

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:	APPOINTMENT OF A SERVICE PROVIDER TO MANAGE THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ARTWORK AND ANTIQUE HERITAGE FURNITURE ITEMS AT GROOTE SCHUUR HOUSE/MUSEUM, PRESIDENTIAL RESIDENCES & GENADENDAL & HIGHSTEAD & PRESIDENTIAL OFFICE TUYNHUYS : FOR 12 MONTHS PERIOD 2024-2025, DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
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Quote no:	300D24005	Closing date:	23/07/2024
Closing time:	11:00	Validity period:	84 days

1. 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 PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. <i>insert motivation why the tender clarification meeting is declared compulsory</i>
7	<input type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input checked="" type="checkbox"/>	<i>Submission of duly completed PA-32. Grand total on Pricing schedule to be carried over to the PA32, failure to do so will result to the quotation being disqualified. Pricing Schedule must be duly completed.</i>
9	<input checked="" type="checkbox"/>	<i>Resolution to sign/resolution of signatures is mandatory in the event where a delegation to sign the bid document to someone other than a director or member or shareholder (where applicable).</i>

10	<input checked="" type="checkbox"/>	<p>Bidders Experience Bidder must demonstrate proof of working experience in Antique artwork and with care of heritage collection for the conservation, restoration and database work with minimum of two completed projects with the accumulated value of R100 000.00.</p> <p>One of the following documents must be submitted in relation to the above:</p> <p>Appointment letter(s) of the completed project(s) with clear contract description, contract value and contact details.</p> <p>OR</p> <p>Service Level Agreement (with clear contract description, contract value and contact details).</p> <p>OR</p> <p>Purchase order with clear contract description, contract value and contact details.</p>
11	<input type="checkbox"/>	
12	<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 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 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"/>	Non-Compulsory briefing session at Groote Schuur House, Groote Schuur Estate-Klipper Court Road, Rondebosch on Friday 19/07/2024 @ 10:00
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
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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
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2. 80/20 POINTS SCORING SYSTEM WILL BE APPLICABLE FOR THIS BID

3. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

3.1. 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 in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
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 (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p>

			<ul style="list-style-type: none"> National Council for Persons with Physical Disability in South Africa registration (NCPDSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

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 **non-compulsory** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at **Groote Schuur, Groote Schuur Estate, Klipper Court Road Rondebosch** on **19/07/2024** starting at **10H00**.

5. ENQUIRIES

5.1. Technical enquiries may be addressed to:

DPWI Project Manager	PORTIA KLAAS	Telephone no:	021 402 2243
Cellular phone no	079 886 3785	Fax no:	
E-mail	portia.klaas@dpw.gov.za		

5.2. SCM enquiries may be addressed to:

SCM Official	Yonela Baba	Telephone no:	021 402 2078
Cellular phone no		Fax no:	
E-mail	yonela.baba@dpw.gov.za		

6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11:00am** on **23/07/2024**.

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)



QUOTATION DOCUMENTS MAY BE DROPPED AT: GROUND FLOOR QUOTATION BOX, CUSTOMS HOUSE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE OR QUOTATION DOCUMENTS MAY BE POSTED TO : N/A	OR	QUOTATION DOCUMENT MAY BE EMAILED TO: <i>CPT.Quotations@dpw.gov.za</i>
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PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	300D24005	CLOSING DATE:	23/07/2024	CLOSING TIME:
				11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO MANAGE THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ARTWORK AND ANTIQUE HERITAGE FURNITURE ITEMS AT GROOTE SCHUUR HOUSE/MUSEUM, PRESIDENTIAL RESIDENCES & GENADENDAL & HIGHSTEAD & PRESIDENTIAL OFFICE TUYNHUYLS : FOR 12 MONTHS PERIOD 2024-2025, DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

GROUND FLOOR: QUOTATION BOX- CUSTOMES HOUSE PUBLIC WORKS				
DO NOT RETURN TO THE SENDER PLEASE				
OR POSTED TO:				
HAND- DELIVERED: GROUND FLOOR QUOTATION BOX: CUSTOMS HOUSE				
LOWER HEERENGRAHT STREET CAPE TOWN;OR EMAIL TO CPT.Quotation@dpw.gov.za				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL APPLICABLE TAXES)	R
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION

NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

Note Well:

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

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



QUOTATION 2024/2025

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A SERVICE PROVIDER

TO MANAGE THE CONSERVATION, RESTORATION AND

MAINTENANCE WORK TO BE CONDUCTED ON

**THE ARTWORK AND ANTIQUE HERITAGE FURNITURE ITEMS AT
GROOTE SCHUUR HOUSE/MUSEUM, PRESIDENTIAL RESIDENCES,
GANEDENDAL, HIGHSTEAD & PRESIDENTIAL OFFICE TUYNHUYNS**

FOR THE

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE: CAPE TOWN:

IN THE

WESTERN CAPE

FOR A

PERIOD OF 12 MONTHS

1. INTRODUCTION

- 1.1 The Department of Public Works and Infrastructure (DPWI) invites specialised professional conservators/restores, service providers (SP) to respond to this tender requirement. This specification is meant solely for the conservation/restoration and maintenance of artwork and antique heritage furniture and other items. Much of the collection is displayed at Groote Schuur House/Museum (the Rhodes Collection), while other heritage items are in 4 of the Ministerial residences and the Presidential Office (Tuynhuys).

2. BACKGROUND: GROOTE SCHUUR

- 2.1 The Groote Schuur House/Museum is situated on the Groote Schuur Estate, Klipper Road, Rondebosch. The house was renovated and extended by Cecil John Rhodes with the architect Hebert Baker in 1894. It was left to the nation in Rhodes's will, transferred to South Africa in the Devolution Act of 1909, declared a National Monument and the collection a Cultural Treasure in the early 1990s.
- 2.2 Groote Schuur House/Museum contains two collections, the Rhodes Collection and that belonging to the Department of Public Works.
- 2.3 **The Heritage collection consists of five categories as follows:**
Artworks, Books, Furniture items, Ceramics, Glassware and Metal including weapons and Cape Silver.
- 2.4 Groote Schuur House has 35 rooms, 6 corridors and 3 staircases.
- 2.5 The house is open to the public for viewing and tours.
- 2.6 As a declared monument, the maintenance must be compliant with the conditions stated in the National Heritage Resources Act 25 of 1999.
- 2.7 The Prestige Property Management Unit, of DPWI, has been mandated with the above responsibility. In seeking services, the Unit works through the SCM open tender process for conservation, restoration and maintenance of heritage items. Only qualified, specialised, professional conservators/restorers will be eligible to tender for these services.

3 OBJECTIVE AND DURATION OF CONTRACT

- 3.1 The objective of this request is to appoint a highly experienced service provider in these specialised areas due to the nature of the services to be rendered.
- 3.2 The successful bidder will be responsible for the conservation, restoration and maintenance of the items listed in this tender.
- 3.3 The successful bidder will provide detailed reports of all work done as per specification to the Deputy Director: Prestige Property Management.
- 3.4 The service will be for the duration of 12-month period contract.
- 3.5 The contract price shall remain the same for the entire duration of the contract.
- 3.6 The successful bidder will arrange with the Estate Manager & Client Relations Manager for access to Groote Schuur House/Museum, Presidential Residences, other Ministerial Residences and Presidential Office (Tuynhuys).

4 SUBMISSION REQUIREMENTS

- 4.1 Bidders must be registered on the Government's Central Supplier Data Base (CSD). Bidders must attach documentary proof (screen print) of their registration as part of their tender at the time of submitting.

4.2 BIDDER EXPERIENCE:

Bidder must demonstrate proof of working experience in Antique artwork and with care of heritage collection for the conservation, restoration and database work with minimum 2 completed projects with the accumulated value of R100 000.00.

One of the following documents must be submitted in relation to the above:

- 1. Appointment letter(s) of the completed project(s) with clear contract description, contract value, and contract details.

OR

- 2. Service Level Agreement (with clear contract description, contract value, and contract details).

