

**TENDER BULLETIN**

FORM FOR SUBMITTING: - A **NEW TENDER NOTICE** or  
 AN **ERRATUM NOTICE** or  
 AN **INVITATION TO REGISTER ON SUPPLIER DATABASE NOTICE**  
 FOR PUBLICATION IN THE GOVERNMENT TENDER BULLETIN

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

**\*Type of Tender Notice:**  
 (Select an option)  **New Tender**  **Erratum**  **Invitation to Register on Supplier Database**

**TENDER CATEGORY:**

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

**REQUIRED AT:**

**Province:** Eastern Cape **\*Department or Entity:** Department of Public Works National

**Division or Section:** PROCUREMENT: SCM

**TENDER DETAILS:**

**\*Tender / Quotation No:** MAN 01/09/2022

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

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

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

**\*Short Description of Tender:**

QUOTATIONS FOR ADELAIDE MAGISTRATE OFFICE: PROVISION OF CLEANING SERVICE FOR A PERIOD OF 4 MONTHS

A. THIS BID WILL BE EVALUATED AS FOLLOWS:

- Phase 1: Bidders will be for evaluated for administrative responsiveness
- Phase 2: Bidders will thereafter be evaluated on PPPFA on the 80/20 principle
- Phase 3: The recommended bidder will be subjected to risk assessment (objective criteria)

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

**SITE MEETING or BRIEFING SESSION:**

**Meeting Details:**

N/A

**Meeting Date:**             **Meeting Time:**

**Meeting Place:**

N/A

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



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

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

**Cost of Documents:**

N/A

**Payment Details:**

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

**Document Notes:**

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

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

NATIONAL DEPARTMENT OF PUBLIC WORKS, PRIVATE BAG X 3913, NORTH END, PORT ELIZABETH, 6056 (TENDER BOX, GROUND FLOOR

**Document Delivery Instructions:**

Quotations must be mailed to or placed in the Tender Box for the attention of Ms Yonela Xozwa / Ms Hombakazi Fikeni: on the closing date before 11:00

**SPECIFICATIONS / TECHNICAL CONTACT DETAILS:****Name:**

Mr Siyabulela Mandla

**Telephone:**

041- 041 408 2048

**Fax Nr:****Email:**[Siyabulela.Mandla@dpw.gov.za](mailto:Siyabulela.Mandla@dpw.gov.za)**Office Hours:**

08h00-12h45 and 13h30-16h00

**TENDER CONTACT DETAILS:****Name:**

Mrs Sharon de Kock

**Telephone:**

(041) 408 2156 (041) 408 2377

**Fax Nr:****Email:**[Sharon.DeKock@dpw.gov.za](mailto:Sharon.DeKock@dpw.gov.za) or [Lulama.Lindi@dpw.gov.za](mailto:Lulama.Lindi@dpw.gov.za)**Office Hours:**

08h00-12h45 and 13h30-16h00

**Additional Notes:**

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

**TENDER SUBMITTED BY:****\*Advertiser Name:**

Ms Sharon de Kock

**Advertiser Email:**[Sharon.DeKock@dpw.gov.za](mailto:Sharon.DeKock@dpw.gov.za)**\*Date Submitted:**

2 | 0 | 2 | 3 | - | 0 | 3 | - | 0 | 7 |

**\*Advertiser Telephone:**

041- 408 2156

**\*For Publication in the Government Gazette on:**

2 | 0 | 2 | 3 | - | 0 | 3 | - | 0 | 7 | ((YYMM))



public works  
& infrastructure

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

National Department of Public Works & Infrastructure  
Eben Donges Building, Hancock Street, North End  
Port Elizabeth, 6056 or Private Bag x 3913, North End  
Port Elizabeth, 6056

**QUOTATION DOCUMENT**

**REQUEST FOR A QUOTATION**

**FOR THE PROJECT: ADELAIDE MAGISTRATE OFFICE: PROVISION OF CLEANING SERVICE FOR A PERIOD OF 4 MONTHS**

**QUOTATION NUMBER: MAN 01/09/2022**

**ADVERT DATE: 07-03-2023**

**CLOSING DATE: 10-03-2023**

**TIME: 14:00**

**QUOTATIONS SHOULD BE EMAILED TO OR DELIVERED AND PLACED IN THE TENDER BOX, GROUND FLOOR FOR ATTENTION TO: Ms Yonela Xozwa / Ms Hombakazi Fikeni**

**MARCH 2023**

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



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

Private Bag X3913, North End, Port Elizabeth, 6056, and Int Code: +27 41 408 2156, 041 408 2015 Fax: 041 408 4919  
or Email: [Sharon.DeKock@dpw.gov.za](mailto:Sharon.DeKock@dpw.gov.za) Website: [www.publicworks.gov.za](http://www.publicworks.gov.za)

Contractor Name :  
Contractor Telephone Number :  
Contractor Fax Number :

Dear Sir/ Madam

You are hereby invited to submit a quotation for the supply and delivery of the following goods/assets/service to the Department of Public Works.

