



# public works & infrastructure

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

## BID DOCUMENT

**PROJECT DESCRIPTION: Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months**

**BID NO:** PEHQ 01/2023  
**Closing Date:** Thursday, 30 November 2023  
**Closing Time:** 11H00  
**Bid Briefing Meeting Date:** N/A  
**Bid Briefing Meeting time:** N/A

**Tenderers CSD No:** .....

**Name of the Tenderer:** .....

**Bid Box Address**  
Department of Public Works & Infrastructure  
Eben Donges Building  
Corner Robert & Hancock Street  
Gqeberha  
6001

<p><b>SCM SPECIFIC ENQUIRIES:</b> Enquires: Mosa Mnapu Tel No: 041 408 2306 during office hours Cell No: SCM Official Cell No Email Address: <a href="mailto:Mosa.Mnapu@dpw.gov.za">Mosa.Mnapu@dpw.gov.za</a></p>	<p><b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b> Enquires: Potso Lekau Tel No: 041 408 2358 during office hours Cell No: 0810322528 Email Address: <a href="mailto:Potso.Lekau@dpw.gov.za">Potso.Lekau@dpw.gov.za</a></p>
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## SUMMARY OF BID INFORMATION

<b>Bid Number</b>	PEHQ 01/2023	
<b>Bid/ Project Description</b>	Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months	
<b>Bid Closing date &amp; Time</b>	Thursday, 30 November 2023	<b>11H00</b>
<b>Bid Briefing Date &amp; Time (If applicable)</b>	N/A	N/A
<b>Venue</b>	N/A	
<b>SCM SPECIFIC ENQUIRIES:</b>	Mosa Mnapu	<a href="mailto:Mosa.Mnapu@dpw.gov.za">Mosa.Mnapu@dpw.gov.za</a>
	041 408 2306	SCM Offical Cell No
<b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b>	Potso Lekau	<a href="mailto:Potso.Lekau@dpw.gov.za">Potso.Lekau@dpw.gov.za</a>
	<b>041 408 2358</b>	0810322528
<b>Bid Document Price</b>	Free of Charge	
<b>Procurement Plan Reference Number</b>	N/A	
Points to be allocated for an area for work to be done or services to be done in that area	Chris Hani District municipality	

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months		
Bid no:	PEHQ 01/2023	Procurement Plan Reference no:	N/A
Advertising date:	Thursday, 23 November 2023	Closing date:	Thursday, 30 November 2023
Closing time:	11H00	Validity period:	120 calendar days

### RESPONSIVENESS CRITERIA

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

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of a signed bid offer as per the DPW-07
6	<input checked="" type="checkbox"/>	There will be no bid briefing meeting.
7	<input checked="" type="checkbox"/>	Bidders will be evaluated as per Special Conditions of Bid (SCB-1)
8	<input checked="" type="checkbox"/>	The minimum labour rates tendered by the bidder must not be less than the Basic hourly rate per cleaner as published in terms of the Sectoral Determination 1, Contract Cleaning Sector of South Africa for the relevant area as at the closing date of the bid
9	<input checked="" type="checkbox"/>	<b><i>Bidders must be registered on CSD</i></b>
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	

1.2. Indicate administrative requirements applicable for this tender. Tenderers 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 seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer

6	<input checked="" type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input checked="" type="checkbox"/>	Bidders will be evaluated as per Special Conditions of Bid (SCB-1)
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	

1.3. **Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.**

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

## 2. BID EVALUATION METHOD

2.1. This bid will be evaluated according to the preferential procurement model in the PPPFA and the 80/20 preference point scoring system will be applicable

## 3. EVALUATION METHOD FOR RESPONSIVE BIDS

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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## 4. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

4.1. **For procurement transaction with rand value greater than R 2000 and up to R 1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.**

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by black people	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>
2.	Located in Chris Hani District municipality for work to be done or services to be rendered in the Chris Hani District municipality area	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> <li>Or</li> <li>Any Account or statement which is in the name of the Bidder.</li> <li>Or</li> <li>Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> <li>Or</li> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</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 black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and</li> <li>Medical Certificate indicating that the disability is permanent or</li> <li>South African Social Security Agency (SASSA) registration indicating that the disability is permanent</li> <li>Or</li> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>

#### 5. COLLECTION OF TENDER DOCUMENTS

- Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)
- Alternatively; Bid documents may be collected during working hours at the following address NDPWI, Eben Donges Building, Cnr Robert and Hancock street, Gqeberha, 6056.
- A non-refundable bid deposit of Free of Charge is payable (cash only) on collection of the bid documents.

#### 6. COMPULSORY BID BRIEFING/ CLARIFICATION/ SITE INSPECTION MEETING

Details of Compulsory Bid Briefing/ Clarification / Site Inspection Meeting (if any):

Venue:	N/A		
Virtual meeting link:	(Type link here or indicate "N/A")		
Date:	N/A	Starting time:	N/A

#### 7. ENQUIRIES

7.1. Technical enquiries may be addressed to:

DPWI Project Manager	Potso Lekau	Telephone no:	041 408 2358
Cellular phone no	0810322528	Fax no:	Indicate
E-mail	<a href="mailto:Potso.Lekau@dpw.gov.za">Potso.Lekau@dpw.gov.za</a>		

7.2. SCM enquiries may be addressed to:

SCM Official	Mosa Mnapu	Telephone no:	041 408 2306
Cellular phone no	SCM Official Cell No	Fax no:	None
E-mail	<a href="mailto:Mosa.Mnapu@dpw.gov.za">Mosa.Mnapu@dpw.gov.za</a>		

**8. DEPOSIT / RETURN OF TENDER DOCUMENTS**

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

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

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

**Closing Date: Thursday, 30 November 2023**

**Closing Time: 11H00**

<p><b>Tender documents may be posted to:</b> The Director-General Department of Public Works and Infrastructure Private Bag X 3193 Gqebergha 6001 Documents must be deposited in The Bid Box before the closing date of the bid</p>	<p><b>OR</b></p>	<p><b>Deposited in the tender box at:</b> The Bid Box Department of Public Works &amp; Infrastructure Eben Donges Building Corner Robert &amp; Hancock Street</p>
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**TERMS OF REFERENCE/ SPECIFICATIONS**



# public works & infrastructure

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

## **TERMS OF REFERENCE (Scope of Work)**

Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months. ■

### **HORTICULTURAL MAINTENANCE FOR A PERIOD OF 24 MONTHS**

**DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE  
EBEN DONGES BUILDING  
CNR HANCOCK & ROBERTS STREETS  
NORTH END  
GQEBERHA  
6056**



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## A1. LEGISLATIVE COMPLIANCE & STANDARD SPECIFICATIONS

The following standards, specifications, regulations, By-Laws and guidelines, but not limited to, are applicable to this service:

- A1.1. The Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act 36 of 1947), Conservation of Agricultural Resources Act, 1993 (Act. No. 43 of 1983)
- A1.2. Government Notice R1048, 1984 (R1048 of 25 May 1984 Part 2)
- A1.3. Environmental Conservation Act, 1989 (Act No. 73 of 1989)
- A1.4. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- A1.5. Regulations for Hazardous Biological Agents (Issued in terms of: Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- A1.6. Basic Conditions of Employment Act, 1997 (No. 75 of 1997)
- A1.7. Water Services Act (Act. 108 of 1997)
- A1.8. National Environmental Management Act, 1998 (Ac No. 107 of 1998)
- A1.9. National Environmental Management: Biodiversity Act (Act No. 10 of 2004)
- A1.10. National Environmental Management: Waste Act (Act No. 10 of 2004)
- A1.11. National Regulator for Compulsory Specifications Act (Act 5 of 2008) and Compulsory Specification for Chemical Disinfectants – VC 8054
- A1.12. ISO 9001 – Quality Management System
- A1.13. ISO 14001 – Environmental Management Systems
- A1.14. Local Municipality By-Laws and Regulations (Especially with regard to waste management / sewage disposal)
- A1.15. South African Bureau of Standards (SABS) / South African National Standards (SANS)
- A1.16. Agrément South Africa Act (Act No. 11 of 2015)



## 1. SERVICE DESCRIPTION

<b>PROJECT TITLE:</b>	Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months: <b><i>HORTICULTURAL MAINTENANCE FOR A PERIOD OF 24 MONTHS</i></b>
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## 2. BROAD DESCRIPTION OF SERVICE

Provide a comprehensive, good quality horticultural maintenance service of garden (Lawn, grass, beds, trees, etc.) and hard surfaces (paved, concrete areas, etc.) inclusive of all necessary labour, supervision, material, consumables for employees, equipment and tools, transport, fuel, licensing where required and comply with statutory requirements for the duration of the contract.

## 3. CONTRACT DURATION AND OPTION FOR RENEWAL

3.1. **Duration:** 24 months

3.2. **Renewal Option of Contract**

3.2.1. **Option 1:** Renew for a period of six (6) months based on good performance, **OR**

3.2.2. **Option 2:** Renew for a period of twelve (12) months based on excellent performance.

3.3. **Bona Fide Negotiations**

3.2.1. The Department reserves the right to consider the renewal of the contract or portions thereof, in consultation with the appointed Service Provider for a further period of six (6) months (Option 1) or for a maximum period of twelve (12) months (Option 2), without going to an open bidding process.

## 4. CONDITIONS OF CONTRACT

4.1. The Conditions of contract are the: FACILITIES MANAGEMENT CONDITIONS OF CONTRACT (DPW), SEPT. 2005 VERSION 1;

4.2. The Supplementary document, where applicable is: THE SPECIAL CONDITIONS OF CONTRACT.

4.3. Bidders **MUST** populate "**Annexure A: Demonstration & Calculation of Groundsman salaries**" and attach as a returnable document.

4.4. The Terms of Reference (ToR) / Scope of Works (SoW) should be studied in full and read in conjunction with the Pricing schedule. Pricing should be done on "**Annexure B: Pricing Schedule**" **NOT** on the ToR / SoW.