OR

- 3. Purchase order with clear contract description, contract value, and contract details.
- 4.3 Bidders must complete all the required forms as detailed on the PA 03 form.
- 4.4 Bidders must number and initial all attachments in the bid.

5 CONTRACTUAL ASPECTS

- 5.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in the Public Finance Management Act, 1999 (Act 1 of 1999).
- 5.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of this Contract shall prevail.
- 5.3 The bid document, together with the specifications contained in this document, shall constitute part of the Contract.
- 5.4 Bidders shall not perform any work or render any services in terms of this Contract unless in receipt of a written instruction to this effect by the Department.
- 5.5 The successful bidder/s must advise the Regional Manager: Department of Public Works and Infrastructure, immediately when unforeseeable circumstances will adversely affect the execution of the contract in writing.
- 5.6 Full particulars of such circumstances as well as the period of delay must be furnished in writing.

6. NATURE AND SCOPE OF SERVICES TO BE RENDERED

- 6.1 It must be noted that this service is a specialised service which needs the highly experienced professional services. In addition, the material used for the conservation, restoration and maintenance must be those made for use in museums.
- 6.2 The Bidder must provide the details of sub-contractors, names of individuals or company, training, experience plus two references.

- 6.3 Specific deliverables contained in this scope of work are intended to serve as minimum requirements for the service provider to undertake the service.

The text of this specification or any document prepared by the Department will be adhered to and no alteration, erasure, omission, or addition thereto by the bidder will be recognized.

7 UNCERTAINTY ABOUT SCOPE OF WORK

All enquiries about the scope of work will must be addressed in writing. No telephonic or personal interviews will be granted. This is to preclude any perceived or otherwise form of favouritism.

8 SECURITY CLEARANCE

- 8.1 The successful bidders and employees will be subjected to a security screening by State Security Agency (SSA).
- 8.2 The successful bidder will be awarded the contract subject to a positive security clearance by SSA. If not, security cleared your tender will automatically be disqualified.
- 8.3 If any of the bidder/s employees are not cleared, they will not be allowed access to any NDPWI properties.
- 8.4 It is bidder's responsibility to make sure all staff comply with all requirements.
- 8.5 No foreign nationals will be granted access or allowed at any NDPWI properties.

9 MANAGEMENT OF THE CONTRACT

The successful bidder shall undertake to:

- a) Arrange with DPWI officials in order to execute the required services.
- b) Take adequate precautions to prevent damage to buildings, items, furnishings or fittings belonging to the Department.
- c) Accept liability and indemnify the DPWI against any claims whatsoever arising from his/her conduct and that of the contractor's employees.

- d) Safeguard all employees in accordance with the regulations of the Unemployment Insurance act 1966 (Act 30 of 1966) and any amendments thereof.
- e) **All employees must wear identification bibs or t-shirts/tops with company logo as well as name tags while on site.**
- f) **It is the function of the successful bidder to make sure that they have a functional workspace (as some items will be moved from the premises during conservation/restoration (such as books, clocks, ceramics and antique furniture). Arrangements should be made with the Curator or Client Relations Manager or Estate Manager.**

10 SERVICE DELIVERY AND RESPONSIBILITIES

- 10.1 All conservation, restoration and maintenance work on the antique and heritage items shall be in line with the provided specification.
- 10.2 The successful service provider takes full responsibility for all services to be rendered in each venue.
- 10.3 The service provider must have a reporting system starting from the time the order is received.
- 10.4 The service provider shall be responsible for any loss or damage to items in their possession or in transit.

11 APPOINTMENT

- 11.1 The successful bidder will be appointed to render this service for a period of 12 months.
- 11.2 The contract will be strictly managed by Prestige Deputy Director & Assistant Director through monthly reports of the project.

12 EVALUATION METHODOLOGY

- 12.1 Bids will be subjected to the responsiveness (Evaluation Methodology) as per the PA-03 form to determine which bid responses are compliant or non-compliant with the bid specification and requirements issued by the Department as part of the bid process.
- 12.2 Responsive bids will, thereafter, be evaluated against the criteria.

