHONE NUMBER                                       | 012 310 5907             | FACSIMILE NUMBER                                 |                          |
| FACSIMILE NUMBER                                       |                          | E-MAIL ADDRESS                                   | NDEMEDZO.VELE@DPW.GOV.ZA |
| E-MAIL ADDRESS   | EUNICE CHAANE@DPW.GOV.ZA |  |                          |

## PART B TERMS AND CONDITIONS FOR BIDDING

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

- 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 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

|                        |  |
|------------------------|--|
| Quotation description: | <b>SERVICE, REPAIRS AND MAINTENANCE OF AIRCONDITIONING EQUIPMENTS AT RIETGAT POLICE STATION AND OTHERS FOR A PERIOD OF 06 MONTHS</b> |
|------------------------|--|

|               |           |                  |            |
|---------------|-----------|------------------|------------|
| Quote no:     | ID-173507 | Closing date:    | 19/07/2023 |
| Closing time: | 11H00     | Validity period: | 30 days    |

### 1. RESPONSIVENESS CRITERIA

1.1. Indicate substantive responsiveness criteria applicable for this quotation. Failure to comply with the criteria stated hereunder shall result in the quotation offer being disqualified from further consideration:

|    |                                     |   |
|----|-------------------------------------|---|
| 1  | <input checked="" type="checkbox"/> | Only those quotations who satisfy the eligibility criteria stated in the quotation document may submit the quotation.   |
| 2  | <input checked="" type="checkbox"/> | Quotation offer must be properly received on quotation closing date and time specified on the invitation, fully completed and signed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. |
| 3  | <input checked="" type="checkbox"/> | Use of correction fluid is prohibited.  |
| 4  | <input checked="" type="checkbox"/> | Submission of PA-32: Invitation to Bid  |
| 5  | <input checked="" type="checkbox"/> | Submission of record of attending compulsory briefing session.<br><b><i>insert motivation why the tender clarification meeting is declared compulsory</i></b>   |
| 6  | <input checked="" type="checkbox"/> | <b><i>Registration on Central Supplier Database (CSD)</i></b>   |
| 8  | <input checked="" type="checkbox"/> | All parts of tender documents submitted must be fully completed in ink and signed where required  |
| 9  | <input type="checkbox"/>            | <b><i>Specify other responsiveness criteria</i></b>   |
| 10 | <input type="checkbox"/>            | <b><i>Specify other responsiveness criteria</i></b>   |
| 11 | <input type="checkbox"/>            | <b><i>Specify other responsiveness criteria</i></b>   |

1.2. Indicate administrative requirements applicable for this quotation. Suppliers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within three (3) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

|   |                                     |  |
|---|-------------------------------------|--|
| 1 | <input checked="" type="checkbox"/> | Submission of (PA-11): Bidder's disclosure.  |
| 2 | <input checked="" type="checkbox"/> | Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. |
| 3 | <input checked="" type="checkbox"/> | Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022  |
| 3 | <input checked="" type="checkbox"/> | Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.  |
| 4 | <input checked="" type="checkbox"/> | <b><i>Submission of (PA-10): General Condition of Contract.</i></b>  |
| 6 | <input checked="" type="checkbox"/> | Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).  |

Notice and Invitation for Quotation: PA-03 (GS)

|   |                          |  |
|---|--------------------------|--|
| 7 | <input type="checkbox"/> | <i>Specify other responsiveness criteria</i> |
| 8 | <input type="checkbox"/> | <i>Specify other responsiveness criteria</i> |

2. Points scoring system applicable for this bid:

80/20 points scoring system

Indicate the Price weighting applicable to this bid:

|                                  | Weighting percentage<br>(must add up to 100 ) |
|----------------------------------|---|
| Price:                           | 80  |
| Preference points scoring system | 20  |
| Total:                           | 100   |

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

Notice and Invitation for Quotation: PA-03 (GS)

|  |  |  |  |                              |
|--|--|--|--|------------------------------|
|  |  |  |  | CIPC (Company Registrations) |
|--|--|--|--|------------------------------|

**4. COLLECTION OF QUOTATION DOCUMENTS:**

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

- Quotation documents may be collected during working hours on *N/A* at the following address *N/A*
- A **non-compulsory** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at *N/A* on *N/A* starting at *N/A*.

**5. ENQUIRIES RELATED TO QUATATION DOCUMENTS MAY BE ADDRESSED TO:**

|                            |                           |                      |              |
|----------------------------|---------------------------|----------------------|--------------|
| <b>DPW Project Leader:</b> | NDEMEDZO VELE             | <b>Telephone no:</b> | 082 938 3342 |
| <b>Cell no:</b>            |                           | <b>Fax no:</b>       |              |
| <b>E-mail:</b>             | NDEMEDZO VELE @DPW.GOV.ZA |                      |              |

**6. DEPOSIT / RETURN OF BID DOCUMENTS:**

The closing time for receipt of quotation is **11H00** on **19/07/2023**.

