



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTHAFRICA

QUOTATION DOCUMENT

PROJECT DESCRIPTION: SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA

BID NO: ID NO: 3178802

Closing Date: 16 September 2024
Closing Time: 11H00

Bid Briefing Meeting Date: NONE

Bid Briefing Meeting time: NONE

Tenderers CSD No:

Name of the Tenderer:

Bid Box Address
Department of Public Works & Infrastructure
251 AVN Building
Corner Nana Sita & Thabo Sehume Street
PRETORIA
6001

SCM SPECIFIC ENQUIRIES:
Enquires: **Letlhogonolo Mokono**
Tel No: **Landline number** during office hours
Cell No: **cell number**
Email Address: Letlhogonolo.mokono@dpw.gov.za

TECHNICAL / PROJECT SPECIFIC ENQUIRIES
Enquires: **Project leader**
Tel No: **Landline number** during office hours
Cell No: **cell number**
Email Address: Lesiba.mabitsela@dpw.gov.za

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SUMMARY OF QUOTATION INFORMATION

Bid Number	ID NO: 3178802	
Bid/ Project Description	SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA	
Bid Closing date & Time	Monday, 16 September 2024	Closing Time: 11H00
Bid Briefing Date & Time (If applicable)	Date of Bid Briefing (if any) NONE	Time of Bid Briefing (if any) NONE
Venue	NONE	
SCM SPECIFIC ENQUIRIES:	Letlhogonolo Mokono	Letlhogonolo.mokono@dpw.gov.za
	0123105209	Cell Number
TECHNICAL / PROJECT SPECIFIC ENQUIRIES	LESIBA MABITSELA	Lesiba.mabitsela@dpw.gov.za
	082 802 9072	082 802 9072
Quotation Validity Period	84 calendar days	
Bid Document Price	Free of Charge	
Procurement Plan Reference Number	N/A	

PA 32: INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ID NO: 3178802	CLOSING DATE:	Monday, 16 September 2024	CLOSING TIME:	11H00
DESCRIPTION	SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA				
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)

OR POSTED TO:					
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 THE BID IS SIGNED (Attached proof of authority to sign this bid (e.g. resolution of Directors, etc.))					
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL TAXES)		INCLUSIVE R	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	PUBLIC WORKS & INFRASTRUCTURE	CONTACT PERSON	LESIBA MABITSELA
CONTACT PERSON	Letlhogonolo Mokono	TELEPHONE NUMBER	Landline number
TELEPHONE NUMBER	012 310 5209	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	Lesiba.mabitsela@dpw.gov.za
E-MAIL ADDRESS	Email1@dpw.gov.za	CELL NUMBER	082 802 9072

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).</p> <p>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.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.

Note Well:

- | |
|--|
| <p>a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.</p> <p>b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.</p> <p>c) The price that appears on this form is the one that will be considered for acceptance as <u>a firm and final offer</u>.</p> <p>d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).</p> <p>e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.</p> |
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PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR:

Project title:	SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA		
Bid no:	ID NO: 3178802	Procurement Plan Reference no:	N/A
Advertising date:	None	Closing date:	Monday, 16 September 2024
Closing time:	11H00	Validity period:	30 calendar 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 checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input type="checkbox"/>	<i>NB: BIDDER TO PROVIDE KEY STAFF QUALIFICATIONS CERTIFICATE, PROFESSIONAL REGULATORY BODY CERTIFICATION AND COMPANY REGISTRATION CERTIFICATE WITH DEPARTMENT OF EMPLOYMENT AND LABOUR</i>
9	<input type="checkbox"/>	<i>NB: REQUIRED CIDB GRADING: GRADE 1 SI OR HIGHER</i>
10	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
11	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
12	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>

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

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. 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. 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 below are applicable.

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

☒ Bid documents are available for free download on e-Tender portal 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.

5. SITE INSPECTION MEETING

Details of Bid Briefing meeting (if any)

There will be no bid briefing meeting.

Venue:	NONE		
Virtual meeting link:	(Type link here or indicate "N/A")		
Date:	Date of Bid Briefing (if any) NONE	Starting time:	Time of Bid Briefing (if any) NONE

6. ENQUIRIES

6.1 Technical enquiries may be addressed to:

DPWI Project Manager	Project leader	Telephone no:	Landline
Cellular phone no	082 554 9536	Fax no:	None
E-mail	Lesiba.mabitsela@dpw.gov.za		

6.2 SCM enquiries may be addressed to:

SCM Official	Letlhogonolo Mokono	Telephone no:	012 310 5209
Cellular phone no	Cell number	Fax no:	None
E-mail	Letlhogonolo.mokono@dpw.gov.za		

7. 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: Monday, 16 September 2024

Closing Time: 11H00

Tender documents may be posted to: The Director-General Department of Public Works and Infrastructure Private Bag X 225 PRETORIA 0001 Documents must be deposited in The Bid Box before the closing date of the bid	OR	Deposited in the tender box at: The Bid Box Department of Public Works & Infrastructure 251 AVN Building Cnr Nana Sita & Thabo Sehume Street PRETORIA 0001
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PRICING SCHEDULE

Quotation No: ID NO: 3178802

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA

Paste Pricing Schedule here

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

PRETORIA

BILL OF QUANTITIES

**6 MONTHS TERM CONTRACT:
PROVISION OF PREVENTIVE AND CONDITIONAL MAINTENANCE SERVICE OF
LIFTS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC LAB ARCADIA**

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4 CALCULATION OF TENDER SUM	Page (ii)