Reference No. : MAN 01/09/2022  
Quotation Description : Provision of Cleaning Services for FOUR (4) month  
Adelaide Magistrate Office  
Validity Period : 60 days  
Closing Date : 2022  
Closing Time : 11:00

### PART A: RETURNABLE SCHEDULE – PRICE SCHEDULE

Service or Goods required	Quantity required	Minimum Rate (in Rands/Unit)	Period (in Months)	Rate per Month	Total Amount for 4 months
Cleaner (s)	One (1)		4 months	R	R
Industrial Vacuum Cleaner Renting & a Polisher			4 months	R	R
Administration costs, uniform & PPE					
Hygienic Services					
Travelling Cost for quality inspection by the supplier	1 visit per month.		4 months	R	R
Profit					R
<b>TOTAL PRICE FOR Four months</b>					R

Employer not to pay less than the Prescribed Minimum wage as Gazzeted by Department of Labour.

Signature & Date \_\_\_\_\_



**PLEASE NOTE:**

- a) **Total Amount for 1 Cleaner = [Rate x hours (8) x days (5) X (4.33) weeks X 1 cleaners**
- b) **Both PA 11 and PA 29 must be completed and submitted together with this quotation.**

## PART B: SPECIFICATIONS

The Adelaide Magistrate Court office is about, a bidder will be expected to do the following:

- a) Wash wooden and ceramic floor wash and polish to shine.
- b) Clean window seals
- c) Empty dust bins and disinfect
- d) Dust table computers and phones
- e) Polish furniture and computers
- f) Carpet areas to be vacuumed
- g) Bring fresh water twice daily and wash dishes.
- h) Polish wooden paneling
- i) Dust skirting and clean windows, and windows sills.
- j) Check and remove cobweb and clean afterwards
- k) Wipe air vent, unless it two meters afar.
- l) Check doors and door frames
- m) Remove scuff marks on the wall
- n) Bubble gum parade
- o) Check pot plants for litter
- p) Clean windows twice monthly (once every two weeks)
- q) And any other dirt found in the area.

This service must be provided five days a week between 7h00 and 16h00.

## PART C: QUOTATION CONDITIONS

**ALL QUOTATION CONDITIONS MUST BE STRICTLY ADHERED TO, FAILING TO COMPLY YOUR QUOTATION MAY BE REJECTED OR DECLARED NON-RESPONSIVE.**

1. Service Providers are required to **complete and return Returnable Schedule above**, failing which the service provider's quotation may be rejected as non-responsive.
2. The NDPW reserves the right to accept the whole quotation or part thereof, or any item or part of any item, or to accept more than one quotation (in the event of a number of items being offered).
3. The NDPW reserves the right to accept a quotation which is not substantially or materially different from the Specification.
4. The NDPW is not obliged to accept the lowest or any quotation.
5. The NDPW shall not consider quotations which are received after the closing date and time for such quotations.
6. The NDPW will not be held responsible for any expenses incurred by service provider in preparing and submitting quotations.

Signature & Date \_\_\_\_\_



7. The NDPW may, after the closing date, request additional information or clarification from Contractors, in writing.
8. The NDPW's representative for the purpose of this quotation is:  
**Mcebisi Mzinzi / Zukiswa Sixaba / Siya Mandla Tel No 041 408 2196 / 2014 / 2048**
9. Any quotation submitted shall remain valid, irrevocable and open for acceptance by the NDPW for a period of sixty (60) days from the closing date.
10. A service provider may request in writing, and after the closing date, that his or her quotation be withdrawn, which withdrawal will be permitted or refused at the sole discretion of the NDPW after consideration of the reasons for the withdrawal, which shall be set out by the vendor in such a written request for withdrawal.
11. No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or to be disposed of may directly or indirectly influence or interfere with the work of any NDPW officials involved in the procurement process in order, *inter alia*, to:
  - a) influence the process and/or outcome of a bid;
  - b) incite breach of confidentiality and/or the offering of bribes;
  - c) cause over- or under-invoicing;
  - d) influence the choice of procurement method or technical standards;
  - e) influence any NDPW official in any way which may secure an unfair advantage during or at any stage of the procurement process.
13. Abuse of the supply chain management system is not permitted and may result in the quotation being rejected, cancellation of the contract, 'blacklisting', and/or any such remedies as set out in the NDPW's SCM Policy.
14. Contractors are required to complete all declarations attached hereto, failing which the quotation may be declared non-responsive.
15. An 80/20 price/preference points system will be applied to the evaluation of responsive quotations, whereby the order(s) will be placed with the vendor(s) offering lowest quotation.
16. Bidders should also take note of Sectoral Determination 1 of 01 March 2022; failure to comply with this regulation will result into bidders quote non compliant.