## 5. CONTRACTUAL PRICE ADJUSTMENTS AND ESCALATION CAP

5.1. Pursuant to this contract, the rates shall be subject to an **annual escalation cap limited to five percent (5%)** per annum, excluding labour rates;



- 5.2. Irrespective of the date of award, no price adjustment will be allowed in the first twelve (12) months after the date of award of the tender, excluding labour rates;
- 5.3. Bidders must at the closing date comply with the minimum Gazetted labour rates as per the Government Notice under Sectorial Determination: Contract Cleaners of South Africa for that particular area and the Department of Labour. In the event that adjustments and or amendments and or additions to the rates are Gazetted (by the Department of Labour and or Sectorial Determination: Contract Cleaners of South Africa for that particular area) the rates of the contracted bidder will be adjusted accordingly. Therefore adjustments on Labour cost will be done “as and when the need arises”.
- 5.4. Rates / prices must be priced for risk and will be escalated in accordance with the competitive escalation rate tendered, not exceeding the escalation cap above. The escalation percentage shall not change throughout the term of the contract, including the renewal period;
- 5.5. The rates for year two (2) and subsequent years (should the contract be renewed based on performance) shall be escalated as follows:
  - 5.5.1. Rates for year 2 (per item) = Tendered rates per the bid for year 1 plus the tendered percentage (%) escalation;
  - 5.5.2. Rates for year 3 (per item) = Tendered rates per the bid for year 2 plus the tendered percentage (%) escalation.
- 5.6. Notwithstanding the Service Provider’s escalation rate, the Department of Public Works shall adjust the basic salary rate of the groundsman with the relative percentage increase, published in terms of **Government Notice under Sectorial Determination1: Contract Cleaners of South Africa for that particular area.**
- 5.7. The contract escalation rate offered by the Service Provider throughout the duration of the contract is the following:
  - 5.7.1. Annual escalation rate..... (%) **[To Pricing Schedule]**

## 6. SITE INFORMATION

- 6.1. Service providers must familiarise themselves with the site prior to submitting a final tender offer to enable pricing for all risks, costs and demonstrate the ability to make reasonable profit in relation to the size and requirements of the site(s) as follows: and numbers of groundsman required on each site
  - 6.1.1. **Queenstown**

## 7. SCOPE

The Service Provider is responsible for maintenance as follows per respective site:

- 7.1. Lawn and Grass areas X 300 m<sup>2</sup>
- 7.2. Bedding plants X 800 m<sup>2</sup>
- 7.3. Tree maintenance
- 7.4. Hard Surfaces X 3000 m<sup>2</sup>
- 7.5. Pest Control on plants X 3000 m<sup>2</sup>
- 7.6. Refuse removal
- 7.7. Verge X 200 m<sup>2</sup>

## 8. SERVICE TIMES

The services must be provided daily and the respective site must have its own groundsman.

## 9. SERVICE PROVIDER'S RESPONSIBILITIES

### 9.1. Management / Supervision of operations

The Service Provider **must allow costs for** management / supervision of duties in the maintenance of grounds, including **costs for the Administration of the contract** (telephones and Stationery and other back office or overheads) and shall interact with the Service Manager to receive any additional guidance or co-ordination necessary to ensure tasks are performed in a manner consistent with the industry best practice as follows:

- 9.1.1. Management / Supervision of Services.....(Month) **[To Pricing Schedule]**
- 9.1.2. Administration of Contract.....(Month) **[To Pricing Schedule]**

### 9.2. The responsibilities of the Service Provider are to:

- 9.2.1. Ensure fair labour practices are complied with;
- 9.2.2. Indemnify, protect, defend and hold harmless the Department from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof and arising out of any claim in respect of the Compensation for Occupational Injuries and Diseases Act 1997 or for any loss for which the Service Provider is liable;
- 9.2.3. Ensure compliance with Unemployment Insurance Act;
- 9.2.4. Supply the labour force to render the service in terms of the specification. This labour force is to conduct itself in an efficient and professional manner in carrying out their duties and keep disturbances to the occupants of the building to a minimum;
- 9.2.5. Ensure that EPWP labour reports and registers are submitted monthly together with invoice;
- 9.2.6. Ensure that a meeting between the service provider and a project leader of the DPW takes place once a month;
- 9.2.7. Ensure that replacement staff is available at all times (for e.g. absences, industrial actions etc.) and ensure the contracted staff adhere to the daily starting and ending times for the specified services;
- 9.2.8. Keep the facilities provided by the DPWI clean and tidy;
- 9.2.9. Comply with the facility / site's security and emergency policies and procedures;
- 9.2.10. Ensure that all staff employed are issued with protective clothing with the company's logo embroidery on work suit, as well as nametags;
- 9.2.11. Accept responsibility and liability for the safekeeping of its equipment on the premises provided by the DPWI;
- 9.2.12. Not store or use poisons, flammable chemicals and materials on the property without the written consent of the department.



### 9.3. Insurance

The service provider **must allow costs for** and is responsible to assess risks on the project, obtain and maintain adequate insurances to cover such risks for the duration of the contract. The Service Provider shall provide comprehensive insurance and maintain during the entire period of this contract as follows:

9.3.1. Public Liability Insurance / General liability insurance:

Operations, maintenance and application hazard, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage and personal injury wherein the limit of liability required under the Service Provider's **Public Liability insurance must be a minimum R 2'000'000 any one occurrence.**

9.3.2. Damage to electronic equipment and furniture, theft of materials and equipment:

The Service Provider shall provide where applicable, adequate insurance for the damage to electric and electronic equipment, furniture, theft of materials and equipment.

9.3.3. Government of RSA as additional insured

The general liability policy required of the Service Provider shall name "the Republic of South Africa, acting by and through the Presidency", as an additional insured with respect to operations performed under this contract.

9.3.4. Insurance cover for all risks.....(Month) **[To Pricing Schedule]**

### 10. MAINTENANCE PERSONNEL

10.1. The Service Provider **must cost and provide** a minimum number of **groundsmen** per respective site and shall not use the same / allocated groundsmen on various sites;

10.2. Service Providers must adhere to the Basic Conditions of Employment Act No.75 of 1997 and the basic salary paid to the groundsmen must not be less than the published rate in terms of **Government Notice under Sectoral Determination1: Contract Cleaners of South Africa for that particular area** for the duration of the contract;

10.3. The guideline for the calculation of groundsmen salaries is as follows:

**Table 1: Groundsmen salaries calculation guideline : ...1 groundsmen required**

Item	Description	Calculation	Total
T.1.1.1.	<b>Basic Salary</b>	hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	A
T.1.1.2.	<b>Annual leave provision</b> (Pro rata per month) based on minimum determined days per year.	15 days per year ÷ 12 months x hourly rate x 8 hours per day	B
T.1.1.3.	<b>Sick leave</b> (Pro rata per month) based on minimum determined days per year.	10 days per year ÷ 12 months x hourly rate x 8 hours per day	C
T.1.1.4.	<b>Family responsibility leave</b> (Pro rata per month) based on minimum determined days per year.	3 days per year ÷ 12 months x hourly rate x 8 hours per day	D
T.1.1.5.	<b>Unemployment Insurance Fund (UIF)</b> (1% contribution by employer, 1% contribution by employee)	2% of basic monthly salary	E
T.1.1.6.	<b>Workman's Compensation (COIDA)</b> (Class J: Sub-class 0501 Tariffs of Assessment)	2.65% of basic monthly salary	F
T.1.1.7.	<b>Bonus</b>	Annual bonus ÷ 12 months	G



Item	Description	Calculation	Total
	(Payment of bonus by is subject to good / excellent performance by the Service Provider)		
T.1.8.	<b>Monthly salary cost per groundsman (A+B+C+D+E+F+G)</b>		10.3.1.

10.3.1. Groundsman salary.....[To Pricing Schedule]

10.4. All employees on site shall wear safety clothing (continental suit branded with company name and safety shoes) at all times while on duty, be presentable and clearly identifiable. Non-compliance will result in the employee being immediately removed from site by Service Manager or DPWI Delegated Official.

## 11. HORTICULTURAL MAINTENANCE REQUIREMENTS

### 11.1. Lawn and Grass Maintenance

- 11.1.1. A single mowing cycle shall comprise of mowing, edging, raking all grassed surfaces on the facility and removal of the clippings from the mown areas;
- 11.1.2. All foreign objects shall be removed from the turf before starting operation;
- 11.1.3. The blades of the turf are to be cut at a height of 10mm-20mm using a rotary mower. The above height stipulation may be altered due to specie requirements;
- 11.1.4. The turf shall be cut at regular intervals of once (1) every week from the period 1 September to 30 April, and once (1) every second (2nd) week from 1 May to 31 August.
- 11.1.5. The edges shall be neatly trimmed in conjunction with the mowing programme using a line to keep the edges straight in sections requiring so;
- 11.1.6. The equipment used in edging shall be limited to equipment ensuring even, neat and vertical edges avoiding the widening of gaps along sidewalks, bedding or roads;
- 11.1.7. Clippings may not remain on mown surface overnight and shall be removed on the same day of operation;
- 11.1.8. All areas to be cut are to be cut within three (3) days of beginning the mowing cycle;
- 11.1.9. The grasses area shall be maintained to the satisfaction of the Service Manager;
- 11.1.10. Equipment used in the mowing programme shall be in good working condition to give a professional cut;
- 11.1.11. An acceptable lawn shall be free of ridges, have an even surface, no lines and clippings;
- 11.1.12. After all maintenance work has been carried out the surface shall be well drenched with water;
- 11.1.13. Irrigation: The lawn is to be watered once (1) a week, the soil should be moist and not drenched, to a depth of 10mm-15mm below soil surface. During rainfall no irrigation should be done. The Service Provider must adhere to water restriction requirements by the Local Authority.
- 11.1.14. Top-dressing: Medium shall be a mixture of compost and fine river sand free of stones and weeds. Top dressing shall be applied as a complete 8mm cover, once a year over the surface of lawn and levelled off to even out surfaces.
- 11.1.15. Transplanting of lawn: All damaged areas on turf shall be replaced with sods or stolons of the same species and quality of turf as soon as they appear.