BILL OF QUANTITIES
CENTRAL GOVERNMENT OFFICE
(Maintenance Term Contract)

	A	B	C	D	E	F	G	H	I
1	SCHEDULE 1								
2	BILLS OF QUANTITIES				SCHEDULE 1: PRELIMINARY AND GENERAL				
3	PAYMENT	ITEM	DESCRIPTION			UNIT	QTY	RATE	AMOUNT
4	REFERS	NO							
5									
6		1	Schedule 1: Preliminary and General						
7									
8			General as specified in SABS 1200 A and in the project						
9			specification						
10									
11	PSA 8	1.1							
12			SCHEDULED FIXED- CHARGED AND VALUE-RELATED ITEMS						
13									
14	PSA 8.3.1	1.1.1	Fixed preliminary and general charges			-	-	sum	
15									
16	PSA 8.3.2		Establishment of facilities on the site			Prov	Sum	Sum	
17									
18	PSA 8.3.2	1.1.2	Facilities for Engineer			Prov	Sum	1	
19									
20	PSA 8.3.2	1.1.3	Facilities for Contractor			-	-	sum	
21									
22	PSA 8.4	1.2	SCHEDULE TIME-RELATED ITEMS						
23									
24	PSA 8.4.1	1.2.1	Time related preliminary and general charges must be included in						
25			the monthly maintenance costing for various installations						
26									
27	PSA 8.11	1.3	Occupational Health and Safety						
28									
29			.01 Compliance with OHS Act and Construction Regulations			-	-	sum	
30									
31	PSA 8.12	1.4	CALL CENTRE						
32									
33			.01 Call centre operating costs for breakdown calls logged during			Prov	Sum	-	
34			the installation phase						
35									
36			.02 Charge required by contractor on subitem (.01) above			%	..10%		
37									
38		1.5	Allow for following additional						
39									
40			.01 Allow for sim card contract for GSM during the term contract			Prov	11		
41			period						
42									
43			.02 Charge required by contractor on subitem (.01) above			%	..10%		
44									
45									
46									
47			Total carried forward						
48									

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(Maintenance Term Contract)

	A	B	C	D	E	F	G	H	I
1	SCHEDULE 1								
2	BILLS OF QUANTITIES					SCHEDULE 1: PRELIMINARY AND GENERAL			
3	PAYMENT	ITEM							
4	REFERS	NO	DESCRIPTION			UNIT	QTY	RATE	AMOUNT
5									
49									
50									
51									
52									
53	SH	1.6	HIV / AIDS Awareness						
54									
55									
56									
57									
58									
59									
60									
61									
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63									
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78									
79									
80									
81									
82									
83									
84									
85									
86									
87									
88	SH 07		.01 Awareness Champion			-	-	sum	N/A
89									
90			Selection, appointment, briefing and making available of an						
91			Awareness Champion including provision of all relevant						
92			services.						
93									
94									
95	SH 04		.02 Awareness Workshops			-		N/A	N/A
96									
97									
98									
99									
100									
101									
102									
103									
104									
105									
106			Total carried forward						N/A
107									

BILL OF QUANTITIES
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	A	B	C	D	E	F	G	H	I
1	SCHEDULE 1								
2	BILLS OF QUANTITIES					SCHEDULE 1: PRELIMINARY AND GENERAL			
3	PAYMENT	ITEM	DESCRIPTION			UNIT	QTY	RATE	AMOUNT
4	REFERS	NO							
5									
108									
109									
110									
111	SH 04.03	.02	Displaying of laminated posters and distribution of information booklets			-	-	sum	
112									
113									
114	SH 05	.03	Access to Condoms			-	-	sum	
115									
116			Provision and maintenance of condom dispensers fixed in position, including male and female condoms, replenishing male and female condoms on a daily basis as required for the duration of the construction period.						
117									
118									
119									
120									
121									
122	SH 08	.04	Monitoring			-	-	sum	
123									
124			Monitoring HIV/AIDS awareness of workers, providing the Representative/Agent with access to information including making available all reports, thoroughly completed and reflecting the correct information, for the duration of the construction period and close out.						
125									
126									
127									
128									
129									
130									
131		1.7	SUMS STATED PROVISIONALLY BY ENGINEER:						
132									
133		1.7.1	Allow for acceptance control testing by Engineer			Prov	Sum	1	
134									
135		1.7.2	Attendance and profit			%	..10%		
136									
137	PSA 8.8	1.8	TEMPORARY WORKS						
138									
139	PSA 8.8.4		Existing Services						
140									
141	PSA 8.8.4.1		Provision of detecting devices for:						
142									
143		1.8.1	(a) Submissible pumps waste water pipes			-	-	Sum	
144									
145		1.8.2	(b) Electrical and other cables			-	-	Sum	
146									
147		1.9	HEALTH AND SAFETY						
148									
149		1.9.1	Complete Notification of Construction and Submit to the Nearest Department of Labour				Sum		
150									
151									
152		1.9.2	Prepare a Health and Safety Plan Including poor or registration and good standing with the compensation fund and submit to engineer				Sum		
153									
154									
155									
156		1.9.3	Implement and Maintain The Health and Safety Plan with Monthly audits			No	6		
157									
158									
159									
160									
161			Total carried forward						
162									

BILL OF QUANTITIES
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(Maintenance Term Contract)