13 DOCUMENTS TO BE SUBMITTED BY PROSPECTIVE SERVICE PROVIDERS AS PART OF THE PROPOSAL

The following must be submitted:

- a. Company profile including geographical spread of the office location.
- b. Project proposal outlining the proposed methodology or how the scope of work will be carried out.
- c. Methodology statement that demonstrates full knowledge of scope of work.
- d. DPWI shall have the right to make contact with references to verify the nature and quality of the services to be provided.

14 PRICING SCHEDULES

All bidders will receive a **pricing schedule** with detailed specifications of the services required for which they must submit bid prices. The total offer on the pricing schedule must be carried over to the PA32 (Invitation to Bid). If not, the tender will be deemed as non-responsive and will not be evaluated further.

- a) Total offer amount in words including VAT.
- b) The Department reserves the right to negotiate the price if the mark up is above the average percentage rate.

15 ORDERS

If successful, this specification with other submitted bid documents and the official purchase order will constitute the Contract between the successful bidder and the Department.

16 PAYMENTS

No advance payment will be made; therefore, the bidder must ensure that s/he is financially able to commence with the project.

- a. In all invoices the official order number should appear and the invoices must be placed in a sealed envelope addressed to **The Department of Public Works and Infrastructure** and deposited in the invoice boxes provided on the ground or 11th floors of Customs House.
- b. Alternatively, the invoices may be posted to the following address: Private Bag x9027, Cape Town, 8000.
- c. The original valid invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the Order Number, supplier's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the supplier and the project leader's name.
- d. Payment shall be made by bank transfer into the successful bidder's bank account within 30 days after receipt of an **acceptable, original and valid tax invoice**.
- e. The successful bidder shall be responsible for accounting to the appropriate authorities for the income tax, VAT, or other monies required to be paid in terms of the applicable laws.
- f. The successful bidder will be allowed for invoicing part payment of the work completed as the heritage collection is divided into 5 different categories mentioned above.

17 DISCLAIMER

Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The Department will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

18 ABSENCE OF OBLIGATION

No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment documentation has been signed. The Department is not obliged to proceed with any proposals of any bidder. The Department also reserves the right to request changes to any proposed consortia.

19 DEFAULT / BREACH OF CONTRACT AND CANCELLATION OF THE CONTRACT

- a. Where the successful bidder fails to commence with the contracted work/service within seven (7) days of receiving an official notification the Department may cancel the contract.
- b. The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- c. The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery.
- d. Notwithstanding any other provision contained herein the Department shall be entitled to terminate this contract in the event of a written notification during the currency of this contract having been furnished to the contractor requiring the latter to remedy his / her default.
- e. The Department reserve the right to do random spot checks on the services rendered.

20 OTHER

Bid Enquiries : Ms Busisiwe Sondishe/Erica Ventura
Tel: (021) 402 2242

Specification Enquiries : Ms Portia klaas
Tel: (021) 402 2243
Or Ms Barbara Manuel
Tell: (021) 402 2139

21 SPECIFIC SCOPE OF WORK

In order to assist DPWI with the stated objective. The service provider is expected to deliver on the tasks and key deliverables as described herein below.

22 SPECIFICATIONS:

CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ARTWORK AND ANTIQUE HERITAGE ITEMS

22.1. FURNITURE

Maintenance of furniture under General Maintenance & under individual items

A comprehensive conservation, restoration, maintenance programme of antique and heritage furniture in the houses listed below must be done. The furniture items are all wood, and consist of large items (armoires and tables) to single chairs and small tables.

22.2 GENERAL MAINTENANCE OF THE FOLLOWING WILL BE DONE AT FOUR RESIDENCES

Assessment of antique furniture collection.

Inspection and treatment of fungi infestation

Inspection and treatment of woodworm infestation

Oiling and waxing of dry carcasses

Removal of heat and water stains

Re- applying of loose escutcheons and knobs

Small construction repairs

Waxing of dry worn finishes

Furniture items to be maintained under general in each Ministerial residence are as follows:

HOUSE	NO OF FURNITURE ITEMS	UNIT PRICE	TOTAL UNIT PRICE
GENADENDAL	147		
HIGHSTEAD	19		
GROOTE SCHUUR HOUSE/MUSEUM	300		
TUYNHUY	64		

INDIVIDUAL ITEMS OF FURNITURE FOR RESTORATION AND CONSERVATION AT THE BELOW MENTIONED RESIDENCES.