11.1.16. Fertilizing of lawn : The Service Provider is to ensure the area to be fertilized is watered before and after fertilizing sufficiently to avoid burning the plants:

11.1.17. Granules: granular controlled release or slow release fertilizer shall be applied at a rate of 30g per m<sup>2</sup> on the lawn every third (3<sup>rd</sup>) month (four (4) times per year).

## 11.2. **Bedding**

### 11.2.1. Transplanting of bedding:

11.2.1.1. Plants requiring transplanting shall be done so as per their season and species requirements, pertaining to groundcovers perennials and shrubs;

11.2.1.2. The Service Provider shall communicate with the Service Manager before transplanting any plants, including reporting on a monthly basis;

11.2.1.3. Transplanting shall be carried out to control overgrowth and bare patches where plants have died. Dead plants will need to be replaced with the same / similar species included in the maintenance cost as part of the contract.

### 11.2.2. Planting of bedding:

11.2.2.1. Plants provided shall be kept in good condition until such time as they are planted, after which they shall form part of the maintenance contract and cared for accordingly.

11.2.2.2. Well-composed soil must be applied in beds before planting;

11.2.2.3. Planting shall be carried out in empty beds or where it is required by the Service Manager and also types / species required;

11.2.2.4. Plant material for new areas and changing of annual plants shall not include the replacing of plants which have died due to negligence of the service provider. The Service Provider shall remedy at own expense;

11.2.2.5. Planting shall be carried out at the Service Manager's request and plants shall be to the requirements and approval of the Service Manager. Only healthy, pest and disease free plants will be accepted for planting and are to display:

11.2.2.5.1. Vigour in growth within bags;

11.2.2.5.2. Bags free of weeds and stones;

11.2.2.5.3. Specified size;

11.2.2.5.4. True to species.

11.2.2.6. All areas for planting shall be demarcated and prepared beforehand with required fertilizers and composts with holes 70% larger than planting bag

11.2.2.7. All planting shall meet the time frames specified by the Service Manager for the duration of the contract.

### 11.2.3. Composting

11.2.3.1. The compost shall be spread as a cover over the planting area/required area comprising of a layer 30mm, and shall not cause damage to plants.

11.2.3.2. The compost shall be dug into the soil to a depth of 250mm-300mm to mix thoroughly with the soil.

11.2.3.3. This is to be done twice yearly i.e. once every six (6) months of the duration of the contract.

### 11.2.4. Vegetation in bedding:

11.2.4.1. Weeds shall be removed mechanically / manually from the affected area, with no use of any harmful chemicals / herbicides on bedding areas;





11.2.5. Pruning of bedding plants:

- 11.2.5.1. The plants shall be pruned in accordance to season and plant species. Healthy plants are not to be cut unless otherwise instructed by the Service Manager;
- 11.2.5.2. The equipment used is to be in good working condition with sharp blades and sterilized so as to be free of pathogens;
- 11.2.5.3. Plants and perennials with vigorous growth shall be pruned to maintain good shape and encourage growth;
- 11.2.5.4. All refuse generated from the pruning shall be removed from site immediately after operations.

11.2.6. Irrigation of bedding plants:

- 11.2.6.1. The bedding areas are to be watered three (3) times a week the soil should be moist and not be drenched/ too wet, to a depth of 25mm-40mm below soil surface. During rainfall no irrigation to be done.

11.2.7. Fertilizing of bedding plants:

- 11.2.7.1. The Service Provider must ensure the area to be fertilized is watered before and after fertilizing sufficiently to avoid burning the plants;
- 11.2.7.2. Organic fertilizer (pellets) shall be applied 30g per m<sup>2</sup> for bedding plants every third (3<sup>rd</sup>) month. Pricing for fertilizers elsewhere in this document.

11.2.8. Mulching of bedding plants:

- 11.2.8.1. Mulch supplied must be bark chips 30mm-50mm for planting areas and must be free of stones, disease / virus and weeds and to the Service Manager's satisfaction;
- 11.2.8.2. The mulch shall be spread as a cover over the required area comprising of a layer 20mm, at regular intervals of twelve (12) months and watered thoroughly.
- 11.2.8.3. The Service Provider shall avoid having the mulch touch up against the stems of any plants where possible.

**11.3. Tree Maintenance**

- 11.3.1. Shrubs and perennials with vigorous growth shall be pruned to maintain good shape and encourage growth.

11.3.2. Quality of trees required:

- 11.3.2.1. All trees growing on the property shall be maintained by the Service Provider to display a good quality specimen and shall have the following traits:
  - 11.3.2.1.1. Single main stem growing from the ground;
  - 11.3.2.1.2. Depending on the size, the lower 25-40% shall be free of lateral branches;
  - 11.3.2.1.3. No multi stems or water shoots arising from the soil shall be accepted and are to be pruned as soon as they emerge;

11.3.3. Staking:

- 11.3.3.1. Trees shall be supported with an appropriate wooden stake(s) which shall be:
  - 11.3.3.2.1. 30mm-40mm wider than the stem girth, and tied with a rubber tie or wire strung through a hose to the approval of the Service Manager;
  - 11.3.3.2.2. Stakes are to be 10mm-15mm higher than the apex of the specimen;



- 11.3.3.2.3. The stake shall be sturdy enough to support the tree in heavy winds and ensure the tree is positioned straight in calmer days;
- 11.3.3.2.4. The staking shall cause no harm to the tree at any point, and the trees will be inspected once every month, although the Service Provider will remedy any stakes coming undone as soon as they appear.
- 11.3.4. Tree Pits / Basins:
- 11.3.4.1. Tree pits shall be maintained at 300mm around trunk/stem around the younger trees and 70mm-100mm deep, the soil around the stem shall not form a mound around stem and roots shall not be exposed unnecessarily;
- 11.3.5. Mulching of tree pits: mulch supplied must be bark chips 40mm-60mm for tree pits and must be free of stones, disease / virus and weeds and to the Service Manager's satisfaction and be applied at 12 months intervals;
- 11.3.6. Pruning of trees:
- 11.3.6.1. Pruning shall include trees, hedge and shrubs;
- 11.3.6.2. The Service Provider shall communicate with the Service Manager for approval as a control measure to avoid excessive pruning of plants. Pruning shall be carried out once (1) every three (3) months depending on the species;
- 11.3.6.3. All trees requiring pruning shall be done so as not to damage property and furthermore, the actual plant or specimen itself.
- 11.3.6.4. Trees growing on the property which are accessible with a pole pruner or equivalent implement, not in excess of height of 5 m and a diameter of 40 mm, shall be maintained using a pole pruner by the Service Provider to display a good quality specimen;
- 11.3.6.5. The pruned appendage shall not:
- 11.3.5.4.1. Have jagged edges;
- 11.3.5.4.2. Tears in the bark;
- 11.3.5.4.3. Die back from improper pruning technique;
- 11.3.5.4.4. Disease from improper pruning and subs standard equipment.
- 11.3.6.6. The pruned appendages shall be treated immediately with a tree sealer or an approved solution to prevent exposure of the wound to disease and virus. The solution shall be applied as per the product label;
- 11.3.6.7. Broken and dead branches shall be pruned as soon as they are noticed;
- 11.3.6.8. Hedge height shall be kept between 1.5 m to 2m;
- 11.3.6.9. Palm trees where present, are to be pruned so as to produce a "V" shaped crown and remove all the dead fronds/palm leaves as close as possible to the trunk;
- 11.3.6.10. All refuse generated from the pruning shall be removed from site immediately after operations.
- 11.3.7. Tree Replacement
- 11.3.7.1. In the event where trees need to be replaced due to negligence on the Service Provider's part, this shall be recorded and communicated with the Service Manager to approve the specie, condition and size of the tree to be replaced.

#### 11.4. **Hard Surfaces Maintenance**

- 11.4.1. All hard surfaces areas and drainage channels must be swept of all debris and remain clean at all times;



11.4.2. Vegetation/ Weed control on hard surfaces:

11.4.2.1. A non-selective herbicide shall be used to control all weeds on hard surfaces once approval has been received from Service Manager, otherwise mechanical removal shall be the only acceptable method;

11.4.3. Litter from hard surfaces:

11.4.3.1. All loose objects (papers, plastic, glass pieces, stones, leaves droplets etc.) shall be collected and removed from site.

11.4.4. Refuse from hard surfaces:

11.4.4.1. The service provider must remove all refuse generated from the site **within five (5) days** to a disposal site approved by the Local Authority (Municipality);

11.4.4.2. Dumping is not allowed on site;

11.4.4.3. Where refuse is temporarily stored on site for collection, it should be temporarily kept in a concealed place that will not be hazardous to the clients, shall not be detrimental to the environment.

11.4.4.4. **The refuse bins on site are at no point to be used for garden refuse;** gardening refuse should be collected and placed in gardening refuse bags.