	A	B	C	D	E	F	G	H	I
1	SCHEDULE 1								
2	BILLS OF QUANTITIES				SCHEDULE 1: PRELIMINARY AND GENERAL				
3	PAYMENT	ITEM	DESCRIPTION			UNIT	QTY	RATE	AMOUNT
4	REFERS	NO							
5									
163									
164									
165	PSA 8.9	1.10	ADDITIONAL TESTS						
166									
167									
168									
169		1.10.1	Additional tests required by the engineer			Prov	Sum	1	
170		1.10.2	Profit and attendance			%	..10%		
171									
172									
173		1.11	Development of CIDB contractor						
174									
175	SE.01	1.11.1	Upgrading subcontractor CIDB registration			Prov	Sum		
176			as required						
177									
178									
179		1.12	Schedule of rates						
180			(i) Unskilled lift labour			hour		R 80.00	Rate only
181			(ii) Semi-skilled lift mechanic			hour		R 100.00	Rate only
182			(iii) Qualified Lift Mechanic			hour		R 200.00	Rate only
183			(iv) Qualified specialist Lift Engineer			hour		R 350.00	Rate only
184			(v) ECSA Registered Lift Inspector			hour		R 600.00	Rate only
185									
186									
187									
188									
189		1.13	Payment Reduction						
190									
191									
192	SA 06.03	1.13.1	Payment reduction due to exceeding of maximum allowable down			Hour	-	-R 500.00	Rate only
193			time during fatal break down						
194									
195									
196	SA 06.04	1.13.2	Payment reduction due to exceeding of maximum allowable down			Day	-	-R 250.00	Rate only
197			time during emergency breakdown.						
198									
199									
200	SA 06.05	1.13.3	Payment reduction due to exceeding of maximum allowable down-			Day	-	-R 250.00	Rate only
201			time during ordinary breakdown						
202									
203									
204	SA 06.06	1.13.4	Payment reduction due to exceeding of maximum allowable down-			Day	-	-R 250.00	Rate only
205			time during operational damage breakdown						
206									
207									
208			Total carried forward						
209									
210	TOTAL SCHEDULE N0.1: CARRIED TO SUMMARY: NEW INSTALLATION								
211									

BILL OF QUANTITIES
CENTRAL GOVERNMENT OFFICE
(Maintenance Term Contract)



SCHEDULE 2: CENTRAL GOVERNMENT OFFICE - NORTH WING
N

REPAIR AND MAINTENANCE WORK

PAYMENT REFERS TO	ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
SB .03	2	SAPS FORENSIC LAB ARCADIA & BVR				
		As-built information and Operating and Maintenance Manuals.				
	2.1	Obtaining of all available information, compiling, reproducing and finalising as built electrical drawings and fault finding equipment and Maintenance Manuals and and handing copies over to the Engineer.	No	2		
SB .01	2.1.1	Presenting a training course for operators	No	-		
FD 06	2.2	Record Books for Logging, Reporting and Inspections				
	2.2.1	Logging and recording of operating conditions, services, maintenance visits, reports, breakdowns, samples, inspections, test, etc	-	-	Sum	
		TOTAL CARRIED FORWARD				
SA 01		Installation FORENSIC LAB: 02/L9677				
	2.3	Maintenance				
	2.3.1	Monthly Preventive & Conditional Maintenance (Database updates - Monthly)	point	6		
		TOTAL CARRIED FORWARD				
SA 01		Installation FORENSIC LAB: 02/L9678				
		Maintenance				
	2.3.2	Monthly Preventive & Conditional Maintenance (Database updates - Monthly)	point	6		
		TOTAL CARRIED FORWARD				
SA 01		Installation FORENSIC LAB: 02/L9679				
		Maintenance				
	2.3.3	Monthly Preventive & Conditional Maintenance (Database updates - Monthly)	point	6		
		TOTAL CARRIED FORWARD				
SA 01		Installation (BVR): 02/L9387				
		Maintenance				
	2.3.4	Monthly Preventive & Conditional Maintenance (Database updates - Monthly)	point	6		
		TOTAL CARRIED FORWARD				
		Installation (BVR): 02/L9390				
		Maintenance				

BILL OF QUANTITIES
CENTRAL GOVERNMENT OFFICE
(Maintenance Term Contract)



SA 01	2.3.2	Monthly Preventive & Conditional Maintenance (Database updates - Monthly)	point	6		
		TOTAL CARRIED FORWARD				
		TOTAL SCHEDULE NO. 2: CARRIED TO SUMMARY				

BILL OF QUANTITIES
CENTRAL GOVERNMENT OFFICE
(Maintenance Term Contract)



DEPARTMENT OF PUBLIC WORKS

SUMMARY OF SCHEDULE OF QUANTITIES: MAINTENANCE WORK

SCHEDULE 1	: PRELIMINARIS & GENERAL	R
SCHEDULE 2 (7 Lifts)	: SAPS FORENSIC LAB ARCADIA & BVR	R

TOTAL OF SCHEDULE OF QUANTITIES : MAINTENANCE WORK CARRIED TO CALCULATION OF TENDER SUM	R
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BILL OF QUANTITIES
CENTRAL GOVERNMENT OFFICE
(Maintenance Term Contract)



DEPARTMENT OF PUBLIC WORKS

CALCULATION OF TENDER SUM

TOTAL: MAINTENANCE WORK R

TOTAL OF SCHEDULES OF QUANTITIES: R

VALUE-ADDED TAX (VAT)

The Tenderer shall add 15% of the Total of Schedules of Quantities above for Value-Added Tax R

TENDER SUM CARRIED TO THE TENDER FORM R

SIGNED ON BEHALF OF TENDERER :

RESPONSIVE & EVALUATION CRITERIA

RESPONSIVE CRITERIA REQUIRED FOR QUOTATION IS TABULATED BELOW

NB: FAILURE TO COMPLY WITH THE CRITERIA STATED HEREUNDER SHALL RESULT IN THE QOUTATION OFFER BEING DISQUALIFIED FOR FURTHER CONSIDERATION.