22.2.1 GENADENDAL

ITEM	PROBLEM
Armoire in China Room	Broken door

22.2.2 GROOTE SCHUUR MUSEUM

ITEM	PROBLEM & SERVICE TO BE DONE
28 wooden armchairs in a variety of woods on front and back verandas	Dirty, dry, sun damage, small breakages
4 benches back veranda and one outside the back door	Dirty, dry, sun damage, small breakages
2 teak tables, back veranda	Dry and dirty, burn mark on one
1 small table in Room 10 (GS 1404)	Crack in front and needs checking
1 travelling desk drawing ROOM	Cracks and problems with the doors
1 Armchair (GS0936)	Seat sagging
1 chair (Storeroom)	Broken back rest
2 tables under staircase and 4 others in Room 11. Tables used in signing the Groote Schuur Minute	Physical damages, splits between planks or no longer aligned, one has a broken leg

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MANAGE THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUINHUY: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE: CPTSC

1 armchair with cane seat and back, Inner Hall	Damaged by the rain entering the house
1 Armoire, Music Room	UV damage

22.2.3 TUYNHUY

ITEM	PROBLEM
1 Armoire, Entrance Hall	Door does not close
6 small tables on first floor below windows	Severe ultra violet damage

22.2.4 HIGHSTEAD

ITEM	PROBLEM
18 th century stinkwood riempie bench with arms (HS004)	Damage inside frame at seat second from the left
19 th century oak gate-leg table (HS011)	Light damage, minor, physical damage on fold edge.

22.3 TAPESTRY AT GROOTE SCHUUR HOUSE/MUSEUM

ITEM	PROBLEM	SERVICEREQUIRED
17 TH Century tapestry, Victory (3 metres square), Family Room	The first 3 stages of conservation of the tapestry have been completed. Stages 4 and 5 must be now be done. 4: Warp reinforcement and new support. 5, New lining and hanging system. Hang the tapestry.	Conservation and restoration of the tapestry to be completed, and then rehung. Process to be photographed and a final report to written

22.4 BOOK COLLECTIONS AT GROOTE SCHUUR HOUSE AND GENADENDAL

ITEM	PROBLEM	SERVICE REQUIRED
50 books	The bindings, spines and covers are damaged from miss-handling and poor environmental conditions, the leather is dry and worn. Inside pages close to the covers are foxed.	Clean & restore covers and find a solution for foxing without dismantling the book
Two valuable books with illustrations	Half of the first book has separated from its binding, the front marble end leaves are damaged. The second book has deteriorated badly.	Both must be assessed repaired and conserved
Book shelves	The book shelves are wood and a lining must be provided to prevent the migration of acid to the conserved books.	Lining the book shelves with acid-free boards to protect conserved books.
Sorting books	The 3300 books are not completely sorted into an accessible system.	Sorting books into Dewey number order and separating the books published after 1916 from the declared collection.

22.5 HERITAGE CLOCKS AT GROOTE SCHUUR HOUSE/MUSEUM, GENADENDAL & TUYNHUY

22.5.1 CLOCKS AT GROOTE SCHUUR HOUSE/MUSEUM

ITEM	PROBLEM	SERVICE REQUIRED
Mantle clock, Billiard Room	Loose parts and rusting	Assess, service and get working
Mantle clock Rhodes (important historical clock) Rhodes bedroom	Not working	Assess, service and get working
Long case clock, 18 th century, Dutch. Main Drawing Room	Not working	Assess, service and get working
Long case clock, 18 th century, Dutch. Inner Hall	Disc to hold hands missing	Assess, service and get working
Long case clock 18 th century, Dutch. Dining Room	Not working	Assess, service and get working
Long case clock 18 th century, Dutch. Main Hall upstairs	Dust and webs inside	Assess, service and get working
Long case clock, 18 th century, Dutch Family Room	Dust and webs inside	Assess and service to be in working
Long case clock 18 th century, Dutch. Small Hall upstairs	Needs cleaning	Assess, service and get working