List of cleaning material required per month

10 half arm gloves  
30 Plastic Apron  
3 Visor Face shield  
2 litre 70 % alcohol based Sanitiser  
Once-Off Uniform (2 Golf Shirts, 2 Skirts or Trouser & Jacket)

Signature & Date \_\_\_\_\_

## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

**YES / NO**

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

Full Name	Identity Number	Name of State institution

---

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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



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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**This form has been aligned with SBD4**



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

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

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

### 1. GENERAL CONDITIONS

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

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

### 1.2 Preference Points System to be applied

*(tick whichever is applicable).*

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

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

1.3.1 Price; and

1.3.2 Specific Goals

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

	<b>80/20</b>
<b>PRICE</b>	<b>80,00</b>
<b>SPECIFIC GOALS</b>	<b>20,00</b>
<b>Total points for Price and Specific Goals</b>	<b>100,00</b>

## 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 (Mandatory)</b>	10	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
2.	<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 <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• Office Municipal Rates Statement</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Lease Agreement</li> </ul>
3.	An EME or QSE which is at least 51% owned by <b>women (Mandatory)</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>

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

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

All Acquisitions

Table 2

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

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

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

All Acquisitions

Table 3

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

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

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

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).



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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

**Table 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		
4. An EME or QSE or any entity which is at least 51% owned by people with <b>disability or</b>	2	2		

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

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

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p>
<p><b>DATE:</b> .....</p>
<p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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

I, the undersigned,

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

Herby declare under oath as follows:

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

Vendor No. \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Trading Name (if \_\_\_\_\_  
 Applicable): \_\_\_\_\_  
 Registration Number \_\_\_\_\_  
 Enterprise Physical \_\_\_\_\_  
 Address: \_\_\_\_\_

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

Definition of "Black People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 48 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –

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

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 48 of 2013.
- The Enterprise is \_\_\_\_\_ % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 48 of 2013.
- The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 48 of 2013.
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rand) or less

- Please Confirm on the below table the B-BREE Level Certificate, by ticking the appropriate box.

100% Black Owned	Level One (100% B-BREE procurement recognition level)
At least 67% Black Owned	Level Two (100% B-BREE procurement recognition level)
At least 51% Black Owned	Level Four (100% B-BREE procurement recognition level)

4. I have read and understood the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my signature and on the Officers of the Employer which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by complainant.

Deponent Signature: \*

Date:

Complainant's Name  
Signature & Date

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

I, the undersigned,

Full name & Surname  
Identity Number

Hereby declare under oath as follows:

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

Trade Name  
Trading Name (if  
Applicable)  
Registration Number  
Enterprise Physical  
Address

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

Definition of "Black  
People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as  
Amended by Act No 46 of 2018 "Black People" is a generic term which  
means Africans, Coloureds and Indians -

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

3. I hereby declare and I Oath that:

- The Enterprise is: % Black Owned as per Amended Code Section 100 of the  
Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as  
Amended by Act No 46 of 2018.
- The Enterprise is: % Black Woman Owned as per Amended Code Section 100  
of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of  
2003 as Amended by Act No 46 of 2018.
- The Enterprise is: % Black Designated Group Owned as per Amended Code  
Section 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act  
No 53 of 2003 as Amended by Act No 46 of 2018.

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

I, the undersigned,

Full name & surname  
Identity number

Hereby declare under oath as follows:

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

Trade Name  
Trading Name (if  
Applicable)  
Registration Number  
Enterprise Physical  
Address

Type of Entity (CC, Pty,  
Ltd, Sole Prop etc.)  
Nature of the business

Definition of "Black  
People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as  
Amended by Act No 46 of 2018 "Black People" is a generic term which  
means Africans, Coloureds and Indians -

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

3. I hereby declare and state that:

- The Enterprise is: % Black Owned as per Amended Code Section 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2018,
- The Enterprise is: % Black Woman Owned as per Amended Code Section 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2018,
- The Enterprise is: % Black Designated Group Owned as per Amended Code Section 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2018,





public works

Department of Public Works  
South Africa

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

Name of Tenderer .....

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

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

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

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

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

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

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



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

### 2. DECLARATION:

- The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:
- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
  - 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement 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, as well as accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided 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