**11.5. Pest Control on Plants**

11.5.1. Vegetation: weeds shall be removed mechanically from the affected areas without use of herbicides.

11.5.2. Pest control services must be carried by an accredited Pest Control Agent;

11.5.3. The Service Provider **must cost** and appoint a pest control agent / sub-contract services for pest control if not accredited for pest control;

11.5.4. The Service Provider must provide the registration details of the pest control officer / agent for confirmation and approval by the Service Manager before carrying out the service;

11.5.5. Pest Control must be in terms of "The Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act 36 of 1947), which includes, but is not limited to Pesticides, Herbicides and Fungicides;

11.5.6. Pest control services shall be excluded from monthly invoices and shall be paid on a quotation to be approved by the Service Manager, based on a comprehensive pest control plan, which must be supported by the identified pest, chemicals to be utilised, risk management, handling and disposal, supplier's purchase invoice / sub-contractor's detailed invoice;

11.5.7. All the chemicals to be used for pest control must be SABS approved;

11.5.8. Fungal / Viral:

11.5.8.1. The Service Provider shall inspect all plants and lawn regularly for any signs of a pests;

11.5.8.2. The Service Provider must promptly (on the same day) inform the Service Manager on notification of any type of pest on the plants. An approval on the suitable method to control the pest will be provided, based on the pest control plan;

11.5.8.3. The Service Provider must cost the provisional amount for pest control in the pricing schedule as follows:

11.5.8.4. Pest Control Service.....(Provisional) **[To Pricing Schedule]**

**11.6. Verge Maintenance**

11.6.1. Vegetation: weeds shall be removed mechanically from the affected areas;



- 11.6.2. The verge, sometimes referred to as the municipality territory up to the roadway shall form part of this Service;
- 11.6.3. The verge to be maintained shall be defined by a distance of two (2) metres outside the fence / perimeter of the enclosed grounds;
- 11.6.4. The quoted price for maintenance of the internal grounds shall include the maintenance of the verge and the verge shall be maintained in accordance with the type of surface on site;
- 11.6.5. Additional costs for maintenance of the verge are not applicable under this contract.

## 12. GARDEN MATERIAL AND CONSUMABLES

### 12.1. Compost Material

- 12.1.1. Service provider must **cost and supply approved Compost** at intervals required by the Service Manager and the compost must be free of stones, disease / virus, weeds and odours regarded as noxious or posing nuisance. A sample of compost must be provided for approval by the Service Manager prior to delivery to site:
- 12.1.2. Compost.....(m<sup>3</sup>) **[To Pricing Schedule]**

### 12.2. Fertilizer Material

- 12.2.1. Service provider must **cost and supply approved slow release / organic fertilizer** at intervals required by the Service Manager. A sample of fertilizer must be provided for approval by the Service Manager prior to delivery to site:
- 12.2.2. Fertilizer.....(kg) **[To Pricing Schedule]**

### 12.3. Mulch Material

- 12.3.1. Service Provider must **cost and supply approved mulch** of bark chips 40mm–60mm for tree pits and 30mm–50mm for planting areas and must be free of stones, disease/virus and weeds. A sample of mulch must be provided for approval by the Service Manager prior to delivery to site:
- 12.3.2. Mulch.....(m<sup>3</sup>) **[To Pricing Schedule]**

### 12.4. Top Dressing / Lawn Dressing

- 12.4.1. Service Provider must **cost and supply approved top dressing medium** of a mixture of compost and fine river sand, free of stones and weeds. A sample of top dressing must be provided for approval by the Service Manager prior to delivery to site:
- 12.4.2. Top Dressing..... (m<sup>3</sup>) **[To Pricing Schedule]**

### 12.5. Plants

- 12.5.1. Service Provider must provisionally **cost and supply approved specified size plants** of a good condition, displaying vigour in growth within bags, free of pests and diseases, in bags free of weeds and stones, true to species.
- 12.5.2. The quality, quantity of plants and sample must be provided for approval by the Service Manager as per the list( **to be made available to service provider during the term of contract as per site requirements**), prior to delivery to site:



12.5.3. Plants..... (Provisional) **[To Pricing Schedule]**

## 12.6. Consumable Material

12.6.1. Service Provider must cost and supply all consumable items (including plastic refuse bags, hand soap, toilet paper, etc.) that are necessary for the provision of an effective service on site as follows:

12.6.2. Consumables.....(Month) **[To Pricing Schedule]**

## 13. OCCUPATIONAL HEALTH AND SAFETY

The Service Provider **must cost and comply with all the aspects of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)** including the safety file and additionally perform medical surveillance of employees, provide suitable Personal Protective Equipment (PPE) and Signage as follows:

### 13.1. Medical Surveillance and Certificates

The Service Provider **must allow costs for and perform base medical examinations** and obtain medical certificates of all employees prior to their employment, during employment and at the exit of employment. The Service Provider must ensure protection of workers by identifying all risks associated with the maintenance of grounds, eliminating or minimising such risks through proper medical, legislative and engineering measures;

13.1.1. Medical examinations.....(Sum) **[To Pricing Schedule]**

### 13.2. Personal Protective Equipment (PPE)

The Service Provider **must cost and provide PPE for the employees** made of a durable, safe design and suitable for Horticultural maintenance, comfortable when worn under the working conditions and fit snugly to not interfere with the movements of the groundsman as follows:

13.2.1. Personal Protective Equipment.....(Sum) **[To Pricing Schedule]**

The PPE shall comprise of a set allocated per employee as follows:

13.2.1.1. Minimum 2 x continental suits per year with company and EPWP logo

13.2.1.2. Gloves (for all work)

13.2.1.3. Rain coat

13.2.1.4. Safety shoes (steel toe)

13.2.1.5. Shin pads

13.2.1.6. Protective ear muffs

13.2.1.7. Visor (facial protection)

### 13.3. Signage

The Service Provider **must cost and supply neat warning** signs of a size and design to be easily recognisable to the general public. The signs must be used wherever work is in progress, more especially hazardous work to alert all persons using the facility and surrounds.

The warning signs are to be made in English and another local language, and shall be used for the term of the contract as follows:

13.3.1. Warning signage.....(No) **[To Pricing Schedule]**

### 13.4. Hazardous Chemicals and Tasks



- 13.4.1. The Service Provider shall not store or use poisons, flammable chemicals and materials on the property without the written consent of the department.
- 13.4.2. In the event that some tasks are deemed hazardous to the wellbeing of occupants as well as visitors to facility; such tasks will be avoided until the risk can be averted. Measures used to mitigate risk shall not pose further financial implication to the department.

## 14. EQUIPMENT FOR HORTICULTURAL MAINTENANCE

### 14.1. Machinery for mowing / cutting

The Service Provider **must cost, provide and maintain machinery** inclusive of running costs (fuel) of equipment for the mowing / cutting of lawn / grass and trimming comprising of, but not limited to rotary lawn mower(s), brush cutter(s), trimmer(s) and blowers at the standard required by the department as follows:

- 14.1.1. Machinery.....(Sum) **[To Pricing Schedule]**

### 14.2. Tools

The Service Provider **must cost, provide and maintain tools** for the effective and efficient maintenance of the grounds at the required standard wherein the department has the right to accept or reject any of the items as follows:

- 14.2.1. Tools.....(Sum) **[To Pricing Schedule]**

The equipment and tools utilised for any part of the service shall be in compliance with the Occupational Health and safety Act (Act 85 of 1993) and shall be **allocated per site** as follows:

- 14.2.1.1. Bow saw(s)
- 14.2.1.2. Broom(s)
- 14.2.1.3. Garden fork(s)
- 14.2.1.4. Hose pipe(s) (suitable length)
- 14.2.1.5. Lopper(s)
- 14.2.1.6. Nozzle sprayer(s)
- 14.2.1.7. Pick-axe(s)
- 14.2.1.8. Planters spade(s)
- 14.2.1.9. Pole pruner(s)
- 14.2.1.10. Secateurs(s)
- 14.2.1.11. Spray can(s)
- 14.2.1.12. Sprinkler head(s)
- 14.2.1.13. Steel rake and fan rake(s)
- 14.2.1.14. Tap & hose connectors(s)
- 14.2.1.15. Watering can(s)
- 14.2.1.16. Wheel-barrow(s)

- 14.2.1. The department can where possible provide storage space for storage of equipment free of charge to the Service Provider;
- 14.2.2. Should there be an unavailability of space, then the Service Provider will be required to remove their equipment from the site;
- 14.2.3. The department has the right to inspect the allocated space and upon discretion cancel the arrangement.

### 14.3. Power and water supply



- 14.3.1. Electricity shall NOT be provided to the Service Provider for the operation of equipment;
- 14.3.2. The department shall as available at existing points supply water for operational purposes to the Service Provider free of charge;
- 14.3.3. The Service Provider is to consult with the local municipality to establish the status of water restrictions and in the event that restrictions are in place they are to convey the information to the Service Manager within two (2) days;
- 14.3.4. In the event of water restrictions, the Service Provider may upon own discretion make its own arrangements in supplying water without the right of recourse against the department.

## 15. TRANSPORT

The Service Provider **must cost and provide suitable transport for conveying employees** to site, travelling for contract management / supervision, delivery of material to site and carting away garden refuse to an approved site as follows:

### 15.1. Transport for personnel

The Service Provider must employ local personnel to reduce transport costs and **must allow costs for conveying employees to site** to perform garden maintenance and make provision for attending monthly site visits and meetings with the Service Manager and for contract management / supervision throughout the duration of the contract as follows;

15.1.1. Personnel Transport.....(Km) [To Pricing Schedule]

### 15.2. Transport for material & cartage

The Service Provider **must cost and provide suitable transport for material** comprising of delivery of garden material to site including, but not limited to new plants, compost, fertilizer, mulch, top-dressing, consumables, etc. and carting away / collection of garden refuse a minimum four (4) times a month to an approved site as follows:

15.2.1. Material Cartage / Transport. ....(Sum) [To Pricing Schedule]

15.2.2. Disposal Transport.....(Sum) [To Pricing Schedule]

Refuse management must be adhered to as follows:

- 15.2.1.1. The Service Provider must collect and remove all refuse (includes all foreign objects such as paper, plastic, glass, stones, leaves) site on a weekly basis;
- 15.2.1.2. Refuse unattended beyond the stipulated timeframe, not in bags and not in the allocated refuse area shall be regarded as dumping;
- 15.2.1.3. All costs of refuse disposal at an approved municipal dump site must be included in the quoted price;
- 15.2.1.4. Where refuse is stored on site for collection, it shall be out of site and not cause any nuisance;
- 15.2.1.5. The Service Provider must communicate with the Service Manager regarding an area for allocation for refuse storage;
- 15.2.1.6. **The refuse bins on site are at no point to be used for garden refuse unless provided by the service provider;**



## 16. CESSION AND DELEGATION OF CONTRACT

- 16.1. The Department of Public Works and Infrastructure (DPWI) is in the process of devolving the Horticultural / Garden Services functions to the Department of Justice and Constitutional Development (DOJ&CD);
- 16.2. This contract has been identified as one of the Services to be devolved by DPWI to DOJ&CD through cession;
- 16.3. The DPWI shall cede, assign, or transfer any of its rights and / or obligations in terms of this Agreement (whether in part or in whole) or delegate any of its obligations in terms of this Agreement to DOJ&CD;
- 16.4. Wherein the DOJ&CD shall accept the cession and assume such obligations;
- 16.5. **By signing this Agreement and delivering this service, the DPWI appointed Service Provider consents to such cession and delegation;**
- 16.6. All the parties (DPWI, DOJ&CD and Service Provider) undertake to co-operate in good faith with the other parties to give practical effect to the cession and delegation of this contract;
- 16.7. The cession and delegation of this contract shall take effect from the effective date to be agreed by all the parties;
- 16.8. Notwithstanding the Agreement Date, with effect from the Effective Date the Cedent (DPWI) hereby cedes, transfers and makes over, as an out and out cession, the Ceded Rights and assign the Assigned Obligations unto and in favour of the Cessionary (DOJ&CD), who accepts such as an out and out cession with effect from the Effective Date.