DESCRIPTION	RESPONSIVE CRITERIA REQUIRMENT
CIDB CONTRACTOR GRADING DESIGNATION REQUIRED	Contractors must have a CIDB grading of <u>A</u> SI or higher (proof to be submitted)
QUALIFICATION REQUIRED	1. Key Staff Qualifications Certificate, Professional Regulatory Body Certification and Company Registration Certificate with the Department of Labour must be attached.
VALUE FOR MONEY	ALL PRICES MUST BE MARKET RELATED. IN CASE OF PRICES WHICH ARE NOT MARKET RELATED THE DEPARTMENT RESERVES THE RIGHT TO ADJUST THE BILL OF QAUNTINTY PRICES OR TO DISQUALIFY THE BIDDER

GENERAL MAINTENANCE SPECIFICATION

CONTENTS

01	SCOPE
02	MAINTENANCE REQUIREMENTS
03	MAINTENANCE CONTROL
04	COMMUNICATION
05	PERFORMANCE MEASUREMENT
06	MEASUREMENT AND PAYMENT

01 SCOPE

Maintenance of the specified systems, services and/or parts of buildings and infrastructure shall all be referred to as "Maintenance of an Installation". Maintenance of all completed installations shall ensure reliable functioning and optimum service life thereof. Commencement of maintenance of each installation shall mean that the installation has been repaired to its original level of serviceability and shall leave the Contractor with a functional installation to maintain for the remaining period of the 6-month Contract.

Monthly maintenance responsibilities for each installation including all units and components as specified, shall commence with access to the site. A difference shall be made in payment for the maintenance prior to and after practical completion of repair work.

Maintenance of an installation shall be performed in accordance with the Technical and Particular Specifications, the Operating and Maintenance Manuals (where applicable) and the Maintenance Control Plan.

Remuneration for maintaining "installations" (systems, services and/or buildings and parts of the infrastructure) in perfect functional condition is provided for in the Schedules of Quantities by means of monthly payment items.

This Additional Specification covers maintenance requirements, development of a maintenance control plan, identification of equipment, site maintenance administration, maintenance performance measurement, as well as the items for measurement of the Contractor's service level and resulting payment.

02 MAINTENANCE REQUIREMENTS

SA 02.01 CONTRACTOR'S RESPONSIBILITIES

The Contractor shall maintain the complete installations for the 6-month Contract period.

Maintenance implies and shall include monthly routine preventative maintenance, corrective maintenance, as well as breakdown maintenance on all components of the specified installations.

The maintenance control plan (specified in Clause 03) that determines the frequency of routine inspections and format of reports is to be developed by the Contractor. In addition, the Contractor must carry out inspections on the equipment as detailed in the Technical and Particular Specifications as well as the maintenance control plan. Each inspection, test or breakdown shall be recorded in an approved format and listed in a quarterly report (part of the maintenance control plan).

As part of repair of each installation, the Contractor shall submit a set of Operating and Maintenance Manuals where applicable. The Contractor shall ensure through training that the operating and maintenance personnel are conversant with the instructions as presented in the Operating and Maintenance Manuals. Continued training shall be included in the scope of maintenance work for the duration of the 6-month Contract, in accordance with: General Training Specification.

The Operating and Maintenance Manuals, as approved by the Engineer, shall be used as a basis of routine preventative maintenance. The Contractor shall perform all routine preventative and corrective maintenance as described in the Operating and Maintenance Manuals. This shall be in accordance with the Technical and Particular Specifications.

The Contractor shall, as part of his maintenance responsibilities, repair or replace faulty equipment upon logging of a breakdown, within the downtime as defined in Clause 05.02. This will be at the Contractor's

cost, except in the event of replacement being labelled as exceeding liability as specified in Clause 63 of the Project Specific Conditions of Contract, in which case the Department of Public Works will bear part of the costs.

The Contractor shall rectify any faulty condition of which he becomes aware, even if it has not been logged. Such rectification shall also be logged and listed in the quarterly report.

SA 02.02 CONDITIONS FOR EXCEEDING THE CONTRACTOR'S LIABILITY DUE TO MALICIOUS DAMAGE BREAKDOWNS

In the event of damage caused to the installation or any part thereof, the Contractor shall perform the repair and/or replacing of necessary parts of the damaged installation. Where repair work is necessitated by malicious damage caused by User Clients or their associates, the Contractor will be requested to:

- (a) Perform work, using tendered rates for the supply, delivery and installation of material forming part of the repair work schedule, within the maximum down-time allowed for malicious damage, where the Engineer rules that the damage has been caused maliciously;
- (b) Submit three (3) quotation for repair and/or replacement of the damaged unit, where tendered rates are not available and where the Engineer rules that the damage has been caused maliciously;
- (c) Perform the work on receipt of an order from the Engineer, within the time offered as part of the quotation, and
- (d) Notify the Engineer well in advance of completion of the repair work in order to enable inspection.

The responsibility of determining whether people other than the Contractor maliciously caused an installation's damage shall rest with the Engineer.

SA 02.03 CONDITIONS FOR EXCEEDING THE CONTRACTOR'S LIABILITY ABOVE MARGINAL BREAKDOWN COST

In the event where the cost of repair or replacement of a single component/subassembly, or where a breakdown occurs due to a single failure and the replacement cost exceeds the value of R15 000,00 (transport, accommodation and travelling cost excluded), the liability of the Contractor is limited to the value of R15 000,00. The additional cost above the value of R15 000,00 will be paid for by the Employer provided that conditions 1, 2 and 3 below have been met.

