



**public works
& infrastructure**

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

QUOTATION NO: PLKQ23/38

**ADDENDUM TO THIS BID (CLOSING DATE AND
LABOUR RATE OF R25.85)**

**RETURNABLE DOCUMENTS AND
SPECIFICATION FOR**

**RENDERING OF 12 MONTHS GARDENING
SERVICES/ MAINTENANCE AT BURGERSFORT
MAGISTRATE OFFICE.**

ADVERT DATE : 14/ 07/ 2023

CLOSING DATE : 27/ 07/ 2023 @ 11H00am

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

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

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

Quotation description:	RENDERING OF 12 MONTHS GARDENING SERVICES/ MAINTENANCE AT BURGERSFORT MAGISTRATE OFFICE.		
Quote no:	PLKQ23/38	Closing date:	27/07/2023
Closing time:	11H00	Validity period:	30 days

1. RESPONSIVENESS CRITERIA

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

1	<input checked="" type="checkbox"/>	Only those quotations who satisfy the eligibility criteria stated in the quotation document may submit the quotation.
2	<input checked="" type="checkbox"/>	Quotation offer must be properly received on quotation closing date and time specified on the invitation, fully completed and signed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink.
3	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
4	<input type="checkbox"/>	Submission of PA-32: Invitation to Bid
5	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. <i>insert motivation why the tender clarification meeting is declared compulsory</i>
6	<input checked="" type="checkbox"/>	Registration on Central Supplier Database (CSD)
8	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
9	<input checked="" type="checkbox"/>	DPW-07 (EC): FORM OF OFFER AND ACCEPTANCE.
10	<input checked="" type="checkbox"/>	SUBMISSION OF ONE ID COPY OF THE DIRECTOR(S) OF THE COMPANY.
11	<input checked="" type="checkbox"/>	-Submission of an active Letter of Good Standing issued by Department of Labour on or before closing date. -Compliance to the National minimum wage of R25.85 as Gazetted by Department of Labour.

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

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

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

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 Internal Use

Effective date: March 2023

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

2. Points scoring system applicable for this bid:

80/20 points scoring system

Indicate the Price weighting applicable to this bid:

	Weighting percentage (must add up to 100)
Price:	80
Preference points scoring system	20
Total:	100

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

For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.				
Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim	
<input checked="" type="checkbox"/>	1.	An EME or QSE which is at least 51% owned by black people.	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area.	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
	3.	An EME or QSE which is at least 51% owned by women.	4	ID Copy or CSD Report or CIPC (Company Registrations)
	4.	An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
	5.	An EME or QSE which is at least 51% owned by youth.	2	ID Copy or CSD Report Or

				CIPC (Company Registrations)
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4. COLLECTION OF QUOTATION DOCUMENTS:

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

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

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

- Quotation documents may be collected during working hours on **insert date** at the following address **insert physical address insert postal code**.
- A **select** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**.

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

DPW Project Leader:	MR. Z NGCOBO	Telephone no:	015 291 6387
Cell no:	082 040 6670	Fax no:	086 400 2130
E-mail:	zilungisele.ngcobo@dpw.gov.za		

6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11h00** on **27/07/2023**.

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

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

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

<p>QUOTATION DOCUMENTS MAY BE DROPPED AT:</p> <p>DEPARTMENT OF PUBLIC WORKS 78 OLD MUTUAL BUILDING HANS VAN RENSBURG STREET 0700</p> <p>OR</p> <p>QUOTATION DOCUMENTS MAY BE POSTED TO : THE DIRECTOR-GENERAL NATIONAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X9469 POLOKWANE 0700</p>	OR	<p>QUOTATION DOCUMENT MAY BE EMAILED TO:</p> <p>ATTENTION: PROCUREMENT SECTION: ROOM: GROUND FLOOR</p>
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