## 17. PRICING GUIDELINE

### 17.1. The Groundsman salary pricing guideline

17.1.1. Rate = Monthly Salary Cost per Groundsman (Item **10.3.1**)

17.1.2. Amount = No. of Groundsman x Months x Rate = 3 x 12 x R15 000 = **R180 000**

Item No.	Brought Forward			Quantity	Rate	Amount
					R	Not priced
	<b>10. MAINTENANCE PERSONNEL</b>					
5	10.3.1.	Groundsman salary	No. 3 Month	12	5 000.00	180 000.00

### 17.2. Annual escalation and contract amount pricing guideline

17.2.1. A maintenance service contract is an annual contract repeated over the number of years for the duration of the contract. E.g.;

17.2.2. The Service Provider must provide an escalation rate to ensure the price increase as a result of inflation does not affect the ability of the Service Provider to make profit and perform in terms of the contract;

17.2.3. A 24 month contract = 1 year contract x 2, i.e. = 12 x 2 = 24 months. Similarly,

17.2.4. A 36 month contract = 1 year contract x 3; i.e. = 12 x 3 = 36 months.

17.2.5. Say the Service Provider has provided an escalation rate of 3% and the year 1 total is **R100'000**;

17.2.5.1. Year 2 = Year 1 amount + escalation rate

17.2.5.2. Year 2 = R100'000 + 3% = **R103 000**. i.e. **R100 000 x (1 + (3/100)) = R100 00 x 1.03**

17.2.5.3. The Bid Offer for the 24 month is therefore = Year 1 + Year 2 (escalated) = R100' 000 + R103 000 = **R203 000**.

### 17.3. Renewal of contract pricing guideline

17.2.1. If the contract is renewed for a further 12 months, the Year 2 amount will be escalated as follows: Year 3 = R103 000 +3% i.e.  $R103\ 000 \times (1+(3/100)) = R103\ 000 \times 1.03 = R106\ 090$ .

17.2.2. The contract amount for Year 3 = R100 000 + R103 000 + R106 090 = R309 090.

## DEMONSTRATION & CALCULATION OF GROUNDSMAN SALARIES

**Table 2: Demonstration and Calculation of Groundsman Salaries X 1**

Item	Description	Departmental Guide	Bidder's Offer (Rate)
T.2.1.	<b>Rate per hour</b> R...../ hour	hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	<b>Basic Salary per groundsman</b> R...../month
T.2.2.	<b>Annual leave provision</b> (Pro rata per month) based on minimum determined days per year.	15 days per year ÷ 12 months x hourly rate x 8 hours per day	R...../ month
T.2.3.	<b>Sick leave</b> (Pro rata per month) based on minimum determined days per year.	10 days per year ÷ 12 months x hourly rate x 8 hours per day	R...../ month
T.2.4.	<b>Family responsibility leave</b> (Pro rata per month) based on minimum determined days per year.	3 days per year ÷ 12 months x hourly rate x 8 hours per day	R...../ month
T.2.5.	<b>Unemployment Insurance Fund (UIF)</b> (1% contribution by employer, 1% contribution by employee)	2% of basic monthly salary	R...../ month
T.2.6.	<b>Workman's Compensation (COIDA)</b> (Class J: Sub-class 0501 Tariffs of Assessment)	2.65% of basic monthly salary	R...../ month
T.2.7.	<b>Bonus</b> (Payment of bonus by is subject to good / excellent performance by the Service Provider)	Annual bonus ÷ 12 months	R...../ month
T.2.8.	<b>Monthly salary cost per groundsman carried to Schedule No. 2 of Pricing Schedule: Labour – Groundsman (10.3.1)</b> (T2.8. = T.2.1.+T2.2.+T2.3.+T2.4.+T2.5.+T2.6+T2.7)		R...../ month

**Carry over T2.8. (Monthly salary cost per groundsman) to the Pricing Schedule**



PRICING SCHEDULE

Item No.		Quantity	Rate	Amount
	<p><b><u>GENERAL</u></b></p> <p><b><u>NOTES:</u></b></p> <p>(I) The agreement is to be the Facilities Management Conditions of Contract (DPW) SEPT. 2005 VERSION 1</p> <p>(II) Pursuant to this contract, the rates shall be subject to an annual escalation cap limited to five percent (5%) per annum, the base rate being the date of an award of tender.</p> <p>(iii) Tenderers are referred to the abovementioned documents for the full intent and meaning of each clause thereof (hereinafter referred to by heading and clause number only) for which such allowance must be made as may be considered necessary.</p> <p>(iv) Where standard clauses or alternatives are not entirely applicable to this contract such modifications, corrections or supplements as will apply are given under each relevant clause heading.</p> <p>(v) Where any item is not relevant to this specific contract such item is marked N/A (signifying "not applicable").</p> <p>(vi) Grouping of items necessitating the completion of works is allocated per type of service to be executed.</p> <p>(vii) The Service Provider is expected to familiarise themselves with the site and condition of the respective SITE to accurately estimate the resources required for the successful Horticultural Maintenance Contract.</p>			
	<p><b>Carried Forward</b></p>		R	<b>Not priced</b>
	<p>QUEENSTOWN <b>PRICING SCHEDULE</b> DPWI: GQEBERHA REGIONAL OFFICE FACILITIES MANAGEMENT: HORTICULTURAL SERVICES</p>			



Item No.		Quantity	Rate	Amount
	<b>Brought Forward</b>		R	<b>Not priced</b>
	<b><u>SCHEDULE NO. 1: CONTRACT MANAGEMENT, MATERIAL AND MAINTENANCE</u></b>			
	<b>9. SERVICE PROVIDER'S RESPONSIBILITIES</b>			
1	9.1.1. Management / Supervision of Services	Month	12	
2	9.1.2. Administration of Contract	Month	12	
3	9.3.4. Insurance cover for all risks	Month	12	
	<b>11.5. VEGETATION/WEED CONTROL ON PLANTS</b>			
4	11.5.8.4. Pest Control Service	Prov	1 8 000,00	8 000,00
	<b>12. GARDEN MATERIAL &amp; CONSUMABLES</b>			
5	12.1.2. Compost	m3	6	
6	12.2.2. Fertilizer	Kg	80	
7	12.3.2. Mulch	m3	4	
8	12.4.2. Top Dressing	m3	7	
9	12.5.3. Plants	Prov	1 2 800,00	2 800,00
10	12.6.2. Consumables	Month	12	
	<b>13. OCCUPATIONAL HEALTH AND SAFETY</b>			
11	13.1.1. Medical examinations	Sum	1	
12	13.2.1. Personal Protective Equipment	Sum	1	
13	13.3.1. Warning signage	No.	1	
	<b>Carried Forward</b>		R	
	QUEENSTOWN			
	<b>SCHEDULE NO. 1: CONTRACT MANAGEMENT, MATERIAL AND MAINTENANCE</b>			
	DPWI: QGEBERHA REGIONAL OFFICE			



Item No.	FACILITIES MANAGEMENT: HORTICULTURAL SERVICES				Quantity	Rate	Amount
	<b>Brought Forward</b>					R	
	<b>14. EQUIPMENT FOR MAINTENANCE</b>						
14	14.1.1.	Machinery		Sum	1		
15	14.2.1.	Equipment and tools		Sum	1		
	<b>15. TRANSPORT</b>						
16	15.1.1.	Personnel Transport	Km	Month	12		
17	15.2.1.	Material Cartage / Transp	Km	Sum	1		
18	15.2.2.	Disposal Transport	Km	Month	12		
	<b>rst. 12 Months Total Exluding Labour Carried to Summa</b>					R	
	QUEENSTOWN						



Item No.	<b>SCHEDULE NO. 1: CONTRACT MANAGEMENT, MATERIAL AND MAINTENANCE</b>	Quantity	Rate	Amount
	DPWI: QOBERHA REGIONAL OFFICE FACILITIES MANAGEMENT: HORTICULTURAL SERVICES			
	<b>SCHEDULE NO. 2: LABOUR - GROUNDSMAN</b>			
	<b>10. MAINTENANCE PERSONNEL</b>			
19	10.3.1. Groundsman salary   No.   1   Month	12		
	<b>Carried Forward to Summary Page</b>		R	