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

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

|   |    |   |
|---|----|---|
| <p><b>QUOTATION DOCUMENTS MAY BE DROPPED AT:</b></p> <p><b>251 NANA SITA STREET,AVN BUILDING,PRETORIA,0001</b></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b><br/><b>DEPARTMENT OF PUBLIC WORKS AND INFRASTRURE,PRIVATE BAG X229 PRETORIA,0001</b></p> | OR | <p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><b>N/A</b></p> |
|---|----|---|

**REPUBLIC OF SOUTH AFRICA**  
**DEPARTMENT OF PUBLIC WORKS**  
**AND INFRASTRUCTURE**



**SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITIONING EQUIPMENTS FOR A PERIOD OF 06 MONTHS AT RIETGAT POLICE STATION AND OTHERS.**

**REFERENCE NUMBER: ID- 173507**

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

**NAME: MS. NDEMEDZO VELE**

**TEL: 012 310 5164**

**CELL: 082 938 3342**

**E-mail: Ndemedzo.Vele@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.**

| DESCRIPTION                                  | RESPONSIVE CRITERIA REQUIRMENT  |
|--|---|
| CIDB CONTRACTOR GRADING DESIGNATION REQUIRED | FROM GRADE 1ME AND HIGHER   |
| QUALIFICATION REQUIRED                       | <ol style="list-style-type: none"> <li>1. Attach a certified copy of the Air-condition and Refrigeration Certificate or Higher (Diploma/Degree in Mechanical/Electro Mechanical, Mechanical artisan certificate.</li> </ol> |
| 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                                      |



# 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 SUBJECT 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 labeled 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 Airconditioning and Ventilation plants 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 honored by DPWI, shall be the responsibility of Client Department.**

## 1.18 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.

### 1.19 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 the Head of the Technical Maintenance for further instructions and/or authority to proceed.

No work may be carried out without prior instruction from the Head of the Technical Maintenance.

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.**

### 1.20 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.**

### 1.21 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.

### 1.22 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.**

### 1.23 PROFIT ON MATERIAL (NON SCHEDULED 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**

1.24 **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 06 months or contract amount, whichever comes first.

**END OF THE SPECIAL CONDITIONS OF CONTRACT**

## 2. **MAINTENANCE OF EQUIPMENT**

1.1 The successful Tenderer shall be required to maintain the complete installation and equipment in a proper and safe operating condition, to clean, adjust and lubricate the equipment as required in terms of the Contract, repair or replace all electrical and mechanical parts as necessary due to wear and tear.

This shall include, but not be limited to the following:-

1.1.1 Examine the system in accordance with any applicable regulation promulgated under the Occupational Health and Safety Act 85 of 1993 and any amendments thereof

- 1 Properly maintain, adjust and keep the installation and equipment in a safe and proper operating condition at all times
- 2 Repair/replace all parts of the installation which may become necessary for the proper use and/or operation of the installation
- 3 Examine, adjust and lubricate the complete installation, supply of all lubricants, replacement parts and cleaning materials as required for proper maintenance of the equipment
- 4 Any malfunction or defect occurring within a period of three (3) months after any service or repair being executed will be for the account of the contractor.
- 5 Examine, periodically and when necessary, all devices and perform any statutory safety tests at or before the expiring of the required intervals
- 6 Complete the services, maintenance or repair action report, which shall be submitted with any invoice(s)



## **SCHEDULE 1: SERVICE SCHEDULE FOR AIR CONDITIONING AND VENTILATION PLANTS**

### **PRICES FOR SERVICING**

**QUARTERLY/BI-ANNUAL SERVICE FOR AIR CONDITIONING AND AIR VENTILATION PLANTS AT MAGISTRATE COURTS; MILITARY BASE; POLICE STATIONS; CORRECTIONAL SERVICES AND OTHER CLIENTS DEPARTMENTS.**

### **DEPARTMENTS:**

**Note:** - 1 Description of the service required entails the following: The servicing of the units as per the attached checklist. Annexure A, B, C and D

2. Prices for servicing include checking of equipment and topping of gas or oil when its low as stipulated in annexure A , B , C and D must, include , labour, transport, consumables, minor and incidental repairs and all other overheads.
3. Prices are to be calculated in totals and all totals be carried over to the summary page.

### **Description of property**

4. South African Police Service Complex (SAPS) consist of split units; package units and ventilation units in offices; board rooms; server rooms, mobile homes, workshops and barracks.
5. Military Bases consists of split units; ventilation units; package units; under ceiling units in offices, workshops; hospitals and boardrooms.
6. Correctional Services: Prisons consist of split units and package units in offices; boardrooms and workshops.
7. Magistrate courts consists of chilled water plants; air ventilation plants; package units; AHU; console units; etc. in offices and courtrooms.
8. Other clients include Department of Labour; Home Affairs; Agriculture; Higher Education; Culture and Health. The list below indicates the complexes which require regular services.