1. The defective part/component/subassembly or machine must be identifiable as a single subassembly or component and not the total of a number of small defects or breakdowns on subassemblies/components on any one or more machines.

Examples of subassemblies/components are the following:

- (a) Should the wiring or bearings on an electric motor fail, the complete motor must be removed for repairs and the cost for the repairs on the complete motor will be regarded as repairs on a single subassembly/component.
- (b) A starter motor, for example, is a subassembly, which is removable from the machine for repairs. The repairs on the starter motor together with the repairs on the main bearings are not to be regarded as a repair on a single subassembly/component. If the complete diesel engine is replaced with its associated subassemblies the replacement of the complete unit will be regarded as a single component.
- (c) A pump as a whole is regarded as a single component. The pump and driving machine on long coupled pumps are regarded as separate subassemblies. Pumps and motors on close-coupled equipment are regarded as a single component. The pump and motor of a sump pump are regarded as a single component.
- (d) Control equipment for the control of a single item, with the sensing device, the controller itself and the final controlled variable are regarded as a single component of the system. The repairs on any one item on a controller have an influence on the rest of the control equipment and must be commissioned again as a unit after replacement.

2. The Contractor shall submit a written report to the Engineer for approval. This report shall contain the following information:
 - (a) The make and model number of the machine serviced/inspected/ repaired/replaced;
 - (b) The identification number of the machine;
 - (c) A description or name and part number of the defective part/component or subassembly;
 - (d) A statement on whether the component could be repaired, together with a cost estimate;
 - (e) A quotation valid for a minimum period of 60 days if the component/part/subassembly has to be replaced or repaired by an outside firm. If the subassembly/machine is to be repaired or replaced by an outside company, the Contractor shall supply one (1) quotation for such parts/repairs or a quotation from any sole supplier. Only an original quotation will be accepted. The mark-up on such work shall be a percentage as tendered and shall be applicable to the total cost (VAT excluded) of repair work by outside companies;
 - (f) The expected urgency for the replacement or repairs, and
 - (g) The delivery time of a new component/subassembly/machine or delivery times on spares required to repair the defective component/ subassembly.
3. A written approval to proceed with the work must be issued by the Department. Copies of the original VAT invoices from outside companies for all repairs or spare parts supplied must be attached to the Contractor's invoice.

SA 02.04 COMPONENTS INCLUDED IN MAINTENANCE SCOPE

The following main sections with its subsections as set out in the Technical Specifications and Particular Specifications where applicable and in the Schedule of Quantities will each be considered "an installation". Maintenance, as specified, will be applicable to all of these installations at the CGO building, including the lifts in the Annex building.

Building Installation Particulars

[illegible]

SA 02.05 COMMENCEMENT OF MAINTENANCE PERIOD

The Contractor shall accept full maintenance responsibilities for each completed installation upon issue of a Certificate of Practical Completion for repair work of that installation.

Maintenance responsibilities for an installation prior to practical completion of repair work shall include maintenance of all individual units, equipment or components thereof, for which no repair work is required, and shall commence with access to the site.

The preliminary construction programme differentiates between commencements of maintenance on various installations.

SA 02.06 ROUTINE PREVENTIVE MAINTENANCE : DEFINITION

This entails the rendering of services and servicing of equipment according to a predetermined maintenance control plan to:

- (a) replace and service components of equipment, units or parts thereof for each installation at prescheduled moments regardless of condition;
- (b) readjust, reset, clean, corrosion protect all components of equipment, units or parts thereof for each installation;
- (c) Maintain installations in a perfect functional condition.

Routine preventative maintenance shall ensure a minimisation of breakdowns.

SA 02.07 CORRECTIVE MAINTENANCE: DEFINITION

This entails regular observation of the equipment, identifying pending breakdowns, maladjustment or anomalies of equipment, units or parts of installations and subsequent action to restore installations to the original functional condition as specified.

SA 02.08 BREAKDOWN MAINTENANCE: DEFINITION

This entails repair and/or replacement of defective equipment, units or parts of installations following a breakdown that leaves the installation inoperable or unsafe, and subsequent action to restore installations to the original functional condition as specified, within the maximum downtime allowed.

SA 02.09 SITE MAINTENANCE RECORD KEEPING

The Contractor shall provide and maintain hardcover A4 maintenance files for each installation for the duration of the Contract. All schedules, checklists, breakdown reports, preventative maintenance records, component replacement records and quarterly reports shall be filed, together with information regarding repairs exceeding the Contractor's liability, as set out in 02.02 and 02.03.

Site maintenance records shall be submitted at each monthly meeting.

SA 02.10 SUPPLY OF LABOUR, EQUIPMENT AND MATERIAL

02.10.01 Labour

Competent personnel that have been trained by the Contractor, in accordance with General Training Specification shall execute all maintenance work.

02.10.02 Equipment

The Contractor at his cost (except where otherwise provided) shall supply all tools and equipment required for maintenance work.

02.10.03 Material

All material, spare parts, components, equipment and appurtenances necessary for the complete maintenance of each installation shall be supplied and installed by the

Contractor at his cost, to a maximum value per part/subassembly as specified in the Special Conditions of Contract for exceeding Contractor's Liability.