Item No.	FINAL SUMMARY	Page No	Amount
	QUEENSTOWN SCHEDULE NO. 2: LABOUR - GROUNDSMAN DPWI: QOBERHA REGIONAL OFFICE QUEENSTOWN		
	<b>SCHEDULE: YEAR 1</b>		
20	SCHEDULE NO. 1: CONTRACT MANAGEMENT, MATERIAL AND MAINTENANCE	3	R
21	SCHEDULE NO. 2: LABOUR - GROUNDSMAN	4	R
22	YEAR 1: TOTAL (20+21)		R
	<b>SCHEDULE: YEAR 2</b>		
23	SCHEDULE NO. 1: CONTRACT MANAGEMENT, MATERIAL AND MAINTENANCE (Carried over from year 1 item 20)	3	R
24	5.7.1. ANNUAL ESCALATION NOT EXCEEDING 5% _____ %		R
25	YEAR 2: SUB-TOTAL EXCL. LABOUR (23+24)		R
26	YEAR 2: LABOUR GROUNDSMAN (To be adjusted in terms of Sectoral determination as outlined under terms of reference: Use Year 1 Labour for tender purposes)		R
27	YEAR 2: SUB-TOTAL INCL. LABOUR (25+26)		R
28	CONTRACT SUB-TOTAL EXCL. PROFIT (22+27)		R
29	PROFIT _____		R
	SUB-TOTAL INCLUSIVE OF PROFIT (28+29)		R
	VAT@ _____		R
	<b>Total Carried to Form of Offer</b>		R

**DPW-07: FORM OF OFFER AND ACCEPTANCE**

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**Bid no: PEHQ 01/2023**

**Bid/ Project Description: Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months**

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and responsibilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX (All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:**

<b>Rand (in words):</b>	
<b>Rand in figures:</b>	R

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

**THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY:** (cross out block which is not applicable)

<p>Company or Close Corporation:</p> <p>.....</p> <p>.....</p> <p>And: Whose Registration Number is:</p> <p>.....</p> <p>And: Whose Income Tax Reference Number is:</p> <p>.....</p> <p>CSD supplier number: .....</p>	<b>OR</b>	<p>Natural Person or Partnership:</p> <p>.....</p> <p>.....</p> <p>Whose Identity Number(s) is/are:</p> <p>.....</p> <p>Whose Income Tax Reference Number is/are:</p> <p>.....</p> <p>CSD supplier number: .....</p>
--	-----------	--

**AND WHO IS** (if applicable):

Trading under the name and style of: .....

**AND WHO IS:**

<p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms:</p> <p>.....</p> <p>In his/her capacity as:</p> <p>.....</p>	<p><b>Note:</b></p> <p><b>A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</b></p>
--	---



**Bid No: PEHQ 01/2023**

**Bid/ Project Description: Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months**

**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

**WITNESSED BY:**

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents .....

The official alternative .....

Own alternative (only if documentation makes provision therefore)

**SECURITY OFFERED: (Not required for this quotation/ bid)**

The Service Provider will provide one of the following forms of security:

- (1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) Yes  No
- (2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) Yes  No
- (3) Retention of 2.5% of the Contract Sum (excl. VAT) Yes  No
- (4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) Yes  No

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

**Other Contact Details of the Tenderer are:**

Telephone No..... Cellular Phone No. ....

Fax No. ....

Postal address.....

Banker ..... Branch.....

Bank Account No. .... Branch Code .....

Registration No of Tenderer at Department of Labour.....

**ACCEPTANCE**

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

**Bid No: PEHQ 01/2023**

**Bid/ Project Description: Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months**

**The terms of the contract, are contained in:**

- Part 1 Agreements and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work.
- Part 4 Site information

and drawings (where applicable) and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement (if applicable), this agreement shall constitute a binding contract between the parties.

**For the Employer:**

Name of signatory	Signature	Date

<b>Name of Organisation:</b>	Department of Public Works
<b>Address of Organisation:</b>	

**WITNESSED BY:**

Name of witness	Signature	Date

**SCHEDULE OF DEVIATIONS**

**Bid no: PEHQ 01/2023**

**Bid/ Project Description: Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months**

<b>1.1.1. Subject:</b>
<b>Detail:</b>
<b>1.1.2. Subject:</b>
<b>Detail:</b>
<b>1.1.3. Subject:</b>
<b>Detail:</b>
<b>1.1.4. Subject:</b>
<b>Detail:</b>
<b>1.1.5. Subject:</b>
<b>Detail:</b>
<b>1.1.6. Subject:</b>
<b>Detail:</b>

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

**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<sup>3</sup> in the enterprise, employed by the state?  YES  NO

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

Full Name	Identity Number	Name of State institution

---

<sup>(3)</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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".  
For External Use

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 declare 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>4</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.

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<sup>4</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.

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".  
 For External Use



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 DECLARE 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.**

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

---

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

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

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

**RESOLVED that:**

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

\_\_\_\_\_  
*(project description as per Tender Document)*

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

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

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

and who will sign as follows:

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



	Name	Capacity	Signature
1			
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13			
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15			
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17			
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19			
20			

**Note:**

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

**ENTERPRISE STAMP**



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

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

\_\_\_\_\_

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

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

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

**RESOLVED that:**

1. The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_

\_\_\_\_\_  
*(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)*

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

\_\_\_\_\_

\_\_\_\_\_  
*(project description as per Tender Document)*

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

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

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

and who will sign as follows:

\_\_\_\_\_

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

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

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

\_\_\_\_\_ Postal Code \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

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



	Name	Capacity	Signature
1			
2			
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The tendering enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

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

**ENTERPRISE STAMP**

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

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

1 \_\_\_\_\_  
 \_\_\_\_\_

2 \_\_\_\_\_  
 \_\_\_\_\_

3 \_\_\_\_\_  
 \_\_\_\_\_

4 \_\_\_\_\_  
 \_\_\_\_\_

5 \_\_\_\_\_  
 \_\_\_\_\_

6 \_\_\_\_\_  
 \_\_\_\_\_

7 \_\_\_\_\_  
 \_\_\_\_\_

8 \_\_\_\_\_  
 \_\_\_\_\_

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

**RESOLVED that:**

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

\_\_\_\_\_  
 \_\_\_\_\_  
*(project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(tender number as per Tender Document)*

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

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

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

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

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

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

E-mail address: \_\_\_\_\_



	Name	Capacity	Signature
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13			

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

**Note:**

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

### DPW-16. TENDER BRIEFING MEETING CERTIFICATE

<b>Project title:</b>	<b>Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months</b>		
<b>Tender / Quotation no:</b>	<b>PEHQ 01/2023</b>	<b>Reference no:</b>	<b>N/A</b>

**Date Bid Briefing Meeting:** N/A

**Time of Bid Briefing Meeting:** N/A

**Venue:** N/A

This is to certify that I, \_\_\_\_\_

representing \_\_\_\_\_

attended the tender clarification meeting on: \_\_\_\_\_

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

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

Tender Number: PEHQ 01/2023

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

# 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

**1. 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, 2022, 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**

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>



## 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

### 1.2 Preference Points System to be applied

The applicable preference point system for this tender is the **80/20** preference point system.

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

1.3.1 Price: Maximum 80 points

1.3.2 Specific Goals: Maximum 20 points

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

Preference Points System to be applied	80/20
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

### 1.5 Breakdown Allocation of Specific Goals Points

1.5.1 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 the table below are applicable:

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by black people	10	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>
2.	Located in Chris Hani District municipality for work to be done or services to be rendered in the Chris Hani District municipality area	2	<ul style="list-style-type: none"> <li>• Official Municipal Rates Statement which is in the name of the bidder. Or</li> <li>• Any Account or statement which is in the name of the Bidder. Or</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or</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>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and</li> <li>Medical Certificate indicating that the disability is permanent or</li> <li>South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or</li> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</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

- “**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;
- “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “**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
- “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 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:

**80/20      or      90/10**

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

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE which is at least 51% owned by black people	10	
1.1 Located in Chris Hani District municipality for work to be done or services to be rendered in the Chris Hani District municipality area	2	
2. An EME or QSE which is at least 51% owned by black women	4	
3. An EME or QSE which is at least 51% owned by black people with disability	2	
4. An EME or QSE which is at least 51% owned by black youth	2	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions



of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.

Select applicable

- I am a Member  / Director  / Owner  **(Select one)** of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Construction Business:</b>	
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- 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;"
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

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

Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = \_\_\_\_\_%
- Black Disabled % = \_\_\_\_\_%
- Black Unemployed % = \_\_\_\_\_%
- Black People living in Rural areas % = \_\_\_\_\_%
- Black Military Veterans % = \_\_\_\_\_%

**Select applicable**

Based on the  Financial Statements /  Management Accounts and other information available (on the latest financial year-end of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (format: day/month/year) the annual  
Day/ month / year

Total Revenue/ Allocated Budget/Gross Receipts was R10, 000,000.00 (Ten Million Rands) or less

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

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature \_\_\_\_\_

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

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

Stamp Commissioner of Oaths

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL  
ENTERPRISE – GENERAL**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.

Select applicable

- I am a Member  / Director  / Owner  **(Select one)** of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Construction Business:</b>	
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- 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;”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”



3. I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

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

Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = \_\_\_\_\_%
- Black Disabled % = \_\_\_\_\_%
- Black Unemployed % = \_\_\_\_\_%
- Black People living in Rural areas % = \_\_\_\_\_%
- Black Military Veterans % = \_\_\_\_\_%

**Select applicable**

Based on the  Financial Statements /  Management Accounts and other information on the latest financial year-end of \_\_\_\_/\_\_\_\_/\_\_\_\_ (format day/month/year)

the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

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

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	<input type="checkbox"/>
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	<input type="checkbox"/>

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature \_\_\_\_\_

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

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

Stamp Commissioner of Oath

## SPECIAL CONDITIONS OF BID

### 1. INTERPRETATION

- 1.1. The word "Bidder" in these conditions shall mean and include any firm of Contractors, Services Providers or any company or body incorporated or unincorporated or any other legal entities.
- 1.2. The word "Department" in these conditions shall mean the DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
- 1.3. Any reference to words "Bid" or "bidder" herein and or any other documentation shall be construed to have the meaning as the words "Tender" or Tenderer".