| Item No | Description Servicing    | Qty | Unit Price/Service | Amount |
|---------|--------------------------|-----|--------------------|--------|
| 1       | Window units             | 1   |                    |        |
| 2       | Under ceiling            | 1   |                    |        |
| 3       | Cassette unit            | 1   |                    |        |
| 4       | AHU                      | 1   |                    |        |
| 5       | Spit unit                | 1   |                    |        |
| 6       | Water treatment          | 1   |                    |        |
| 7       | Central plant            | 1   |                    |        |
| 8       | Fresh air unit           | 1   |                    |        |
| 9       | Coil unit                | 1   |                    |        |
| 10      | Hide away unit           | 1   |                    |        |
| 11      | Package unit             | 1   |                    |        |
| 12      | Roof space unit          | 1   |                    |        |
| 13      | Console unit             | 1   |                    |        |
|         | <b>Total for Table 1</b> |     |                    |        |

**SCHEDULE 2: AIR CONDITIONING AND AIR VENTILATION PARTS FOR REPLACEMENT**

| <b>Item No</b> | <b>Description Parts</b>                           | <b>Qty</b> | <b>Unit Price/Service</b> | <b>Amount</b> |
|----------------|--|------------|---------------------------|---------------|
| 14             | <b>Complete replacement three phase motor 11KW</b> | 1          |                           |               |
| 15             | <b>Parts three phase motor 11KW</b>                |            |                           |               |
| 15.1           | Mechanical seals                                   | 1          |                           |               |
| 15.2           | Shaft  | 1          |                           |               |
| 15.3           | Couplings  | 1          |                           |               |
| 15.4           | Bolts and nuts                                     | 1          |                           |               |
| 15.5           | Oil seals  | 1          |                           |               |
| 15.6           | Bearings   | 1          |                           |               |
| 16             | <b>Complete replacement three phase motor 5KW</b>  | 1          |                           |               |
| 17             | <b>Parts three phase motor 5KW</b>                 |            |                           |               |
| 17.1           | Mechanical seals                                   | 1          |                           |               |
| 17.2           | Shaft  | 1          |                           |               |
| 17.3           | couplings  | 1          |                           |               |
| 17.4           | Bolts and nuts                                     | 1          |                           |               |
| 17.5           | Oil seals  | 1          |                           |               |
| 17.6           | Bearings   | 1          |                           |               |
| 18             | <b>Complete replacement of water pump 4KW</b>      | 1          |                           |               |
| 19             | <b>Parts for water pump 4KW</b>                    |            |                           |               |
| 19.1           | Mechanical seals                                   | 1          |                           |               |
| 19.2           | Shaft  | 1          |                           |               |
| 19.3           | couplings  | 1          |                           |               |
| 19.4           | Bolts and nuts                                     | 1          |                           |               |
| 19.5           | Oil seals  | 1          |                           |               |
| 19.6           | Bearings   | 1          |                           |               |
| 20             | <b>Complete replacement of water pump 5KW</b>      | 1          |                           |               |
| 21             | <b>Parts for water pump 5KW</b>                    |            |                           |               |
| 21.1           | Mechanical seals                                   | 1          |                           |               |
| 21.2           | Shaft  | 1          |                           |               |
| 21.3           | couplings  | 1          |                           |               |
| 21.4           | Bolts and nuts                                     | 1          |                           |               |
| 21.5           | Oil seals  | 1          |                           |               |
| 21.6           | Bearings   | 1          |                           |               |
| 21.7           | Gland packing                                      | 1          |                           |               |
| 22             | <b>Complete replacement of water pump 11KW</b>     | 1          |                           |               |
|                | <b>Total for Table 2</b>                           |            |                           |               |

| Item No | Description Parts                     | Qty | Unit Price/Service | Amount |
|---------|---------------------------------------|-----|--------------------|--------|
| 23      | <b>COMPRESSOR</b>                     |     |                    |        |
| 23.1    | Rotary 9000BTU                        | 1   |                    |        |
| 23.2    | Rotary 12000BTU                       | 1   |                    |        |
| 23.3    | Rotary 18000BTU                       | 1   |                    |        |
| 23.4    | Rotary 30000BTU                       | 1   |                    |        |
| 23.5    | Rotary 36000BTU                       | 1   |                    |        |
| 23.6    | Rotary 50000BTU                       | 1   |                    |        |
| 23.7    | Rotary 80000BTU                       | 1   |                    |        |
| 23.8    | Rotary 100000BTU                      | 1   |                    |        |
| 23.9    | 2520V UHMP2BA                         | 1   |                    |        |
| 24      | <b>COMPRESSOR CHILLER PLANT</b>       |     |                    |        |
| 24.1    | <b>25 HP compressor</b>               | 1   |                    |        |
| 25      | Insulation of Piping                  |     |                    |        |
| 25.1    | Replace 5x1x50mm/kg Rockwool          | 1   |                    |        |
| 25.2    | Replace TPS non asbestos plaster/kg   | 1   |                    |        |
| 25.3    | 0.6mm Z250 galvanize cladding         | 1   |                    |        |
| 26      | <b>FAN MOTOR</b>                      |     |                    |        |
| 26.1    | 12000BTU                              | 1   |                    |        |
| 26.2    | 18000BTU                              | 1   |                    |        |
| 26.3    | 36000BTU                              | 1   |                    |        |
| 26.4    | 50000BTU                              | 1   |                    |        |
| 26.5    | 80000BTU                              | 1   |                    |        |
| 26.6    | 100000BTU                             | 1   |                    |        |
| 27      | <b>FAN MOTOR CHILLER PLANTS</b>       |     |                    |        |
| 27.1    | 500 dia condenser fan motor           | 1   |                    |        |
| 27.2    | 650 dia condenser fan motor           | 1   |                    |        |
| 28      | <b>CHILLER PLANT FILTERS</b>          |     |                    |        |
| 28.1    | Panel filters wire support 500x500x50 | 1   |                    |        |
| 28.2    | Pocket filter 500x500x50              | 1   |                    |        |
|         | <b>Total for Table 3</b>              |     |                    |        |