22.5.2 CLOCKS AT GENADENDAL

2 French Mantle Clocks in the President's study	Not working. Hand and screw missing, broken pediment	Asses, service, repair broken pediment and get working
Long case clocks in the Dining Room and Upstairs	Not working	Assess, service and get working

22.5.3 CLOCKS AT TUYNHUY

ITEM	PROBLEM	SERVICE REQUIRED
Long case clocks Entrance Hall (T3 and T4)	Cord twisting and chimes do not correspond with the time on the clock	Fix the problems, service and get working

22.6 CERAMICS AT GENADENDAL AND GROOTE SCHUUR HOUSE/MUSEUM

ITEM	PROBLEM	SERVICE REQUIRED
English Porcelain plate	Broken into r pieces, all here	Professionally restore the front for display purposes, but show the restoration at the back.
Delft Plate 18 th c with William of Orange (part of a set of 6)	Large piece missing	Make a mould for the missing pieces; restore front as indicated above
Chinese porcelain blue vase	4 chips on the rim	Restore

22.7 DIGITISATION OF THE GROOTE SCHUUR MUSEUM COLLECTION

Museum practice requires that complete visual records of each item must be made and today that means digital images. These visual images provide firstly an important means of supportive documentation and secondly records in case of theft damage or fire. In addition, books with significant reproductions or original images must be documented for the same reasons stated above. An assistant will be provided by the museum to prepare the objects and books for photography in a pace within the museum and for any other assistance required.

ITEMS	POBLEM	SERVICE REQUIRED
Objects and books	Many objects and hand drawn maps and drawings in books have not been recorded	1000 images of objects are required in high resolution (300dpi) are required. Downloads and CDs must be provided on completion.

22.8 SILVER COLLECTION IN GROOTE SCHUUR

ITEMS	POBLEM	SERVICE REQUIRED
Cape Silver collection consists of teapots, snuffboxes & cutlery. All have fine engravings and decorative elements	52 pieces require checking on their condition and how displayed.	Professionally cleaned and checked. Report to be submitted.

PRICING SCHEDULE:

NB:

1. THE DULY COMPLETED PRICING SCHEDULE MUST BE SUBMITTED WITH THE BID BEFORE CLOSING DATE AND TIME.
2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN A DISQUALIFICATION FROM THE BIDDING PROCESS

General Maintenance to be done on all heritage furniture items

SITE AND ITEM	QUANTITY OF ITEMS	UNIT PRICE	TOTAL UNIT PRICE
GENADENDAL			
Tables	10	R	R
Chairs	93	R	R
Cabinet	6	R	R
Desks	4	R	R
Cupboards	4	R	R
Display cabinets	2	R	R
Chest of drawers	12	R	R
Kist/chest	2	R	R
Benches	5	R	R
Day bed	1	R	R
Tea trolley	1	R	R
Bookcase	2	R	R
Side board	1	R	R
Tea caddy	1	R	R
Server	3	R	R
SUB TOTAL (A)	(147 ITEMS)	R	R

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HIGHSTEAD			
Tables	4	R	R
Chairs	2	R	R
Cabinet	6	R	R
Chest of drawers	2	R	R
Bookcase	1	R	R
Benches	1	R	R
Magazine shelf	1	R	R
Sofa	1	R	R
Chest	1	R	R
SUB TOTAL (B)	(19 ITEMS)	R	R
GROOTE SCHUUR			
Tables	37	R	R
Chairs	114	R	R
Kist	11	R	R
Bed sofa	1	R	R
Cabinets	12	R	R
Chest of drawers	1	R	R
Cupboards	2	R	R
Piano stool	1	R	R
Stand	11	R	R
Pedestal	5	R	R
Couch	7	R	R
Bookcase	3	R	R
Dressing table	1	R	R
SUB TOTAL (C)	(206 ITEMS)	R	R
TUYNHUY			
Tables	25	R	R
Chairs	25	R	R
Display cabinet	5	R	R