### 2. PRECEDENCE

- 2.1. If any other condition (bid rule) in the bid document is in contradiction with the "Special Conditions of Bid" the "Special Conditions of Bid" will take preference.
- 2.2. The "Special Conditions of Bid" can only be amended by an official addendum before the closing date of the bid.

### 3. GENERAL BID RULES

- 3.1. "Written" or "in writing" means hand-written in non-erasable ink or any form of electronic or digital writing and or a combination thereof.
- 3.2. The digital and or electronic completion and signing of documents is permitted.
- 3.3. A bidder participates in this bid process entirely at its own risk and cost.
- 3.4. The Department may accept or reject any bid offer and may cancel the bid process (or reject all bid offers at any time) prior to the formation of a contract, due to the following:
  - 3.4.1. due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
  - 3.4.2. funds are no longer available to cover the total envisaged expenditure;
  - 3.4.3. no acceptable tender is received;
  - 3.4.4. there is a material irregularity in the tender process; or
  - 3.4.5. there is material change in the scope of works.
- 3.5. The Department shall not accept or incur any liability for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- 3.6. Completed bid documents in a sealed envelope, endorsed with the relevant bid number, bid description and the closing, must be deposited in the bid box as indicated in the bid document.
- 3.7. Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental Bid box, prior to the closing date and time. The Department will not accept responsibility for any bids, which are not timeously deposited in the Bid Box.
- 3.8. A Bid will be treated as a late bid, if it is not received in the bid box. The Department will not accept responsibility for any late depositing of bids or for the non-depositing of bids in the bid box, which are as a result from an act committed or omitted by an official. This is not limited to the following cases:
  - 3.8.1. A Bidder handed over its bid to a departmental official or to the security services personnel timeously, but they omits to deposit the bid in the bid box on or before the closing date and time.
  - 3.8.2. If a courier service delivers the bid to a departmental official or to the security services personnel timeously and it is not deposited in the bid box timeously.
  - 3.8.3. The bid documents were send through mail / Post Office and it is not timely collected and or timely deposited in the Departmental Bid Box.
- 3.9. Bids received after the closing date and time will not be accepted for consideration and where practical, be returned unopened to the Bidder(s).
- 3.10. Bidders who are not registered on the CSD, must register on the CSD within 7 working days, if requested to do so. No award letters or purchase orders or contracts will be signed, with a bidder not registered on the CSD.
- 3.11. The Department will download the following documents, and bidders do not have to submit the following documents with the bid at the closing date:
  - 3.11.1. Proof of CSD registration certificate (if the bidder is registered in the CSD)
  - 3.11.2. Details of CIPC registration
  - 3.11.3. Details of CIDB registration

- 3.12. Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

#### **4. AMBIGUITIES/ CONTRADICTIONS / OMISSIONS**

- 4.1. If a bidder becomes aware of any ambiguities or contradictions or omissions in the bid document or the specifications, drawings or descriptions or functionality or quality, or any part of the bid document, this should be clarified with the Department, at least five (5) working days before the closing time stated in the tender data.
- 4.2. If the Department found, after the closing date of the bid, that there is an ambiguity/contradiction or omission in the bid document, the Department reserves the right to:
- 4.2.1. If the ambiguity or contradiction or omission in the bid document is of an administrative nature, request bidders to correct any non-compliances caused by the ambiguity or contradiction or omission or
- 4.2.2. If the ambiguity or contradiction or omission is immaterial, proceed to finalise the procurement process and notify the delegated authority in the submission of the ambiguity or contradiction or omission for the consideration of the approving authority or
- 4.2.3. Cancel the bid and process

#### **5. PERIOD OF VALIDITY FOR BIDS AFTER CLOSING DATE**

- 5.1. All Bids must remain valid from the closing date for a period as stipulated in the bid document.
- 5.2. The Department reserves the right to request for the validity extensions of bids, should it deemed necessary. The following conditions will apply when the Department request for a validity extension of a bid:
- 5.2.1. The request for a validity extension will be done while the validity period of the bids are still valid.
- 5.2.2. Bidders have the right to refuse the extension of the validity period of their bids.
- 5.2.3. If a request for validity extensions are send to bidders while the validity period of the bids are still valid, non-replying to the request for validity extension before the expiry date will be deemed a tacit agreement to the extension of the validity period. The Department will communicate with the affected bidders to confirm such tacit agreement.
- 5.2.4. Should the bidder not agree with the tacit agreement, the bidder shall be deemed to be non-responsive and not considered for further evaluation.
- 5.2.5. If a bidder(s) refused a validity extension, it will be deemed that the bidder(s) had withdrawn their bids from the bidding process. The Department reserves the right to continue with its bid evaluation and adjudication of the remaining bids and finalise the process.

#### **6. BRAND NAMES**

- 6.1. Wherever a brand name is specified in this bid document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

#### **7. CONTRACTUAL PRICE ADJUSTMENTS**

- 7.1 The bid will not be subjected to any price escalation, unless specified otherwise in the bid documents.

#### **8. AUTHORITY TO SIGN BID DOCUMENTS**

- 8.1. No authority to sign (PA 15.1: Resolution of Board of Directors) is required from an enterprise which has only one director or is a sole ownership.
- 8.2. In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence should be submitted with the bid at the closing time, that the Bid has been signed by a person properly authorised by resolution of the directors or under the articles of the entity. For that purpose, forms PA-15.1-15.3 (Resolution of Board of Directors) are included in the bid document for completion by the relevant Board(s) of Directors
- 8.3. The department further accepts that, in the absence of a PA 15.1: Resolution of Board of Directors, any director or any member of the enterprise may have the authority to bind the



enterprise. Therefore the following will apply when only one director or one member of the enterprise signed the bid documents:

- 8.3.1. The signature of any one of the directors or any one of the members of the enterprise will bind the enterprise and all the directors/ members of the enterprise. This condition will therefore render the bid valid; and
- 8.3.2. The Department will verify the authority to sign (if deemed necessary) and where possible, may request proof of such authority of the relevant director or relevant member to act on behalf of the enterprise in the form of a "Resolution of the Board of Directors", if such " (PA 15.1: Resolution of Board of Directors)," was not submitted with the bid or was not completed or was incorrectly completed,
- 8.4. In the case of a sub-contractor agreement, a joint venture or consortia, the signing of the sub-contractor agreement, or Joint Venture or Consortia agreement by any director or member of each of the parties to the agreement, will render the sub-contractor agreement or Joint Venture or Consortia agreement valid. Therefore:
  - 8.4.1. The Department reserves the right to request from each party to the sub-contractor agreement or Joint Venture or Consortia" agreement, proof of such authority of the relevant director or relevant member to act on behalf of the enterprise(s), in the form of a "Resolution of the Board of Directors", if it was not submitted with the bid or was not completed or was incorrectly completed,
- 8.5. In the event that a non-member or non-director to the enterprise(s) sign the bid documents and or sign a joint venture or consortia agreement, an "Authority to sign" issued by a director of the enterprise(s) or by the Board of Directors of the enterprise(s) must be submitted with the bid at the closing date. Failure to comply with this requirement at the closing date of the bid, will invalidate the bid submitted.

## **9. CONTRACT PERIOD**

- 9.1. The expected contract period is as stipulated in the Contract Data. The construction period is as stipulated within the Contract Data from date of handing over of site in the case of contractors.

## **10. NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER**

- 10.1. The Bid will be awarded to the bidder who scores the highest PPPFA number of points:
  - 10.1.1. However, should an offer not be market related, the Department reserves the right to negotiate with bidders a reasonable market price /offer?

## **11. AWARD OF CONTRACTS TO TENDERERS NOT SCORING HIGHEST POINTS**

- 11.1. The Department reserves the right to award the bid to a tenderer, other than the highest scoring bidder, after having applied an objective criteria (i.e risk assessment, as per the risk assessment criteria in the notice to invitation to tender/quote).

## **12. TAX COMPLIANCE**

- 12.1. No tender shall be awarded to a bidder who is non tax -compliant.
- 12.2. All bidders' tax matters must be in order prior to award.
- 12.3. Bidders' tax matters will be verified through CSD.
- 12.4. If the recommended bidder's tax status is non-compliant, the recommended bidder must submit written proof from SARS of their tax compliant status or submit written proof that they have made an arrangement with SARS to meet their outstanding tax obligations.
- 12.5. The recommended bidder will be given a maximum of seven (7) working days to correct their tax compliance status.
- 12.6. Failure to comply within seven (7) working days, from the date of the request, the Department will reject the bid submitted by the bidder.

## **13. AWARD OF BIDS TO NON – VAT VENDORS**

- 13.1. If it is a condition of bid that all bidders must include Vat in their bid prices, it is mandatory for Non VAT Vendors to include Vat in their bid prices. In this instance, if any bidder fails to include Vat in their tendered prices, the bidders' offers will be disqualified.
- 13.2. If it is not specified as a condition of bid, Non Vat Vendors are not obligated to include Vat in their bid prices.



- 13.3. VAT vendors must include VAT in their bid prices and failure to comply will lead to an automatic elimination of the bidder's offer.
- 13.4. Where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of award will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.
- 13.5. If a Non-VAT vendor/ bidder is contracted with the Department with a price which is Excluded Vat, and it becomes a VAT vendor after award or alternatively becomes a VAT vendor due to a cumulative number of awards, the bidder will have to absorb the adverse financial implications of not including VAT in their price quoted. VAT cannot be claimed from the Department for any payments already made or from any future payments.
- 13.6. The award of contract would be (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.
- 13.7. Failure to comply within 21 days after being notified to do so will lead to the automatic withdrawal of the "provisional letter of award" and elimination of the bidder's offer.