| Item No | Description Parts                               | Qty | Unit Price/Service | Amount |
|---------|---|-----|--------------------|--------|
| 29      | <b>Valves</b>                                   |     |                    |        |
| 29.1    | Reverse cycle valve                             | 1   |                    |        |
| 29.2    | Two-port seat valves: VZ/VZF                    | 1   |                    |        |
| 29.3    | Three way valve                                 | 1   |                    |        |
| 30      | <b>REFILL GAS BOTTLE</b>                        |     |                    |        |
| 30.1    | Refill R22 refrigerant P/KG                     | 1   |                    |        |
| 30.2    | Refill 410 refrigerant P/KG                     | 1   |                    |        |
| 31      | <b>TIME SWITCH</b>                              |     |                    |        |
| 31.1    | Replace time switch                             | 1   |                    |        |
| 32      | <b>COPPER TUBING.</b>                           |     |                    |        |
| 32.1    | Replace copper tubing hard drawn 3/4 inch x P/m | 1m  |                    |        |
| 32.2    | Replace copper tubing hard drawn 3/8 inch x P/m | 1m  |                    |        |
| 32.3    | Replace copper tubing soft drawn 1/2 inch x P/m | 1m  |                    |        |
| 33      | <b>INSULATION FOR COPPER TUBING.</b>            |     |                    |        |
| 33.1    | Insulation for copper tubing 3/8 inch x P/m     | 1m  |                    |        |
| 33.2    | Insulation for copper tubing 3/4 inch x P/m     | 1m  |                    |        |
| 33.3    | Insulation for copper tubing 1/2 inch x P/m     | 1m  |                    |        |
| 34      | <b>COMPLETE AIR CON UNITS FOR REPLACEMENT</b>   |     |                    |        |
| 34.1    | 9000BTU   | 1   |                    |        |
| 34.2    | 12000BTU  | 1   |                    |        |
| 34.3    | 18000BTU  | 1   |                    |        |
| 34.4    | 24000BTU  | 1   |                    |        |
| 34.5    | 30000BTU  | 1   |                    |        |
| 34.6    | 50000BTU  | 1   |                    |        |
| 34.7    | 60000BTU  | 1   |                    |        |
| 34.8    | 100000BTU                                       | 1   |                    |        |
| 35      | <b>Air handling Units</b>                       |     |                    |        |
| 35.1    | 80000 BTU                                       | 1   |                    |        |
|         | <b>Total for Table 4</b>                        |     |                    |        |

| Item No | Description Parts                        | Qty | Unit Price/Service | Amount |
|---------|--|-----|--------------------|--------|
| 36      | Fan belts: v-belts                       |     |                    |        |
| 36.1    | 500 mm diameter                          | 1   |                    |        |
| 36.2    | 600 mm diameter                          | 1   |                    |        |
| 36.3    | 1000mm diameter                          | 1   |                    |        |
| 37      | Minipak Generic II                       | 1   |                    |        |
| 37.1    | Controller                               | 1   |                    |        |
| 37.2    | Return air sensor                        | 1   |                    |        |
| 37.3    | 3m-RJ Plug                               | 1   |                    |        |
| 37.4    | Fan Motors 180W - 220V D/S               | 1   |                    |        |
| 37.5    | H48 High Acid Driers                     | 1   |                    |        |
| 37.6    | SN 511 Bearings                          | 1   |                    |        |
| 37.7    | 16.0 kw contactor                        | 1   |                    |        |
| 37.8    | Crank case heater 110 v chiller          | 1   |                    |        |
| 37.9    | 2VSK512 Block and takle                  | 1   |                    |        |
| 37.10   | Rectifier pc board                       | 1   |                    |        |
| 38.1    | Inverter pc board                        | 1   |                    |        |
| 38.2    | Main pc board                            | 1   |                    |        |
| 38.3    | Power pc board                           | 1   |                    |        |
| 38.4    | ZR36K3E-PFT-522 Stub Tube                | 1   |                    |        |
| 38.5    | FH5540E/38F compressor                   | 1   |                    |        |
| 39      | ELECTRICAL PARTS                         |     |                    |        |
| 39.1    | Norsh cable 4 core plus earth 2.5 mm p/m | 1m  |                    |        |
| 39.2    | C/B 10Amps S/P                           | 1   |                    |        |
| 39.3    | C/B 40Amps T/P                           | 1   |                    |        |
| 39.4    | C/B 80Amps T/P                           | 1   |                    |        |
| 39.5    | Isolator 63 Amps T/P                     | 1   |                    |        |
| 39.6    | Contactor                                | 1   |                    |        |
| 39.7    | Comm wires                               | 1m  |                    |        |
|         | <b>Total for Table 5</b>                 |     |                    |        |