Materials as provided for in the Schedule of Quantities, shall be supplied and delivered by the Contractor at the tendered rates upon order of the Engineer only, and shall be free-issued to the User Client for own use. The Contractor shall inform the Engineer of all scheduled deliveries to arrange official hand-over with the User Client.

SA 02.11 IDENTIFICATION OF EQUIPMENT

A unique identification number will be allocated to each equipment item forming part of the installation. This identification number will be allocated and administered in collaboration with the User Client and must be described in the maintenance control plan.

Reference shall be made to identification numbers in the maintenance control plan, operating and maintenance manuals and during all maintenance activities, including the logging of breakdowns and other correspondence. Identification numbers shall also be indicated on as-built drawings.

03 MAINTENANCE CONTROL

03.01 SCOPE

Maintenance quality control shall be the responsibility of the Contractor. The Contractor shall introduce a maintenance control plan to ensure that preventative, corrective and breakdown maintenance are performed as described in the operating and maintenance manuals and Technical and Particular Specifications.

03.02 PRELIMINARY MAINTENANCE CONTROL PLAN

A preliminary version of the maintenance control plan must be submitted with the programme. Detail contained in this preliminary maintenance control plan must include:

- (a) Actual time that a representative of the Contractor will be present on Site for the duration of the maintenance period;
- (b) the scope and frequency of routine inspections, and
- (c) repair methodology.

03.03 MAINTENANCE CONTROL PLAN

The maintenance control plan will be based on the Contractor's preliminary maintenance control plan, and will be extended to provide:

- (a) Scheduled routine preventative maintenance actions;
- (b) monthly meetings of the Department of Public Works, the User Client, Contractor and Engineer;
- (c) reports to be submitted after every routine inspection;
- (d) procedures to address complaints and logged breakdowns;
- (e) quarterly reports, summarising all inspections, together with inspection data such as nature of test, names of persons carrying out tests and inspection results. Detail of repairs and replacements, together with testing of repaired equipment shall also be reflected in this report, and
- (f) assistance by the Engineer with decisions regarding material, equipment and other recommendations.

The codes of practice as set out in ISO 10006 and ISO 9004 for quality systems and management shall be used as a guideline for compiling a maintenance control plan. ISO accreditation is not a requirement in terms of this Contract.

04 COMMUNICATION

The maintenance control plan (Clause 03) will provide, after agreement between the Contractor and the Engineer, for the following communication and complaint logging procedure:

- (a) The Contractor shall establish a telephone and fax line and a cellular telephone connection to ensure that he can be reached at any time.
- (b) The Contractor shall primarily be responsible for determining the items requiring preventative, corrective and breakdown maintenance, and shall communicate this information directly to his maintenance workforce.
- (c) Should the Engineer or operating personnel of the User Client determine or suspect that preventative, corrective or breakdown maintenance is required, a call shall be logged through the call centre to reach the Contractor as soon as possible.
- (d) Reaction times will be as described in Clause 05.02.
- (e) All complaints of the User Client shall be reported to the Engineer via the call centre, as set out in the maintenance control plan, and the Engineer shall issue instructions to the Contractor. After the Contractor has attended to the complaint, the Engineer will provide feedback to the call centre both telephonically and via fax.

The call centre logs the details of the Engineer's call and provides feedback to the complainant.

05 PERFORMANCE MEASUREMENT

The Contractor's performance shall be measured against the following parameters:

05.01 SPECIAL TESTING OF AN INSTALLATION

The Engineer may at any time inspect any part of the entire installation. During Maintenance work, the Engineer shall at his discretion order special tests to be carried out on complete installations, at intervals of not less than four months, to verify the satisfactory functional condition of the installation.

The Engineer reserves the right to select at random component equipment and trade practices to be tested by independent authorities for compliance with specifications as specified in this contract document.

The Contractor shall provide all equipment, tools and instruments required for testing.

05.02 MAXIMUM MAINTENANCE DOWNTIME

After a complaint has been logged and forwarded to the Contractor, the Contractor shall be expected to minimise the maintenance downtime until the system component is operational to the satisfaction of the Engineer. Should the Contractor not respond within the maximum downtime, the Engineer may arrange for a different service provider to execute the repair work at the Contractor's cost.

Should the actual downtime exceed the maximum downtime, the Contractor shall be liable to a payment reduction for the difference between actual downtime and maximum downtime. This is reflected in the table below:

REQUIRED MAINTENANCE	MAXIMUM DOWNTIME ALLOWED	PAYMENT REDUCTION IF EXCEEDED
Fatal breakdown (where specified)	Zero (immediate response)	R 500/hour
Emergency Breakdown	48 hours	R250/day
Ordinary Breakdown	7 days	R500/day
Malicious damage repair	7 days	R250/day

"Maximum downtime" shall mean the period allowed to repair a breakdown, and "actual downtime" shall mean the measured period from the instant when the breakdown was logged with the Contractor until the installation has been repaired to its functional specification.

"Immediate response repairs" shall imply breakdown maintenance work where no breakdowns are allowed at any time in terms of the Technical Specification.

"Emergency maintenance repairs" shall imply any breakdown maintenance work required to rectify a component or unit of the installation that disables the installation from functioning at its designed maximum requirement in terms of the Technical Specification.

"Ordinary maintenance repairs" shall imply all breakdown maintenance work required other than immediate response or emergency maintenance repairs.