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Cupboards	2	R	R
Desks	2	R	R
Cabinet	1	R	R
Chest of drawers	1	R	R
Bench	1	R	R
Kist	1	R	R
Bookcase	1	R	R
SUB TOTAL (D)	(55 ITEMS)	R	R

INDIVIDUAL ITEMS RESTORATION & CONSERVATION PER PROPERTY

GENADENDAL			
Armoire in China Room	1	R	R
SUB TOTAL (E)		R	R
GROOTE SCHUUR HOUSE/MUSEUM			
Wooden armchairs	28	R	R
4 benches	4	R	R
2 teak tables, back veranda	2	R	R
1 small table	1	R	R
1 travelling desk	1	R	R
1 armchair	1	R	R
1 chair	1	R	R
Tables	6	R	R
Armchair with cane seat	1	R	R
1 Armoire, Music Room	1	R	R
SUB TOTAL (F)	(46 ITEMS)	R	R
TUYNHUY			
Armoire, Entrance Hall	1	R	R
Small tables	6	R	R
SUB TOTAL (G)	(7 ITEMS)	R	R

TAPESTRY

Victory	1	R	R
SUB TOTAL (H)		R	R

BOOKS

Books with broken covers, etc	50	R	R
Books with hand drawn maps and images	2	R	R
Lining shelves	1	R	R
Sorting	1	R	R
SUB-TOTAL (I)	(54 ITEMS)	R	R

CLOCKS

GROOTE SCHUUR

Mantle clock	1	R	R
Mantle clock	1	R	R
Long case clock	1	R	R
Long case clock	1	R	R
Long case clock	1	R	R
Long case clock	1	R	R
Long case clock	1	R	R
Long case clock	1	R	R
SUB-TOTAL (J)	(8 ITEMS)	R	R

GENADENDAL

Mantle Clocks	2	R	R
Long case clocks	2	R	R
SUB-TOTAL (K)	(4 ITEMS)	R	R

TUYNHUYS

Long case clocks	2	R	R
SUB-TOTAL (L)		R	R

CERAMICS

English plate	1	R	R
Delft plate	1	R	R
Chinese	1	R	R
SUB-TOTAL (M)	(3 ITEMS)	R	R

DIGITISATION

Photography of objects and images in books	1200	R	R
SUB-TOTAL (N)		R	R

SILVER - GROOTE SCHUUR

Cape silver	54	R	R
SUB-TOTAL (O)		R	R

FINAL SUMMARY PAGE (A-O)

NB: The total bid price for this service must include all labour and material required for the proper execution of the work and will be carried over to the bid form which must be returned together with this document.

BUILDING		NUMBER OF ITEMS	AMOUNT
HOUSE GENADENDAL		147	R
HOUSE HIGHSTEAD		19	R
HOUSE GROOTE SCHUUR/MUSEUM		206	R
TUYNHUIS		64	R
INDIVIDUAL ITEMS AT: HOUSE GROOTE SCHUUR/MUSEUM		46	R
INDIVIDUAL ITEMS AT: GENADENDAL		1	R
INDIVIDUAL ITEMS AT: TUYNHUIS		11	R
HOUSE GROOTE SCHUUR/MUSEUM (BOOKS)		52	R
HOUSE GROOTE SCHUUR/ MUSEUM (TAPESRTY)		1	R
HOUSE GROOTE SCHUUR/MUSEUM (CERAMICS)		3	R
HOUSE GENADENDAL,GROOTE SCHUUR/MUSEUM & TUYNHUIS (CLOCKS)		14	R

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MANAGE THE CONSERVATION, RESTORATION AND MAINTENANCE WORK TO BE CONDUCTED ON THE ANTIQUE ARTWORK AND HERITAGE FURNITURE ITEMS AT PRESIDENCY; MINISTERIAL RESIDENCES; GROOTE SCHUUR HOUSE/MUSEUM; INCLUDING TUINHUY: FOR A 12 MONTHS PERIOD. DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE: CPTSC

DIGITISATION (Photography of objects & images in books) & Trained assistant		1200	R
CAPE SILVER AT GROOTE SCHUUR HOUSE/MUSEUM		54	R
SUB TOTAL		R	R
VAT 15% (If Vat Vendor)		R	R
GRAND TOTAL		R	R

GRAND TOTAL TO BE CARRIED OVER TO THE PA32

NB FAILURE TO TRANSFER THE GRAND TOTAL FROM PRICING SCHEDULE TO PA 32 WILL RESULT TO ELIMINATION.