**3. 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        |
| <b>Total (Excluding VAT)</b> | <b>R</b> |
| <b>VAT (15%)</b>             | <b>R</b> |
| <b>Total (Including VAT)</b> | <b>R</b> |

#### 4. PRICES AND RATES SCHEDULES

| Item. | Description  | Qty     | Rate             | Amount |
|-------|--|---------|------------------|--------|
|       | <b>Labour Rates</b><br>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       | 200              | 200    |
|       | Labourer per hour  | 1       | 75               | 75     |
|       |  |         |                  |        |
|       |  |         |                  |        |
|       | <b>Material</b><br>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><br>Mark-up on new parts, material and equipment only 0 % to 20%   |         |                  |        |
|       | <b>Note:</b><br><br>1. 20 % mark-up shall be calculated<br>On the total discount price<br>Excluding VAT<br>2. Maximum of 20 % mark-up<br>Will be allowed. A higher<br>Mark-up shall not be<br>Considered.  |         |                  |        |
|       | <b>Transport</b>   |         |                  |        |
|       | Transport cost/Km (Distances will be measured from the National Department of Public Works Head Office in Pretoria.(Church Square)   | km<br>1 | R5.00            | R5.00  |
|       |  |         |                  |        |
|       |  |         | <b>Sub-Total</b> |        |
|       |  |         | <b>15% VAT</b>   |        |
|       |  |         | <b>Total</b>     |        |

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

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

\_\_\_\_\_

\_\_\_\_\_

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



ANNEXURE A

PREVENTATIVE MAINTENANCE SERVICE

SERVICE SHEET; CHECK LIST

FOR

PACKAGE UNITS TO BE COMPLETED IN TRIPLCATE FOR CLIENTS, DPW AND A CONTRACTOR

BUILDING NAME \_\_\_\_\_

DATE \_\_\_\_\_

- 1. Clean drain pans and drain [ ]
- 2. Check fan motor for abnormal temperature and noise [ ]
- 3. Check V belt alignment and tension also do adjustment [ ]
- 4. Check refrigeration charge [ ]
- 5. Check and set all safety switches [ ]
- 6. Clean all filters [ ]
- 7. Check for all condition for electrical connection [ ]

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:**

All minor and incidental repairs such as the replacement of nuts, bolts, washers, self-tapping screws, pop rivets etc. shall form part of the service. The Contractor shall allow for such repairs, (material and labour cost), in his price for servicing.

\_\_\_\_\_  
 CONTRACTORS SIGNATURE  
 DATE: \_\_\_\_\_

\_\_\_\_\_  
 CLIENT DEPARTMENT SIGNATURE  
 DATE: \_\_\_\_\_

STAMP

**ANNEXURE B**

**PREVENTATIVE MAINTENANCE SERVICE**

**SCHEDULE AND CHECK LIST**

**FOR**

**AIR HANDLING UNITS AND VENTILATION FAN TO BE COMPLETED IN TRIPLCATE FOR CLIENTS,  
DPW AND A CONTRACTOR**

| <b>SUBMIT WITH MAINTENANCE SERVICE INVOICE</b>        | <b>CHECKED</b> |
|---|----------------|
| 1. Check fan motor for abnormal temperature and noise | [    ]         |
| 2. Check fan blades for correct operation             | [    ]         |
| 3. Check all electrical connection                    | [    ]         |
| 4. Check and clean drains and sump                    | [    ]         |
| 5. Check and clean spray nozzles                      | [    ]         |
| 6. Check heater for operation                         | [    ]         |
| 7. Check operation of humidifier                      | [    ]         |
| 8. Check and set all safety switches                  | [    ]         |
| 9. Check operation and setting of dampers             | [    ]         |
| 10. Check the operation of automatic filters          | [    ]         |
| 11. Clean the filters                                 | [    ]         |
| 12. Record visit in a plant log book                  | [    ]         |

**REMARKS** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:**

All minor and incidental repairs such as the replacement of nuts, bolts, washers, self-tapping screws, pop rivets etc. shall form part of the service. The Contractor shall allow for such repairs, (material and labour cost), in his price for servicing.