05.03 PERFORMANCE-BASED PAYMENT

05.03.01 Scorecard

The Engineer shall inspect each installation monthly after Practical Completion of the installation. The Engineer shall use a scorecard to measure the quality of routine preventative and corrective maintenance on all components that form part of the installation, in accordance with the maintenance specifications. The Engineer will record his inspection directly onto the scorecard. The scorecard shall serve to evaluate ten performance indicators each month. The Contractor shall always have the opportunity to score the maximum points, if his routine preventative and corrective maintenance work comply with the Specifications. The Employer shall be protected against a reduced or unsatisfactory service level and may refuse payment on such points.

05.03.02 Performance indicators

Performance indicators shall be selected to measure the Contractor's service level of routine preventative and corrective maintenance.

The Contractor and the Engineer shall each have the opportunity to select five (5) performance indicators each month, which shall focus on the measurement of maintenance quality against the relevant specifications for the ensuing month.

The Contractor shall aim to perform satisfactorily on at least ten performance indicators. The Contractor shall have knowledge of all ten selected performance indicators. All indicators shall be selected from the scope of his normal routine preventative and corrective maintenance work and shall be based on the maintenance control plan and operating and maintenance manuals. The work shall be either satisfactory, or unsatisfactory, and the Contractor shall score one or zero respectively per indicator.

Performance indicators shall be used to focus on certain key aspects of the work and shall in no way limit the Contractor's responsibility to do all the required work.

05.03.03 Satisfactory performance

The Engineer shall inspect the site on an arbitrary day to measure the quality of maintenance against the ten selected performance indicators. Should the Contractor score the maximum points (10) he shall receive his full maintenance payment for the installation. Should the quality of routine preventative maintenance, or components requiring persistent corrective maintenance be unsatisfactory according to the scorecard, the Contractor may fail to achieve full payment due to a reduced service level. Each monthly payment for maintenance shall be subject to evaluation based on the scorecard.

A copy of the scorecard including a guideline for the use thereof is included in this Specification.

06 MEASUREMENT AND PAYMENT

06.01 Maintenance of a completed installation.....Unit: point

The unit of measurement shall be a point. Each month shall represent a maximum of ten points and a minimum of zero points, depending on the performance and quality of maintenance. Ten points per month at the tendered rate shall include full compensation for the complete monthly maintenance of an entire installation after practical completion of repair work, and all appurtenant works deemed to form part thereof, as defined in the relevant Technical or Particular Specifications.

Ten points per month at the tendered rate shall also include full compensation for complete preventative, corrective and breakdown maintenance (as defined in this General Maintenance Specification). This includes full compensation for all costs related to resetting, repair, procurement, supply, delivery, replacement, protecting, furnishing, installing, testing and commissioning of all items and material required to maintain the complete installation in a perfect functional condition. The only items not to be included in the rate for monthly maintenance points are:

- (a) Supply, delivery, installation and testing of special equipment/materials that will be measured elsewhere, and
- (b) Special testing of an installation.

Different installations shall be listed in the Schedule of Quantities, in accordance with the definition of each installation.

Although ten points per month shall include full compensation for routine preventative, corrective and breakdown maintenance, the Contractor might fail to achieve all points applicable in the event of unsatisfactory performance. In such a case, the Contractor shall still perform all maintenance requirements according to specification, but at his own cost where a reduction in points awarded is insufficient to cover his cost.

Remuneration for all value-related as well as all time-related preliminary and general charges shall be included in the monthly maintenance payments for the various installations.

06.02 Maintenance of an installation prior to practical completion.....Unit: point

The unit of measurement shall be a point. Each month shall represent a maximum of ten points and a minimum of zero points, depending on the quality of maintenance. Ten points per month at the tendered rate shall include full compensation for the monthly maintenance of an incomplete installation until practical completion of the repair work thereof.

Ten points per month at the tendered rate shall include full compensation for routine preventative, corrective and breakdown maintenance (as defined in this General Maintenance Specification) of all units, equipment and/or components thereof that require no initial repair work in terms of the complete installation. As repair work progresses, maintenance responsibilities shall be extended to include those units, equipment or parts thereof that have been serviced, repaired or reconditioned.

Different installations shall be listed in the Schedule of Quantities, immediately below maintenance of a completed installation. The total number of points for maintenance of a completed installation plus maintenance of the same installation prior to practical completion shall be 360.

Although ten points per month shall include full compensation for routine preventative corrective and breakdown maintenance, the Contractor might in the event of unsatisfactory performance fail to achieve all points applicable. In such a case, the Contractor shall still perform all maintenance requirements according to specification, but at his own cost where a reduction in points awarded is insufficient to cover his cost.

06.03 Additional tests:

06.03.01 where ordered by the Engineer Unit: rand (R)

06.03.02 Charge required by the Contractor on sub-item 06.03.01 aboveUnit:
percentage (%)

An amount has been allowed in the Schedule of Quantities to cover the cost of additional tests required by the Engineer. The Engineer will have the sole authority to spend the amount or part thereof under subitem SA.03.01.

The tendered percentage under subitem SA.03.02 will be paid to the Contractor on the value of each payment made to the approved testing authority.

06.04 Payment reduction due to exceeding of maximum allowable downtime during fatal breakdown Unit: hours

The unit of measurement shall be the number of hours during which a component of an installation was in a dis-functional condition and required immediate response repairs.

The negative fixed rate shall include full compensation for the User Client's loss in productivity and, multiplied by the number of hours measured, shall be deducted from the certified amount due to the Contractor.

06.05 Payment reduction due to exceeding of maximum allowable downtime during emergency breakdown Unit: days

The unit of measurement shall be the number of days, in excess of 48 hours, during which a component of an installation was in a disfunctional condition that required emergency repairs.