#### **14. CERTIFICATION OF DOCUMENTS**

- 14.1. Where so required in the bid documents, bidders are required to submit copies which are certified as a "true copy of the original".
- 14.2. If a bidder submitted an uncertified copy of an original document, or an original copy which is not correctly certified, the bidder will be afforded an opportunity to correct such non-compliance within a minimum period of 48 hours as follows:
- 14.2.1. The corrected noncompliance must be made from the initial copied document and not from a new document or from another document.
- 14.3. All bidders' whose copies complies with the minimum requirements above, will be "deemed in order" and will be subjected for consideration in further evaluation processes, even if the Department did not request any corrections.
- 14.4. No submissions of new or alternative documents or certified copies of new or alternative documents will be allowed after the bid closing date.
- 14.5. The Department will not accept a copy of a copied document and will not provide any bidder an opportunity to correct such a non-compliance.

#### **15. AWARDING OF POINTS FOR SPECIFIC GOALS (PA-16)**

- 15.1. In accordance with the PPPFA regulations 2022, bidders will not be eliminated if they do not submit a BBEE – certificate or a "valid sworn affidavits". The bidder will not be scored for points, but will be evaluated further.
- 15.2. For a bidder to be awarded points for specific goals as per the bid, the bidder must submit proof as specified in the bid document with the bid at the closing date and time.
- 15.3. The requirements of a valid BBEE-Certificate and or "Sworn Affidavit" as specified in the Special Conditions of Tender applies.
- 15.4. Parties in an unincorporated joint venture must submit its own consolidated B-BBEE certificate, which has not expired at the closing date of the bid.
- 15.5. If a bidder submit with the bid at the closing date the required proof for specific goals, as specified in the bid document, but the proof is not certified or is certified incorrectly, the bidder will be given a minimum of 48 hours to submit a copy which is correctly certified. The copy maybe certified after the closing date of the bid. The copies maybe certified after the closing date of the bid.
- 15.6. Non-submission of the PA-16 form or non-completion the PA-16 form or an incomplete PA-16 form, is not an elimination criteria.
- 15.7. If a bidder submit at the closing date of the bid a valid proof as specified in the bid document, but the bidder's PA 16 is not signed or dated or witnessed or it is not properly completed, or its not completed or submitted or did not claim points, the bidder will be given a minimum of 48 hours to submit or correctly complete its PA 16.
- 15.8. All bidders' whose submitted proof as specified in the bid document and it complies with the minimum requirements above, will be "deemed in order" and will be subjected for consideration in further evaluation, even if the Department did not request any corrections/certifications.
- 15.9. No submissions of alternative proof for specific goals as specified in the bid document will be allowed after the bid closing date.



15.10. Bidders who failed to submit the required proof for points for specific goals, will not be scored for the relevant specific goal(s), but their offers will still be evaluated further.

**16. BIDDER'S DISCLOSURE/ BIDDER'S DECLARATION (PA - 11)**

16.1. The Department will afford a bidder an opportunity to correct its PA-11 form, if the bidder omitted to sign or to complete or to properly complete this form.

16.2. A bidder's offer may be eliminated if the bidder's declaration is proven false during the bid evaluation process.

**17. FORM OF OFFER AND ACCEPTANCE**

17.1. The tender amount in words takes precedence, where there is a discrepancy between the amount in figures, and the amount in words will govern.

17.2. The successful bidder will be required to balance its rates prior signing of a contract.

17.3. If the tenderer makes an obvious grammatical error in the amount of words, the wording will be compared to all the submitted comparative figures (i.e. the amount in figures on the submitted "Form of Offer and Acceptance" and the amount stipulated in the bills of quantities or the final summary page, or activity schedule or pricing schedule) and if deemed the same:

17.3.1. The tenderer's offer will not be disqualified.

17.3.2. The tenderer can be requested to correct the error and ratify its "Form of Offer and Acceptance".

17.4. If there is no amount in words, the amount in figures on the submitted "Form of Offer and Acceptance" will be compared to all the submitted comparative figures (i.e. the amount stipulated in the submitted bills of quantities or the final summary page or the activity schedule, or the pricing schedule) and if deemed the same:

17.4.1. The tenderer's offer will not be disqualified.

17.4.2. The tenderer can be requested to correct the omission of the amount in words and ratify its "Form of Offer and Acceptance".

17.5. In addition to the above, the form of Offer and Acceptance, must at the closing date of the bid, comply with the following minimum criteria:

17.6. It must be signed by an authorised person of the Bidder;

17.6.1. The Surname with Initials/ Name of the authorised person must be clearly indicated;

17.6.2. The date on the form of offer must be completed;

17.6.3. The name of the bidder/ legal entity must be clearly indicated.

17.7. If both the "amount in words" and the "amount in figures" is not completed, the bid will not be considered further.

**18. CORRECTION OF ERRORS**

18.1. Only the authorised signatory to the tender should initial corrections in the tender document.

18.2. All corrections must be in non-erasable ink and the use of correcting fluid (tippex) is prohibited.

18.3. In the event that a correction is not initialled or the correction is initialled by a person not having the prescribed authority, the Department will:

18.3.1. Seek the necessary clarification from the tenderer and;

18.3.2. If accepting the response from the tenderer, evaluate the bid further and or;

18.3.3. Allow the tenderer to correct/ ratify any noncompliance, where necessary.

**19. CONDITIONS WITHDRAWN FROM THE GENERAL CONDITIONS OF CONTRACT**

19.1. N/A

**20. INCOMPLETE SECTIONS OR SCHEDULES IN BID DOCUMENTS**

20.1. Bidders' who omitted or incorrectly completed a section(s) or a schedule(s) in the bid document, but have submitted with the bid the required/ specified proof or supportive documents for that particular sections of the document, may be allowed to correct such non-compliance.

**21. TESTIMONIALS**

21.1. The word "testimonial" and "reference letter" means the same



- 21.2. Testimonials must be submitted with the bid and must comply with the following minimum requirements to be considered valid:
- 21.2.1. The testimonials must be signed.
  - 21.2.2. The project must be within the period specified in the bid.
  - 21.2.3. The testimonial's contract period and R- value must be for a single contract and not the sum of various contracts.
  - 21.2.4. The project must have a minimum contract period as specified in the bid.
  - 21.2.5. The testimonial must clearly indicate the contract start date and contract end date/practical completion date.
  - 21.2.6. The testimonial must indicate the client's name, contact particulars and Email address.
  - 21.2.7. The testimonial must be dated.
  - 21.2.8. The testimonial must be stamped by the client. If the testimonial is not stamped, the Department may still consider the testimonial after the authenticity has been verified by the Department.
- 21.3. In the case of a rates based contract, the actual expenditure or work certified will be deemed the contract value.
- 21.4. The bidders performance should be indicated in the testimonial either as (or indicated as a combination of:
- 21.4.1. An unacceptable performance or
  - 21.4.2. Not unacceptable, but needs Improvement or
  - 21.4.3. A Satisfactory performance or
  - 21.4.4. Above Satisfactory
  - 21.4.5. Excellent performance
- 21.5. If the bidder's performance is not indicated in the testimonial, the Department will deemed that the bidder's performance was unsatisfactory and will not verify the contrary.
- 21.6. It is the bidder's responsibility to ensure that their references are contactable.
- 21.7. The Departmental will only engage once with the bidder to provide alternative contact numbers to verify the testimonial, if it is not contactable on the Department's first attempt.
- 21.8. If the Department receives no response on the bidder's testimonials, the bidder will be deemed to have performed unsatisfactory work on the relevant project. Also a "no comment" reply will be deemed as an unsatisfactory performance.
- 21.9. Bidders will not be afforded to submit new testimonials, if there initial references/ testimonials are not responding.
- 21.10. An appointment letter/ award letter and or signed contract are not accepted as a testimonial.
- 21.11. Bidders may use the testimonial template provided in the bid document (if included in the Bid Document) or may use the format of their clients. The testimonial must cover the minimum requirements as specified in this special conditions.

## 22. POINTS FOR SPECIFIC GOALS

- 22.1. To qualify for points for Specific goals, as specified in the "Invitation to Bid" and the "PA-16", bidder's must comply with the requirements at the closing date of the bid.
- 22.2. It is the bidder's responsibility to ensure that it submit the correct evidence at the closing date of the bid, for the validation of the points the bidder is claiming.
- 22.3. Bidder's will not be given an opportunity to submit evidence after closing date, if the evidence is not submitted or if incorrect evidence was submitted

## 23. THE OTHER ADDITIONAL INFORMATION WHICH MAY BE REQUIRED FOR EVALUATION

CRITERIA	SPECIAL CONDITIONS OF BID
a) A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement - CK1
b) A profit company duly registered as a private company. [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: <ul style="list-style-type: none"> <li>i. Certificate of Incorporation - CM1;</li> <li>ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or</li> <li>iii. Memorandum of Incorporation in the case of a personal liability company.</li> </ul>

CRITERIA	SPECIAL CONDITIONS OF BID
c) A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d) A profit company duly registered as a public company.	Copy of Certificate of Incorporation - CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e) A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: i. The Founding Statement - CK1; and ii. The Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f) A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or each of the Partners to the Partnership.
g) A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

## 24. **DISCLAIMER**

17.1 It is impractical and cumbersome for the Department to communicate with all qualifying bidders to correct/ ratify all eligible matters as articulated in this "Special Conditions of Bid". The Department therefore reserves the right and discretion, during its evaluation and other administrative processes to:

24.1.1. Limit its correspondences for corrections/ ratifications/ clarities to potential higher point scoring bidders only and to

24.1.2. Further evaluate any potential qualifying lower scoring bidder(s) as "deemed responsive" or giving points, etc, without requesting the corrections/ ratifications of a matter which is eligible as per the "Special Conditions of Bid".

--- End Special Conditions of Bid



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

**BID NUMBER: PEHQ 01/2023**

**BID/ PROJECT DESCRIPTION: Queenstown Magistrate office: Horticultural maintenance for a period of (24) twenty four months**

### 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.

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## 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 anything 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.



- 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 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.
- 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
  - (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

- 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:
- (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.

#### **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.

### 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.