\_\_\_\_\_  
**CONTRACTORS SIGNATURE**  
**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**CLIENT DEPARTMENT SIGNATURE**  
**DATE:** \_\_\_\_\_

|              |
|--------------|
| <b>STAMP</b> |
|--------------|

ANNEXURE C

PREVENTATIVE MAINTENANCE SERVICE

SCHEDULE AND CHECK LIST

FOR

WINDOW UNITS AND SPLIT UNITS TO BE COMPLETED IN TRIPLCATE FOR CLIENTS, DPW AND A CONTRACTOR

BUILDING NAME \_\_\_\_\_

DATE \_\_\_\_\_

- 1. Check the operation and the condition of a units [ ]
- 2. Check and clean the drain [ ]
- 3. Clean the filters [ ]
- 4. Clean condenser with compressed air [ ]
- 5. Check refrigerant charge [ ]
- 6. Check the condition of electrical connection [ ]
- 7. Check operation of fan motor [ ]
- 8. Clean the unit complete [ ]

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE:

All minor and incidental repairs such as the replacement of nuts, bolts, washers, self-tapping screws, pop rivets etc. shall form part of the service. The Contractor shall allow for such repairs, (material and labour cost), in his price for servicing.

\_\_\_\_\_  
CONTRACTORS SIGNATURE  
DATE: \_\_\_\_\_

\_\_\_\_\_  
CLIENT DEPARTMENT SIGNATURE  
DATE: \_\_\_\_\_

STAMP

**ANNEXURE D**

**PREVENTATIVE MAINTENANCE- CHILLER PLANT**

CLIENT: \_\_\_\_\_ TECHNICIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

| MODEL NUMBER: | SERIAL NUMBER:  | COMPRESSOR 1 | COMPRESSOR 2 | COMPRESSOR 3 | COMPRESSOR 4 |
|---------------|---|--------------|--------------|--------------|--------------|
| <b>A</b>      |   |              |              |              |              |
| 1             | Check temperature   |              |              |              |              |
| 2             | Right suction/discharge pressure                            |              |              |              |              |
| 4             | Write oil level start/running                               |              |              |              |              |
| 5             | Check motor compressor coupling                             |              |              |              |              |
| 6             | Check operation of crankcase heater                         |              |              |              |              |
| 7             | Check visually all electrical                               |              |              |              |              |
| <b>B</b>      |   |              |              |              |              |
|               | <b>CHILLER AND REFRIGERATION</b>                            |              |              |              |              |
| 1             | Check filter driers   |              |              |              |              |
| 2             | Check solenoid valve  |              |              |              |              |
| 3             | Check operation of non-return valves                        |              |              |              |              |
| 4             | Check operation of expansion valves                         |              |              |              |              |
| <b>C</b>      |   |              |              |              |              |
|               | <b>CHILLED WATER</b>  |              |              |              |              |
| 1             | Check strainer  |              |              |              |              |
| 2             | Check operation of flow switch                              |              |              |              |              |
| 3             | Check operation of temperature sensor controlling the plant |              |              |              |              |
| 4             | Check anti-freeze protection, write setting                 |              |              |              |              |
| 5             | Check connection and effectiveness of make-up tank          |              |              |              |              |
| 6             | Check the operation of belts                                |              |              |              |              |

|                      |  |
|----------------------|--|
| <b>PUMPS STATION</b> |  |
| <b>D</b>             |  |
| 1                    | Write lead/stand by pump on arrival  |
| 2                    | Write suction/discharge pressure for each pump   |
| 3                    | Check for leaks,vibration,corrosion and noise  |
| <b>E</b>             |  |
| 1                    | <b>AIR-COOLED CONDENSER</b>  |
| 2                    | Check if there is any obstruction,divertion of air flow<br>Check and clean coil              |
| <b>F</b>             | <b>DESCRIPTION OF IRREGULARITIES,CORRECTION,ANY WORK DONE SUGGESTION AND WORK TO BE DONE</b> |
| 1                    |  |
| 2                    |  |
| 3                    |  |
| 4                    |  |
| 5                    |  |
| 6                    |  |
| 7                    |  |
| 8                    |  |
| 9                    |  |
| 10                   |  |
| 11                   |  |
| 12                   |  |
| 13                   |  |
| 14                   |  |
| 15                   |  |
| 16                   |  |

## PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

### NOTES:

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

### TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
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## PA-10: General Conditions of Contract (GCC)

### General Conditions of Contract

#### 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.



## PA-10: General Conditions of Contract (GCC)

- 1.16. **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **"Project site"** where applicable, means the place indicated in bidding documents.
- 1.21. **"Purchaser"** means the organization purchasing the goods.
- 1.22. **"Republic"** means the Republic of South Africa.
- 1.23. **"SCC"** means the Special Conditions of Contract.
- 1.24. **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **"Written" or "in writing"** means handwritten in ink or any form of electronic or mechanical writing.

### 2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### 3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

### 4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

### 5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be





## PA-10: General Conditions of Contract (GCC)

made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### 6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### 7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

### 8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.



#### PA-10: General Conditions of Contract (GCC)

- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

#### 9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

#### 10. Delivery and documents

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

#### 11. Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

#### 12. Transportation

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

#### 13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and



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(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

### 14. Spare parts

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

### 15. Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

### 16. Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

### 17. Prices

## PA-10: General Conditions of Contract (GCC)

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

### 18. Contract amendments

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

### 19. Assignment

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

### 20. Subcontracts

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

### 21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

### 22. Penalties

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

### 23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:



#### PA-10: General Conditions of Contract (GCC)

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period of not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, also be applicable to any enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which the first-mentioned person, is or was in the opinion of the Accounting Officer/ Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish The National Treasury, with the following information:

- i) The name and address of the supplier and/or person restricted by the purchaser;
- ii) The date of commencement of the restriction
- iii) The period of the restriction; and
- iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### 24. Anti-dumping and countervailing duties and rights

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.



## PA-10: General Conditions of Contract (GCC)

### 25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

### 26. Termination for insolvency

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

### 27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in Connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of the procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under contract unless they Otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

### 28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.



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**29. Governing language**

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

**33. National Industrial Participation Programme (NIPP)**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive Practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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



### PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

|                |  |               |  |
|----------------|--|---------------|--|
| Project title: |  |               |  |
| Bid no:        |  | Reference no: |  |

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

**1. CIDB REGISTRATION NUMBER (if applicable)**

2. Any legal person, including persons employed by the State<sup>1</sup>; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- The bidder is employed by the state; and/or
- \* The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative: .....

3.2 Identity number:.....

3.3 Position occupied in the Company (director, trustees, shareholder<sup>2</sup> ect .....

3.4 Company Registration Number: .....

3.5 Tax Reference umber:.....

3.6 VAT Registration Number: .....

3.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

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".





<sup>1</sup> "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup> "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

3.7 Are you or any person connected with the bidder presently employed by the state?  YES  NO

3.7.1 If so, furnish the following particulars:

Name of person / director / trustees / shareholder / member: .....

Name of state institution at which you or the person is connected to the bidder is employed .....

Position occupied in the state institution: .....

Any other particulars:

.....  
.....

3.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  YES  NO

3.8.1 If so, furnish particulars: .....

3.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  YES  NO

3.9.1 If so, furnish particulars.  
.....  
.....

3.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the



evaluation and or adjudication of this bid?

YES  NO

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES  NO

3.11.1 If so, furnish particulars:

.....  
.....

**4. Full details of directors / trustees / members / shareholders.**

| Full Name | Identity Number | Personal Tax Reference Number | State Employee Number / Peral Number |
|-----------|-----------------|-------------------------------|--------------------------------------|
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |
|           |                 |                               |                                      |

**5. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

|     |   |                                 |                                |
|-----|---|---------------------------------|--------------------------------|
| 5.1 | Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?<br><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</b> | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| 5.2 | If so, furnish particulars:   |                                 |                                |



|     |   |                                 |                             |
|-----|---|---------------------------------|-----------------------------|
| 5.3 | Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445. | <input type="checkbox"/><br>Yes | <input type="checkbox"/> No |
| 5.4 | If so, furnish particulars:   |                                 |                             |
| 5.5 | Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?   | <input type="checkbox"/><br>Yes | <input type="checkbox"/> No |
| 5.6 | If so, furnish particulars:   |                                 |                             |
| 5.7 | Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?  | <input type="checkbox"/><br>Yes | <input type="checkbox"/> No |
| 5.8 | If so, furnish particulars:   |                                 |                             |

6. CERTIFICATION

I the undersigned (full name) \_\_\_\_\_ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

|                           |           |      |          |
|---------------------------|-----------|------|----------|
|                           |           |      |          |
| Name of Tenderer / bidder | Signature | Date | Position |

This form has been aligned with SBD4 and SBD 8

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

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

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

**RESOLVED that:**

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

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

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

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

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

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

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

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

|    |  |  |  |
|----|--|--|--|
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |

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

**Note:**

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

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION  
2022



public works  
& infrastructure  
Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2 **Preference Points System to be applied**

*(Tick whichever is applicable).*

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

1.3 **Points for this tender shall be awarded for:**

1.3.1 **Price; and**

1.3.2 **Specific Goals**

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

| CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM | <input type="checkbox"/> 80/20 | <input checked="" type="checkbox"/> 90/10 |
|---|--------------------------------|---|
| PRICE   |                                |   |
| SPECIFIC GOALS                                    |                                |   |
| Total points for Price and Specific Goals         | 100                            |   |

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

1.5 Breakdown Allocation of Specific Goals Points

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

All Acquisitions

Table 1

| Serial No | Specific Goals   | Preference Points allocated out of 20 | Documentation to be submitted by bidders to validate their claim for points  |
|-----------|--|---------------------------------------|--|
| 1.        | An EME or QSE which is at least 51% owned by <b>black people</b>   | 10                                    | ID Copy<br>Or<br>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable<br>Or<br>CSD Report<br>Or<br>CIPC (company registration) |
| 2.        | <b>Located</b> 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<br>Or<br>Permission To Occupy from local chief in case of rural areas (PTO)<br>Or<br>Lease Agreement            |
| 3.        | An EME or QSE which is at least 51% owned by <b>women</b>  | 4                                     | ID Copy<br>Or<br>CSD Report<br>Or<br>CIPC (company registration)   |

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

| Serial No | Specific Goals   | Preference Points allocated out of 20 | Documentation to be submitted by bidders to validate their claim for points  |
|-----------|--|---------------------------------------|--|
| 4.        | An EME or QSE which is at least 51% owned by people with <b>disability</b> | 2                                     | Medical Certificate<br>Or<br>South African Social Security Agency (SASSA) registration<br>Or<br>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA) |
| 5.        | An EME or QSE which is at least 51% owned by <b>youth</b> .                | 2                                     | ID Copy<br>Or<br>CSD Report<br>Or<br>CIPC (company registration)   |

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

All Acquisitions

Table 2

| Serial No | Specific Goals   | Preference Points allocated out of 20 | Documentation to be submitted by bidders to validate their claim for points                                 |
|-----------|--|---------------------------------------|---|
| 1.        | An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b> | 10                                    | ID Copy<br>Or<br>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable<br>Or<br>CSD Report |



PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

| Serial No | Specific Goals   | Preference Points allocated out of 20 | Documentation to be submitted by bidders to validate their claim for points  |
|-----------|--|---------------------------------------|--|
|           |  |                                       | Or<br>CIPC (company registration)  |
| 2.        | <b>Located</b> 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<br><br>Or<br>Permission To Occupy from local chief in case of rural areas (PTO)<br><br>Or<br>Lease Agreement  |
| 3.        | An EME or QSE or any entity which is at least 51% owned by <b>women</b>  | 4                                     | ID Copy<br><br>Or<br>CSD Report<br><br>Or<br>CIPC (company registration)   |
| 4.        | An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b>   | 2                                     | Medical Certificate<br><br>Or<br>South African Social Security Agency (SASSA) registration<br><br>Or<br>National Council for Persons with Physical Disability in South Africa registration (NCPDASA) |
| 5.        | An EME or QSE or any entity which is at least 51% owned by <b>youth</b> .  | 2                                     | ID Copy<br><br>Or<br>CSD Report<br><br>Or<br>CIPC (company registration)   |

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

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

All Acquisitions

Table 3

| Serial No                   | Specific Goals   | Preference Points allocated out of 10 | Documentation to be submitted by bidders to validate their claim for points  |
|-----------------------------|--|---------------------------------------|--|
| 1.                          | An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>   | 4                                     | ID Copy<br>Or<br>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable<br>Or<br>CSD Report<br>Or<br>CIPC (company registration) |
| 2.                          | <b>Located</b> 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<br>Or<br>Permission To Occupy from local chief in case of rural areas (PTO)<br>Or<br>Lease Agreement            |
| 3.                          | An EME or QSE or any entity which is at least 51% owned by <b>women</b>  | 2                                     | ID Copy<br>Or<br>CSD Report<br>Or<br>CIPC (company registration)   |
| 4. <input type="checkbox"/> | An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b>   | 2                                     | Medical Certificate<br>Or  |

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

| Serial No                   | Specific Goals  | Preference Points allocated out of 10 | Documentation to be submitted by bidders to validate their claim for points  |
|-----------------------------|---|---------------------------------------|--|
| 5. <input type="checkbox"/> | <p>OR</p> <p>An EME or QSE or any entity which is at least 51% owned by <b>youth</b>.</p> <p>(only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)</p> |                                       | <p>South African Social Security Agency (SASSA) registration</p> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</p> <p>ID Copy</p> <p>Or</p> <p>CSD Report</p> <p>Or</p> <p>CIPC (company registration)</p> |

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No.

5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

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

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

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

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

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

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

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

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

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

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

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,



## PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

|                |  |               |  |
|----------------|--|---------------|--|
| Project title: |  |               |  |
| Bid no:        |  | Reference no: |  |

### INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

**(Bid Number and Description)**

in response to the invitation for the bid made by:

---

**(Name of Institution)**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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.

|                |           |      |          |
|----------------|-----------|------|----------|
|                |           |      |          |
| Name of Bidder | Signature | Date | Position |

<sup>3</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.

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

Tender no: .....

Name of Tenderer .....

EME<sup>1</sup>
 QSE<sup>2</sup>
 Non EME/QSE (tick applicable box)

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

| Name and Surname # | Identity/<br>Passport number<br>and Citizenship## | Percentage<br>owned | Black  | Indicate if<br>youth                                     | Indicate if<br>woman                                     | Indicate if<br>person with<br>disability                 | Indicate if living in<br>Rural (R) / Under<br>Developed Area (UD) /<br>Township (T) / Urban<br>(U).          | Indicate if<br>military<br>veteran                       |
|--------------------|---|---------------------|--|--|--|--|--|--|
| 1.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9.                 |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10.                |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11.                |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12.                |   | %                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

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

Tender no: \_\_\_\_\_

**2. DECLARATION:**

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

|                        |           |
|------------------------|-----------|
|                        |           |
| Name of representative | Signature |
|                        | Date      |