The negative fixed rate shall include full compensation for the User Client's loss in productivity and, multiplied by the number of days measured, shall be deducted from the certified amount due to the Contractor.

06.06 Payment reduction due to exceeding of maximum allowable downtime during ordinary breakdown ...Unit: days

The unit of measurement shall be the number of days, in excess of 7 days, during which a component of an installation was in a disfunctional condition that required ordinary repairs.

The negative fixed rate shall include full compensation for the User Client's loss in productivity and, multiplied by the number of days measured, shall be deducted from the certified amount due to the Contractor.

06.07 Payment reduction due to exceeding of maximum allowable down-time during malicious damage breakdownUnit: days

The unit of measurement shall be the number of days, in excess of 7 days, during which a component of an installation was in a disfunctional condition that required ordinary repairs.

The negative fixed rate shall include full compensation for the Client's loss in productivity and, multiplied by the number of days measured, shall be deducted from the certified amount due to the Contractor.

**DEPARTMENT OF PUBLIC WORKS
MAINTENANCE SCORE-CARD**



CONTRACT NUMBER: WCS _____

CONTRACT: _____

CONTRACTOR _____

ENGINEER: _____

INSTALLATION: _____ **MONTH:** _____ **OF 06**

The following components of the installation were selected by the contractor at the Monthly Maintenance Meeting
nr. _____ as performance indicators to be tested according to specification:

1. CONTRACTOR'S SELECTION

- 1.1 _____
1.2 _____
1.3 _____
1.4 _____
1.5 _____

SUBTOTAL:

0	1

The following components of the installation were selected by the Engineer as performance indicators to be tested
According to specification:

2. ENGINEER'S SELECTION

- 2.1 _____
2.2 _____
2.3 _____
2.4 _____
2.5 _____

SUBTOTAL:

TOTAL SCORE:

--	--

Engineer's Representative

Signature

Date

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---

GUIDELINE FOR THE USE OF THE MAINTENANCE SCORE-CARD

The scorecard and performance indicators must be used as a maintenance management tool. The aim with each scorecard is to ensure that:

- (a) the project focuses on key aspects of maintenance per month;
- (b) the Contractor receives payment for his work, and
- (c) the Employer receives value for money and a sustained high level of service.

Performance indicators must be selected to measure the Contractor's service level of routine preventative and corrective maintenance that will be based on the Maintenance Control Plan and the Operating and Maintenance Manuals (containing information specified in the Contract documentation).

For each specific installation, different performance indicators must be defined each month based on the content of the maintenance in relation to the scope of maintenance work per installation and must be based on the Contractor's service level record on routine preventative and corrective maintenance.

Breakdown maintenance is excluded from the scorecard's scope of measurement. Breakdowns must be dealt with if and when necessary by logging of the breakdown and monitoring the downtime.

The Contractor and the Engineer must agree on all performance indicators at an occasion prior to the month during which the Contractor's performance (service level of maintenance) will be measured.



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 interest³ 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

(³) 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 consortium⁴ 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.

⁴ 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.



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			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
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			
3			
4			
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6			
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8			
9			
10			

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
1			
2			
3			
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8			
9			
10			
11			
12			
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

Project title:	SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA		
Tender / Quotation no:	ID NO: 3178802	Reference no:	N/A

Date Bid Briefing Meeting: NONE

Time of Bid Briefing Meeting: NONE

Venue: NONE

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

DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA		
Tender / Quotation no:	ID NO: 3178802	Reference no:	N/A

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender Number: ID NO: 3178802

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 / 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)

¹ EME: Exempted Micro Enterprise

² 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

Name of representative	Signature	Date

DPW-09 PARTICULARS OF TENDERER'S PROJECTS

Project title:	SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA		
Tender / Quotation no:	ID NO: 3178802	Closing date: Monday, 16 September 2024	Time: 11H00

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Work stages completed	Work stages in progress
1.						
2.						
3.						
4.						
5.						
6.						
7.						

1.2. Completed projects

Projects completed in the last 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Date of appointment	Date of completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Name of Tenderer	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. PRI

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

1.5 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
1.	An EME or QSE which is at least 51% owned by black people	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	2	<ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.

3.	An EME or QSE which is at least 51% owned by black women	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	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	2	<ul style="list-style-type: none"> 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

- “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).

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:

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:

80/20 or 90/10

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

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 or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10	
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 which is at least 51% owned by women	4	
4. An EME or QSE or any entity which is at least 51% owned by people with disability	2	
5. An EME or QSE or any entity which is at least 51% owned by 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,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of “Black People”	<p>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 –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(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;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>



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 % = _____%

☐ Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____/_____/_____ the annual Total
Date/ month / year

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

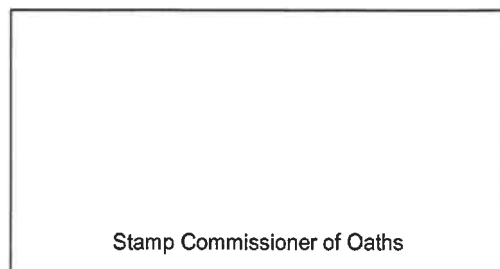
4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

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



SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of “Black People”	<p>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 –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(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;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>



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 % = _____ %

☐ Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ / _____ / _____
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	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

3. 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.
4. 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

PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

BID NUMBER: ID NO: 3178802

BID/ PROJECT DESCRIPTION: SERVICE, REPAIR AND MAINTENANCE OF LIFTS FOR A PERIOD OF 06 MONTHS AT NEW CO-OPERATION (BVR) AND SAPS FORENSIC ARCADIA

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



- 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

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.