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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2. PA 32: Invitation to Bid
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5. Revised PA-11
6. PA-16
7. PA-40
8. Other documents (if applicable):
 -
 -
 -

SPECIAL CONDITIONS / MANDATORY BID CONDITIONS

1. The forms in the Table of Contents and on the PA-03(GS): Notice and Invitation for Quotation should be properly completed and signed and returned on or before the due date and time.
2. **NB:** PA11: Bidder's Disclosure should be properly/duly completed, dated and signed. *Bidders or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise must disclose any interest in any other related enterprise whether or not they are bidding for this contract.*
3. The total offer on the pricing schedule must be carried over to the PA32 (Invitation to Bid) or the quote will be deemed as non-responsive and will not be evaluated further.
4. No late, incomplete or quotations with correctional fluid will be accepted.
5. Deposit your Quotation into the Quotation box on the Ground floor, customs House Lower Heerengracht, Cape Town.
6. Quotations are valid for 84 days for thresholds from R2 000.00 up to R1 million.
7. The bidder must make provision for exchanges and or changes in sizes where applicable at no additional cost to the Department.
8. Failure to comply with product specifications and inability to meet delivery times will render the purchase order to be cancel. If the bidder is a VAT vendor /registered the bidder is required to explicitly state the VAT amount.
9. Bidders must include VAT at 15% in their bid offers if VAT Vendor.

10. Resolution to sign/resolution of signatures is mandatory in the event where a delegation to sign the bid document to someone other than a director or member or shareholder (where applicable).
11. In the event that one or more bidders are equal in all respects the award will be decided by drawing of lots.
12. Bidders must ensure that PA 32 is duly completed, failure to complete in full will result to elimination.

OTHER BID CONDITIONS

1. The Department reserves the right to negotiate the offer where it is found not to be market related.
2. All goods supplied must be approved by the South African Bureau of Standards (SABS) if applicable.
3. The Department reserves the right to request any additional information and / or samples of items quoted before mass production is undertaken at no cost to the Department if applicable.
4. Bidders should have an office/branch in the Western Cape
5. Bidders must be registered on the CSD and tax matters should remain compliant throughout the procurement process.
6. Due to a high volume of quotations received it is advisable to hand deliver your quotation to ensure receipt thereof.
7. Technical enquiries must be directed to the Project Leader as indicated on the PA-03 (GS).
8. The Department will contract with the successful bidder with an official order.
9. No work may commence without an official Departmental order.

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

YES / NO

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

Full Name	Identity Number	Name of State institution

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

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

YES / NO

- 2.2.1 If so, furnish particulars:

.....
.....

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

YES / NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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.

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no:

Name of Tenderer

☐ EME¹
☐ QSE²
☐ 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 (R) / Under Developed Area (UD) / Township (T) / Urban (U).	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"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no:

2. DECLARATION:

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

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

Signed by the Tenderer

Name of representative	Signature	Date

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 Preference Points System to be applied

(Tick whichever is applicable).

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

1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

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

	80/20
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Breakdown Allocation of Specific Goals Points

- ☒ **1.5.1. 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 in table 1 below are applicable.**

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
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 (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

			<p>and</p> <ul style="list-style-type: none"> • Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> • National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> • ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



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

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
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 (Mandatory)	2	<ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p>

			<ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDSA).</p>

5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
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☐ **1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.**

NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
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 (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.

OR	3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
	4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
	5. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = 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 4: 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 (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	10	

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)
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	
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	4	
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) 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:

