

PA-06.2: BID ADVERTISEMENT – TENDER BULLETIN FOR 80/20 POINT SCORING SYSTEM

CATEGORY:

Description:		Required at: (Town Name)	Bid No:	Closing:	Bids obtainable from: Departmental website or	Post or deliver bids to:																		
SERVICE DESCRIPTION: DEPARTMENT OF JUSTICE: 12 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL SERVICES, SUPPLY OF HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT: responsiveness criteria will be stipulated in the QUOTATION Document. This bid will be evaluated in terms of the 80/20 scoring system <table><tr><td>Price</td><td>80</td></tr><tr><td>Number of Points</td><td>20</td></tr></table> Method to be used to calculate points for specific goals <table><thead><tr><th>Specific Goals</th><th>Number of points</th></tr></thead><tbody><tr><td>1. An EME or QSE which is at 51% owned by black People</td><td>10</td></tr><tr><td>2. Local 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</td><td>2</td></tr><tr><td>3. An EME or QSE which is at least 51% owned by women</td><td>4</td></tr><tr><td>4. An EME or QSE which is at least 51% owned by people with disability</td><td>2</td></tr><tr><td>5. An EME or QSE which is at least 51% owned by youth</td><td>2</td></tr><tr><td>Non-complaint contributor</td><td>0</td></tr></tbody></table>		Price	80	Number of Points	20	Specific Goals	Number of points	1. An EME or QSE which is at 51% owned by black People	10	2. Local 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 which is at least 51% owned by women	4	4. An EME or QSE which is at least 51% owned by people with disability	2	5. An EME or QSE which is at least 51% owned by youth	2	Non-complaint contributor	0	JOHANNESBURG	JHBQ24/7 7	16/08/2024 at 11:00am	78 Cnr De Korte & De Beer Street Building Braamfontein Johannesburg	78 Cnr De Korte & De Beer Street Mineralia Building Braamfontein ,Johannesburg (Ground Floor Tender Box)
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<i>The non-compulsory briefing: 15 August 2024. Should you require any clarity on the service request please make use of contacts (project leader/ SCM practitioner) on the document.</i> NOTE: Documents for this quotation are free. Contact for Bid information: General Enquiries Chris @ 011 713 6261 christopher.makau@dpw.gov.za Engedzani @ 011 713 6008 engedzani.mphephu@dpw.gov.za							
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PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

Project title: DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL SERVICES, SUPPLY OF HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT.	Tender / Quote no: JHBQ24/77	Receipt Number:
	Reference no:	

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

Note: Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
Form of Offer and Acceptance (DPW-07 EC)	4 Pages	Yes
Declaration of Interest and Tenderer's Past Supply Chain Management Practices (PA-11)	4 Pages	Yes
Resolution of Board of Directors (PA-15.1) (if applicable)	1 Page	Yes
Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) (if applicable)	2 Pages	Yes
Special Resolution of Consortia or JV's (PA-15.3) (if applicable)	3 Pages	Yes
Preference points claim form in terms of the Preferential Procurement Regulations 2017 (PA - 16)	5 Pages	Yes
Certificate of independent Bid Determination (PA - 29)	4 Pages	Yes
Declaration Certificate for Local Production and Content for designated sectors (PA - 36 and Annexure's C)	N/A	N/A
Fully completed Declaration of Designated Groups for Preferential Procurement (PA 40)	2 Pages	Yes
Registration on National Treasury's Central Supplier Database (CSD).	-	Yes
Particulars of Tenderer's Projects (DPW-09 EC)	N/A 2 Pages	N/A
Site Inspection Meeting Certificate (DPW-16 EC) (if applicable).	1 Page	N/A
Record of attending compulsory virtual bid clarification / site inspection meeting (if applicable).	1 Page	N/A
Record of Addenda to tender documents (DPW-21 EC)	1 Page	Yes
Site Inspection Meeting Certificate (DPW-16 EC) (if applicable)	1 Page	N/A
Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017 (if applicable).		
PA-32	03 Pages	Yes
COST BREAKDOWN	01 Pages	Yes
SPECIFICATION AND SPECIAL CONDITION OF CONTRACT	15 Pages	Yes
PA-03	08 Pages	Yes

* In compliance with the requirements of the CIDB SFU Annexure G

Tender no: JHBQ24/77

- 2. ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES**
Note: Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Any additional information required to complete a risk assessment (if applicable)	-	Yes <i>NO</i>

3. RETURNABLE DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

Note: Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Schedule of proposed sub-contractors (DPW-15 EC) (if applicable)	1 Page	Yes <i>NO</i>
Particulars of Electrical Contractor (DPW-22 EC) (if applicable)	1 Page	Yes <i>NO</i>
Mechanical / Electrical / Security Work material and equipment schedules (if applicable)	Pages	Yes <i>NO</i>
Schedule for Imported Materials and Equipment (DPW-23 EC) (if applicable)	1 Page	Yes <i>NO</i>

4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

(Insert a tick in the "Returnable document" column to indicate which documents must be returned with the tender)

Note: Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
Priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts)	Pages	Yes ☒ No ☐
Fully priced and completed sectional summary- and final summary pages with the tender.	Pages	Yes ☐ No ☒
PA-32 Invitation to bid	Pages	Yes ☒ No ☐
PA-10 General condition of contract (GCC)	Pages	Yes ☒ No ☐
Special condition of contract and Horticultural specification	Pages	Yes ☒ No ☐



Tender no: JHBQ24/77

5. ADDITIONAL INFORMATION THAT MAY BE REQUIRED FOR TENDER EVALUATION PURPOSES

Legal Status of Tendering Entity: If the Tendering Entity is: Documentation to be submitted with the tender, or which may be required during the tender evaluation:	
a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	b. A profit company duly registered as a private company. [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].
Copies of: i. Certificate of Incorporation – CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.	c. A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).
Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).	d. A profit company duly registered as a public company.
Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.	e. A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).
Copies of: i. the Founding Statement – CK1; and ii the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.	f. A natural person, sole proprietor or a Partnership
Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or each of the Partners to the Partnership.	g. A Trust
Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.	

Signed by the Tenderer:

Date	Signature	Name of representative

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	JHB024/77	CLOSING DATE:	16/08/2024	CLOSING TIME:	11H00
DESCRIPTION	DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL SERVICES, SUPPLY OF HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT.				
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)

BOX SITUATED AT (STREET ADDRESS)

SUPPLIER INFORMATION	
OR POSTED TO:	

SUPPLIER INFORMATION

	NAME OF BIDDER					
	POSTAL ADDRESS					
	STREET ADDRESS					
	TELEPHONE NUMBER					
	CELLPHONE NUMBER					
	FACSIMILE NUMBER					
E-MAIL ADDRESS	VAT REGISTRATION NUMBER					
TCS PIN:		OR	CSD No:			
B-BBEE STATUS LEVEL VERIFICATION [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?						

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
☐	A REGISTERED AUDITOR DETAILS: NAME: REGISTRATION NUMBER: BUSINESS ADDRESS:	

TELEPHONE NUMBER:.....	E-MAIL ADDRESS:.....
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[A B-BEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES WORKS OFFERED? Yes ☐ No ☐	[IF YES ENCLOSE PROOF] Yes ☐ No ☐
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES WORKS OFFERED? Yes ☐ No ☐	[IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
DATE	

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. **BID SUBMISSION:**
 - 1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
 - 1.2 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
 - 1.3 BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/DIRECTORSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
 - 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. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
 - 1.5 THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. **TAX COMPLIANCE REQUIREMENTS**
 - 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
 - 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
 - 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
 - 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
 - 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

- 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.
- b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.
- c) The price that appears on this form is the one that will be considered for acceptance as a firm and final offer.
- 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).
- 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.

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES QUOTATIONS FOR:

Project title:

1. REQUIRED CIBB GRADING

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **Not applicable Not applicable PE** or higher, or **Not applicable Not applicable PE*** or higher. **Select tender value range and select class of construction works" or select "Not applicable" where no or only one class of construction works is applicable.*

☒ ON

Functionality criteria:

100 Points

"The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.
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".
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3.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Alllocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- 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 (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	- 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 (NCPDSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25889, 2003 of 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".

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4. RESPONSIVENESS CRITERIA

4.1. 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	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
☒	2	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
☒	3	Use of correction fluid is prohibited.
☒	4	Submission of a signed bid offer as per the DPW-07 (EC).
☒	5	Submission of DPW-09 (EC): Particulars of Tenderer's Projects.
☐	6	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
☐	7	Submission of DPW-16 signed by the authorised official and completion of bid briefing attendance register.
☒	8	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
☐	9	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
☒	10	1. Submission of a valid copy of letter for tendering purpose or letter of Good Standing from the Department of Labour in respect of COIDA. 2. The bidder should submit one (01) certified copy of National certificate of Horticulture or National Certificate of Landscaping. Certification must not be older than six (06) months.
☐	11	
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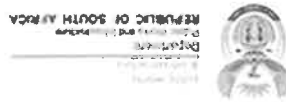
4.2. Indicate administrative responsiveness requirements applicable for this tender.

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 will disqualify the tender offer from further consideration.

1	☒	Any correction to be initiated by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of boards of directors / or PA15.3 Special Resolution of Consortia or JV's.
2	☒	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	☒	All parts of tender documents submitted must be fully completed in ink and signed where required.
4	☒	Submission of (PA-11): Bidder's disclosure
5	☐	Submission of PA-16.1 (EC): Ownership Particulars
6	☐	Submission of documentation relating to risk assessment criteria as contained in C.2.1 of DPW-03 Tender Data.
7	☒	Submission of (PA 40): Declaration of Designated Groups.
8	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-contractors if any
9	☒	Data provided by the tenderer in Part 2 of DPW-04 Contract Data (JBCG 2018) or DPW-05 Contract Data (GCC 2015) whichever applicable to be fully completed.
10	☐	The tenderer shall submit his fully priced Bills of Quantities (complete document inclusive of all parts) within 14 calendar days from request.
11	☒	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
12	☐	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.
13	☒	The salary rates on the Cost Breakdown should not be less than what the Department of Labour has stipulated for Gardeners wages. The bidder should also increase salary rates of the Gardeners for the new financial year should the labour rates escalate in that financial year.
14	☒	The bidder should submit CIDB print out of grade 2 SH or higher (irrigation, Landscaping and Horticulture).
15	☒	1. The bidder should sign an undertaking for public liability insurance in case of third party claim. 2. The bidder should sign an undertaking to comply with EPWP requirements. 3. The bidder should sign an undertaking to provide Light Delivery Vehicle (LDV) 4. The bidder should sign the declaration for security screening.
16	☐	
17	☐	
18	☐	

4.3. Indicate administrative requirements applicable for specific goals. Tenderers will not be required to submit the below documents 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	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider



5. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)
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5.1. This bid will be evaluated according to the 80/20 Preference points scoring system:

6. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:

Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

6.1 Technical risks:

Criterion 1: Experience on comparable projects during the past specify between 5 and 10 years.

The tendering Service Provider's experience on comparable projects during the past specify between 5 and 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive.

Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

Criterion 2: Contractual commitment and quality of performance on comparable projects during the past specify between 5 and 10 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past specify between 5 and 10 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;

2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

Criterion 3: Suitably qualified and appropriately experienced human resources

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

Criterion 4: Attendance of compulsory bid clarification meeting, if applicable

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

6.2 Commercial risks:

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

7. COLLECTION OF QUOTATION DOCUMENTS

☐ Quotation documents are available for collection during working hours

☐ Alternatively, quotation documents may be collected during working hours at the following address
Department of Public Works, Mineralia Building, Braamfontein, 2017. A non-refundable
bid deposit of R 00 payable (cash only) on collection of the bid documents.

8. SITE INSPECTION MEETING

Compulsory briefing session will be held in respect of this quotation.

The particulars for compulsory briefing session or virtual briefing session are:

Venue:	("N/A")
Virtual meeting Link:	("N/A")
Date:	("N/A")
Starting time:	("N/A")

9. ENQUIRIES

9.1. Technical enquiries may be addressed to:

DPWI Project Manager	ZAMAMBOMA SIKHAKHANE	Telephone no:	011 713 6008
Cellular phone no	066 011 8842	Fax no:	
E-mail	Zamamboma.Sikhakhane@dpw.gov.za		

9.2. SCM enquiries may be addressed to:

SCM Official	CHRISTOPHER MAKAU	Telephone no:	011 713 6261
Cellular phone no	066 011 8842	Fax no:	
E-mail	Christopher.Makau@dpw.gov.za		

10. DEPOSIT / RETURN OF QUOTATION 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).



Tender documents may be posted to: The Director-General Department of Public Works and Infrastructure Private Bag X 120 Braamfontein 2017 Attention: Procurement section: Room Ground floor	OR	Deposited in the tender box at: Department of Public Works Mineralia Building Braamfontein 2017
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COST BREAK DOWN FOR WESTONARIA MAGISTRATE COURT

The total bid price for this service must include all labour, uniforms, equipments and material required for the proper execution of the work and shall be carried over to the form of offer (DPW-07) which must be returned together with this document. Completion of this service is six (06) months. The bidder must fill in this Cost breakdown in full. Both monthly and 06 months.

Items	MONTHLY	SIX (06) MONTHLY
2x Salaries groundsman		
2x Uif cleaners		
2x COIDA /Provident Fund groundsman		
2x Leave pay groundsman(annual leave/sick/family resp)		
1x Qualified Horticulturist salary (01)		
1x Uif Qualified Horticulturist		
1x Qualified Horticulturist Coida/ Provident fund		
1x Qualified Horticulturist (annual leave/ sick/ family resp		
3x Uniform / PPE		
Horticulture Materials (Fertilizer,Herbicide etc)		
Equipments (Lawn mowers, brush cutters etc)		
Cutting down of trees when necessary		
Supply and Planting of annuals and herbs twice a year (September and April)		
Supply and spread compost twice a year		
Winter treatment and supply of topdressing mixture and topdressing of Lawns (August)		
Supply and Planting of Lawns when necessary		
Supply and apply Fertilizing of flowerbeds 3 times a year (September, January and April)		
Supply and apply Fertilizing of lawns bi monthly during growing season (September, November, January and March) Organic 2:3:2		
Supply and apply Pest control		
Invader plant control		
Operational fees (profit and overheads)		
Subtotal		
15% Vat		
Grand Total		



DPW-07 (EC): FORM OF OFFER AND ACCEPTANCE

DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT.	Project title:
JHB024/77	Tender / Quotation no:
Reference no:	

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:
DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT.

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.
By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE TOTAL OFFER INCLUSIVE OF ALL APPLICABLE TAXES ("All applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) **IS:**

Rand (in figures) R
Rand (in words).....

The amount in words takes precedence over the amount in figures. The award of the tender may be subjected to further price negotiation with the preferred tenderer(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

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

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

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is: CSD supplier number:.....	OR	Natural Person or Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are: CSD supplier number:.....
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Tender / Quotation no.:JHBO24/77

AND WHO IS (if applicable):		Trading under the name and style of:	
AND WHO IS:			
Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:		Note: A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.	

SIGNED FOR THE TENDERER:

Name of representative		Signature		Date	

WITNESSED BY:

Name of witness		Signature		Date	

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

☐ The official documents
 ☐ The official alternative
 ☐ Own alternative (only if documentation makes provision therefore)

SECURITY OFFERED:

(a) the Tenderer accepts that in respect of contracts up to R1 million, a payment reduction** of 5% of the contact value (excluding VAT) will be applicable and will be deducted by the Employer in terms of the applicable conditions of contract in respect of contracts above R1 million, the Tenderer offers to provide security as indicated below:		(1) cash deposit of 10 % of the Contract Sum (excluding VAT) Yes ☐ No ☐	
(2) variable construction guarantee of 10 % of the Contract Sum (excluding VAT) Yes ☐ No ☐		(3) payment reduction of 10% of the value certified in the payment certificate (excluding VAT) Yes ☐ No ☐	
(4) cash deposit of 5% of the Contract Sum (excluding VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT) Yes ☐ No ☐		(5) fixed construction guarantee of 5% of the Contract Sum (excluding VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT) Yes ☐ No ☐	

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Insurance Act [Long-Term Insurance Act, 1998 (Act 52 of 1998) or Short-Term Insurance Act, 1998 (Act 35 of 1998)] or by a bank duly registered in terms of



the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

Tender / Quotation no: JHBQ24/77

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

Other Contact Details of the Tenderer are:

Telephone No.
Cellular Phone No.
Fax No.

Postal address

Banker Branch

Registration No of Tenderer at Department of Labour

CIDB Registration Number:

ACCEPTANCE

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

The terms of the contract are contained in:

Part C1 Agreement and contract data, (which includes this agreement)
Part C2 Pricing data
Part C3 Scope of work
Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule. The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five (5) working days of the date of such receipt notifies the employer in writing of any reason why he/she cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

For the Employer:

*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".
**Any reference to the words "payment reduction" herein shall be construed to have the same meaning as the word "retention"
For Internal & External Use

Name of signatory	Signature	Date

Tender / Quotation no: JHBQ24/77

Name of Organisation:	Department of Public Works and Infrastructure
Address of Organisation:	

WITNESSED BY:

Name of witness	Signature	Date

Schedule of Deviations

1.1.1. Subject:	Detail:
1.1.2. Subject:	Detail:
1.1.3. Subject:	Detail:
1.1.4. Subject:	Detail:
1.1.5. Subject:	Detail:
1.1.6. Subject:	Detail:

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



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

*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".
**Any reference to the words "payment reduction" herein shall be construed to have the same meaning as the word "retention"
For Internal & External Use

PA-10: General Conditions of Contract (GCC)

PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

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.

TABLE OF CLAUSES

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PA-10: General Conditions of Contract (GCC)

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.



PA-10: General Conditions of Contract (GCC)

- 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



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- 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.



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- 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 or 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



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- (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 fulfillment 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



PA-10: General Conditions of Contract (GCC)

- 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 contract 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:



PA-10: General Conditions of Contract (GCC)

- (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.

PA-10: General Conditions of Contract (GCC)

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 12 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.

PA-10: General Conditions of Contract (GCC)

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.

Name of Bidder	Signature	Date

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

YES / NO

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

Full Name	Identity Number	Name of State institution

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

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

YES / NO

2.2.1 If so, furnish particulars:

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

YES / NO

2.3.1 If so, furnish particulars:

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found
not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without
consultation, communication, agreement or arrangement with any competitor.

However, communication between partners in a joint venture or consortium² will not
be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or
arrangements with any competitor regarding the quality, quantity, specifications,
prices, including methods, factors or formulas used to calculate prices, market
allocation, the intention or decision to submit or not to submit the bid, bidding with the
intention not to win the bid and conditions or delivery particulars of the products or

services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the
bidder, directly or indirectly, to any competitor, prior to the date and time of the official
bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements
made by the bidder with any official of the procuring institution in relation to this
procurement process prior to and during the bidding process except to provide
clarification on the bid submitted where so required by the institution; and the bidder
was not involved in the drafting of the specifications or terms of reference for this bid.

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

3.7

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

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

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

..... Signature	 Position
..... Date	 Name of bidder

This form has been aligned with SBD4

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 Bid / Tender to the Department of Public Works in respect of the following project:

 (Project description as per Bid / Tender Document)

Bid / Tender Number: _____
 (Bid / Tender Number as per Bid / 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 Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

Name	Capacity	Signature
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ENTERPRISE STAMP	1. * Delete which is not applicable. 2. NB: This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding 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 Bidding Enterprise (attach proof of shareholding / ownership here to). 4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding 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 Bidding 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.

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

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17		





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 Bid / 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 Bid / Tender Document)

Bid / Tender Number: _____

(Bid / Tender Number as per Bid / Tender Document)

*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.

3. The Enterprise accepts 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.

4. 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: _____

(code) _____



Postal Address:

Telephone number:

Fax number:

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

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding 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 Bidding Enterprise (attach proof of shareholding / ownership here to).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding 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 Bidding 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 bid for the project mentioned below: (legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)

1.	_____	Held at _____ (place)	on _____ (date)
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		
7.	_____		
8.	_____		

RESOLVED that:

RESOLVED that:

A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)



PA-15.3: Special Resolution of Consortia or Joint Ventures

- B. *Mr/Mrs/Ms: _____
- in *his/her Capacity as: _____
(Position in the Enterprise)
- and who will sign as follows: _____
- 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:

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
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The bidding 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:

- * Delete which is not applicable.
- 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.
- 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.
- 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).

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	80/20 ☐	90/10 ☐
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

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

1.3.2 Specific Goals

1.3.1 Price; and

1.3 Points for this tender shall be awarded for:

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

1.2 Preference Points System to be applied

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1. GENERAL CONDITIONS

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

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.

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



1.5 Breakdown Allocation of Specific Goals Points

☐

1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• 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 (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	• 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 (NCPDSA).	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)		2			

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

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• 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 or any entity which is at least 51% owned by black women (Mandatory)	4	• SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable. • 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).	4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBEE 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).
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5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
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1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.

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

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	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 or any entity which is at least 51%	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

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

2. DEFINITIONS

- 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.

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

		OR	☐ 5. An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable
		OR	☐ 4. An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	- National Council for Persons with Physical Disability in South Africa registration (NCPDSA). - Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. - Or - Medical Certificate indicating that the disability is permanent. - and - SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_{min}}{P_t - P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_{min}}{P_t - P_{min}} \right)$$

80/20 or 90/10

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 + \frac{P_{max}}{P_t - P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_{max}}{P_t - P_{max}} \right)$$

80/20 or 90/10

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

Table 4: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender				
Number of points claimed	(90/10 system) (To be completed by the tenderer)	Number of points allocated	(To be completed by the organ of state)	Number of points claimed
(80/20 system) (To be completed by the tenderer)				
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people		4		
2. Located in a specific Local Municipality or District Municipality or Metro or		2		
		10		

Number of points claimed (80/20 system) (To be completed by the tenderer)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	The specific goals allocated points in terms of this tender			
				Province area for work to be done or services to be rendered in that area			
				3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4	
				4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2	
				5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	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

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:	

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL SERVICES, SUPPLY OF HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT.
Bid no:	JHBQ24/77
Reference no:	N/A

INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

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.

Name of Bidder	Signature	Date	Position



³ 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.

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: JHBQ24/77

Name of Tenderer

☐ EME¹ ☐ QSE² ☐ Non EME/QSE (tick applicable box)

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

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
11.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
12.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No

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

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: _____

2. DECLARATION:

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), 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-21 (EC): RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title: DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL SERVICES, SUPPLY OF HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURTS.	Tender no: JHBQ24/77
Reference no:	

1. I / We confirm that the following communications received from the Department of Public Works and Infrastructure 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.	
11.	
12.	
13.	

Name of Tenderer	Signature	Date

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

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documents

Name of Tenderer	Signature	Date
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REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF PUBLIC WORKS

**Terms of Reference: Specification for the rendering of
Gardening Services**

NBI

1. Preservation of existing trees, shrubs and rare plants.

- All existing trees, shrubs and rare plants that might appear on site, may not be damaged or removed from site under any circumstances without explicit instructions from the Department.
- The contractor will be held responsible for any damage to trees, plants and shrubs on the site and such damage will be at his own cost.
- If an outsider causes damages, the Contractor must report the misdeed to the Department in writing, within 48 hours.

2. Compliance with Regulations

- Security arrangements and regulations that may be applicable are to be adhered to by the contractor.
- Upon notification of receiving the contract the contractor has 48 hours to submit fully completed Z 204 forms for each worker to the Department representative.
- For every instance of changing of employees a Z 204 has to be submitted.

3. Representative of the Department.

- The Principal of the Department or his delegated representative will act on behalf of the Department.

4. Responsibility

- The contractor must indemnify the Department against any claims from a third party and all costs including legal fees in connection with such a claim for loss or damage caused by: the death, injury or illness of any person, or damage of property on the contractor or other person that may arise or in connection with the execution of this requirement, that may arise or in any connection with an action by the contractor or/and his workers.
- The department undertakes to notify in writing the particulars of every claim that the contractor is responsible for.
- The Department shall not be held responsible for any loss or damage of any sort of the contractor property or any items are kept on the Department's property where the loss occurs and is due to negligence on the part of the Department.
- The Department reserves the right to withhold payments to settle any amount of money being owned by the contractor. Settlement is done through mediation if applicable.
- The contractor will be held responsible for any damage or theft by him or any of his staff, through negligence or accident, to the property or goods of the Department and its staff, in the normal performance of their duties.
- A claim for this can be instituted by the Department for the full amount against the contractor.
- A certificate by the contact person acting for the Department will be considered proof of the amount owing.

5. Indemnification

- The contractor and his workers enter the property at own risk.
- The contractor must indemnify the Department from any claims or damage that might occur where staff is employed in any work falling outside of the terms of the tender.

8. Curtailing of Service.

- The rights and obligation of the parties in terms of the agreement shall be personal and incapable of being ceded, assigned or delegated by either of them to any person outside of the Department and the contractor, save with the written consent of the other party.
- Each party warrants that it is acting as a principal and not as an undisclosed principal.

Limitation on cession

- The Department reserves the right to, in the absence of breach or the event referred to supra, terminate this Agreement at any time by giving (24) twenty four hours notice to the contractor.
- In the event of the agreement being terminated for whatever reason, the contractor will be entitled to compensation for work done.
- The Department shall have the right to terminate the agreement without prejudice to any of its other rights on occurrence of any of the following acts:
 - 1) On breach of the agreement;
 - 2) On commencement of any action for the dissolution and/or liquidation of the contractor, except for the of an amalgamation or restructuring approval in advance by the Department;
 - 3) If the contractor receives a court order to be placed under judicial management or to commence liquidation procedures that is not withdrawn or struck out within five working days;
 - 4) If the contractor informs the Department that it intends to cease performing its obligation in terms of the agreement;
 - 5) If the contractor informs the Department that it is incapable of completing the project;
 - 6) If, in the opinion of the Department, the contractor acted dishonestly.

7. Termination of agreement

- To terminate the agreement;
 - To suspend further payment to the contractor;
 - To appoint any other person or persons to complete the work in which event the contractor shall be held liable for costs incurred in such appointment as well as the cost of damage suffered.
- following rights:
- 5 working days after receiving written notice from the Department to do so, the Department shall without prejudice to any other rights that it may have, be entitled to exercise all or any of the conditions of this contract, and in the event that the contractor fails to remedy such breach within 5 working days after receiving written notice from the Department to do so, the Department shall to withhold payment. In the event of breach by the contractor of any of the terms and conditions of this contract, and in the event that the contractor fails to remedy such breach within 5 working days after receiving written notice from the Department to do so, the Department shall without prejudice to any other rights that it may have, be entitled to exercise all or any of the following rights:
- NB! If the service is not to the satisfaction of the Department, the Department has the right to withhold payment.

6. Breach of agreement

- The contractor performs as an independent contractor and not as an agent or employee of the Department and has no authority to bind the Department to another party.
- The contractor must indemnify the Department against any claims or court action including legal fees (with lawyers and client expenses) that are instituted against the Department.

9. **Interruptions of Service.**
- The Department retains the right to withhold any portion or the property as whole with 24 hours written notice to the contractor; the tender price will be adjusted pro rata from the date of the withholding.
 - In case the property or part(s) thereof that are subject to the service are in anyway damaged by an act of God or burnt, the Department shall at its discretion decide which portion(s) of property cannot be used as part of the original sites part.
 - Both parties shall not be bound by this tender and no claim for the damages shall be instituted by either party.
 - As for the remaining portion(s) of the property that would still be in use, the tender shall stay as is but the tender price will be adjusted from the date of the incident and will be reduced pro rata.

- If the service is interrupted or temporarily suspended because of a Labour dispute, riot a local or national disaster or other causes out of the control of the contractor.
- Both parties must agree to a way of seeing to it that essential services can continue. In such event, the contractor will only be remunerated for actual services performed.

10. **Amendment of Landscaping Plan.**

- The Department retains the right to change as it sees fit the existing landscape layout on the property. Such a modification shall be considered a development of a new area.

11. **Restrictions**

- NBI
- The Department retains the right to issue **such instructions as it deems necessary from time to time**, for the maintenance of good order in and on the property.
 - Any instruction only affects the contractor after **48 hours**, and after written notice thereof has been received by him, except, where the instruction is in connection with safety, the instruction is directly binding on the contractor.
 - After such an instruction has been received by the contractor any transgression thereof or any neglect or any request therein shall be seen as a breaking of the stipulations of these conditions.
 - The contractor shall only fill, clean and service his equipment at a site indicated by the contact person.
 - The contractor or any of his employees may not under any circumstances use any food or drinks is allowed on any part of the property around the buildings unless there is an agreement with the contact person in this regard in writing.
 - The contractor and his workers shall under no circumstances use the fire hoses or other fire fighting equipment on the property during the performance of this service.

12. **Service Times.**

- NBI
- The service must be provided daily Monday to Fridays excluding Public holidays. Service times are stipulated as daily from 7:30 to 16:00 for weekdays
 - At the Fochville Magistrate Office the contractor and his employees will not leave sooner than 16:00 stop working and will exit the office not later than 15:50.

12. **Obligations of the Department**

- The contact person shall act as informant between contractor, and the Department.
- All administrative queries must be addressed to the departmental representative.

- The contractor shall, as available at existing points, supply water that is necessary for the delivery of this service, free of charge to the contractor.
- Should water not be available or not provided by the Department, the contractor will make its own arrangements in this regard without a right of recourse against the Department.

13. Obligation of the Contractor

- A list of names and ID copies of the workers that are at a specific area during a specific time must be supplied to the contract person in writing before site hand over.
- All the invoices should be attached with proof of payment of the employees, the list of the employees including their contact details and ID copies per contract and to all the claims every month end.
- The Department of Public Works and EPWP Section reserves the right to recruit the employees of the service provider according to the list of the EPWP beneficiaries that are currently on the EPWP Data Base.
- Workers names that are not listed shall not be allowed onto the Departments properly.
- Workers without identification permits will not be allowed on to any of the sites.
- A public relations person (A Director) of the contractor must be available at all times to give attention to any difficulty or any other problem that may arise.
- All complains in connection with the service must be attended to and rectified.
- The contractor must do the following:

- I. Comply with the emergency measures and procedures that are fixed from time to time to the Departments satisfaction.
- II. Keep all facilities that are supplied to the contractor neat and tidy at all times.
- III. Any foreign objects noted in and on the work areas must be brought to the attention of the Departments contact person.
- IV. Taps that are in a specific work area must be closed when the work is completed. No water must be wasted.

- During the tender period the contractor must comply with any law and regulation laid down by parliament and local or any other authorities that have any reference to the service.
- In all cases, give notice must be given and to pay all costs that must be paid in connection with the service and indemnify the Department against all losses and legal cost for damages.
- If the monies are not paid by the contractor, the Department can pay directly to the authorities(employees should be paid starting from the current labour rates with the increment on the second year according to the Basic Condition of Employment Act , No 75 of 1997) any costs involved will be recovered from the contractor.
- Noise must be kept to reasonable limits at work site at all times.

14. Supervision

- The contractor must at all times have strict and effective supervision of the workers performance.
- Supervisors must react in all aspects to reasonable requests from the contact person of the Department.

15. Conditions in Relation to Personnel of the Contractor

- The contractor's staff may use the toilet facilities that are indicated to the contractor by the Departments contact person.

- The personnel of the contractor must have respect for personnel, the public and all equipment and buildings belonging to the Department.
- Workers that do service in sensitive security areas as pointed out to the contractor must be dedicated personal.
- These workers shall at the cost of the contractor be classified by the SAP Security Branch as trustworthy.
- In accordance with the act on the control of admission to public premises and transport 1985 act 53 of 1985 workers shall be subject to the requirements of article 2 (2) of the incorporated act.
- The contractor's staff will be required to sign attendance register as when they enter the work site in the morning and leave the site afternoon and this can only happen during stipulated starting and knock off time.
- The contractor's workers shall not wonder around aimlessly on grounds or make use of the chairs in the public areas to relax.
- At the end of every working day, not later than 16:00 all the workers must have left the property.
- No workers will be allowed onto the property outside of normal working hours unless permission is granted by the contact person.
- Personnel of the contractor, subject to the conditions of the tender, have entrance to all areas to perform the service.
- If the service is not required in any area at a specific time no entrance to these areas will be allowed.
- The Department shall have the right to indicate to the contractor any worker that is in he's opinion a safety, health or security risk.
- Thereafter the contractor will not be able to use this person in the performance of this tender.
- I. In such a case the contractor shall react immediately to such a request from the Department and as a result of such a request will not have the right to claim for any loss or damage against the Department. The contractor must indemnify the Department from any claims arising from the workers involved.
- II. If the Department has any information in connection with any of the contractor's personnel that are involved in the performance of this tender, the contractor can request the Department to supply such information to him without delay.
- **All workers must be in possession of identity cards that have been issued by the Security police as well as a company identity card with a colour photograph and identity number.**
- The card must be carried by the workers on the site while he/she is present on the property. The contractor will control and be responsible for the card in such a manner that no unauthorised person gains entry to the property.
- Every member of the contractor's staff shall be in possession of a certificate of health and must be produced as and when requested by the contact person.
- Personal hygiene must at all times be kept by the contractor and workers.
- Staff must behave in a sober and quiet manner.
- The contractors workers which must be on the property for the performance of this service must at all times be dressed neatly and properly to the satisfaction of the Department.
- The Department request that workers should be clothed in a uniform or overall that must be approved by the Department and that will be supplied to the workers at the cost of the contractor and will identify the workers as belonging to the contractor.
- No information may be supplied to the public or news media in connection with the contractor's activities.

- The contractor shall maintain an efficient, well-trained and qualified staff Component. Should the Department find any employee of the contractor to be unable to perform the work to the satisfaction of the Department, the Department may, in writing and together with reasons therefore, request that he/she be replaced in order to meet the requirements of the agreement.
- Such replacement should take place within five working days from receipt of the Department's request.

16. Equipments

- The contractor shall be responsible for the supply and maintenance of all equipments that will be necessarily for the satisfactory delivery of this service.
- The equipments used by the contractor must comply with the regulations of the machinery and occupational safety act.
- The Department can, where possible, supply a space for the storage of equipments free of charge. Where there is no space for storage the contractor must remove his equipments from the site.
- The Department has the right to inspect at anytime the provided space and at his discretion cancel the arrangement.

17. Consumable items

- The contractor shall at own cost be responsible for supplying all consumable items (including plastic rubbish bags and toilet paper) that are necessary for the supplying of effective service.
- The Department has the right to accept or reject any of these items.

18. Advertisements

- The contractor is not permitted to place any advertising signboards, printed matter or sign writing of any type what so ever, with the exception of warning signs in the Departments buildings or outside any portion thereof without the written permission of the Department.
- The contractor or his staff way not exhibit any article or object that the Department regards as offensive or undesirable. In this case the Department decision is regarded as final and binding on the contractor and staff.
- The Department has the right to immediately remove any sign printed matter, artwork nameplate, advert, and article or object that are exhibited without written permission and submit an account for the cost of the removal to the contractor.

19. Electrical equipment

- No electricity will be provided to the contractors.

20. Warning signs

- The contractor will be compelled to supply neat warning signs or boards that are of a size and design so as to be seen and recognized by the general public.

- These board/signs must be in place where ever work by the contractor's workers is in progress so as to bring to the attention of any person/staff that work is in progress.
- The contractor must have all warnings/boards made in English for the full term of this tender.
- The contractor shall not store or use any poisons, highly inflammable chemicals or materials on the property without the written consent of the Department for the delivery of these services.

21. Inflammable and Toxic Chemicals.

22. Remuneration of Service.

- The Department undertakes to pay the contractor after the tender period is fully completed and signed off by the Contact person of this Department.
- Payment shall be made within 30 days after an invoice has been submitted by the contractor to the Department and certified as correct and according to the tender conditions and the tender submitted, by the contact person.
- The tender rates should remain fixed for the duration of the agreement as would have been considered that the increment of the salaries for employees and other consumables is already incorporated in the fixed tender rates.

23. Business/ Work Plan.

- Upon submission of a tender the prospective tendered is to follow a comprehensive business / work plan is included in the documentation.
- NB
- 1). List of workers with ID numbers to be used.
 - 2). Machinery and equipment that will be used.
 - 3). Proof of salaries of employees per contract
 - 4). Detail of proposed working cycles.

- Whenever new areas are developed or services are curtailed an amended business / work plan must be obtained.

No agency or partnership.

- The relationship between the parties shall involve a close collaboration between two independent contracting parties and in the circumstance shall not imply any partnership in the legal sense, nor shall it constitute either party the agent or authorized representative of the other party.

NB!

Indulgences

- No extension of time, latitude or any other indulgence which may be given or allowed by either party to the other shall constitute a waiver or alteration of the agreement, or affect such party's rights, or prevent such party from strictly enforcing due compliance with each and every provision of this agreement.

Specification

QUOTATION NO:

DESCRIPTION.

1.

Description of Contract to be performed:

GENERAL MAINTENANCE OF GARDEN AT MAGISTARTE COURT

The following description will be applicable to the contents of this specification.

Agreement Period.

The period agreement is :
 Date: Contract commences :
 Date: Contract ends :
 Date of Site meeting :

GENERAL INFORMATION

2.

Maintenance of perennial beds
 Maintenance of annuals
 Maintenance of lawns
 Maintenance of hard surfaces
 Refuge removal
 Work schedule/ Compensation /Equipment
 Minimum labour requirement:
 Contractor to supply own machinery and equipments as listed.
 The Department will supply plants and seedlings.

Equipment list

Item	Minimum required	Contractor
Irrigation		
Hose pipe with fittings	1400m	
Self standing sprayers	3	
Measuring jug	1	
8L to 10L backpack	1	
sprayers for fertigation		

Machinery		
3	Lawnmower	
2	Brush cutter	
1	Edge trimmer	
1	Chain saw	
1	Scarifier machine	
1	Blower machine	
Vehicle		
1	1 Ton truck	
Hand tools		
2	Spade	
2	Planting spade	
2	Fork	
2	Ladies fork	
2	Broom with handle	
2	Iron rake	
2	Leaf / Rubber rake	
2	Wheelbarrow	
2	Bow saw	
1	Bucket	
2	Hoe	
1	Ladder	
	Mattock (Bospik)	
2	Pick	
2	Pruning lopper	
2	Hedge shear	
	Sheep shear	
1	Spanners & tools	
2	Watering can	
2	Pruning shears	
Consumables		
	Plastic refuse bags	200bgs per month
Protective clothing & safety measures		
2	Overall pants and jacket	2 pairs each
2	Safety shoes	2 pairs each
	Rain coat	
	Visible T- Shirts	2 pairs each
	Protective gloves for all labour	
Machine operators		
	Protective leggings for brush cutter operators.	
	Protective ear muffs	
Chain saw operator		
	Gloves : Chainsaw gloves for chain saw operator	
	Suitable goggles	
	Hard hat	
	Whistle for chainsaw operator and team manager.	

Chain saw pants for chain saw operator.		
Protective ear muffs		
Herbicide & Pesticide applicators		
8L to 10L backpack	1	
sprayers		
Measuring jug	1	
Gloves: Rubber gloves for herbicides applicators	2 pairs	
Overall pants and jacket for use when spraying only	2	
Respirator mask	3	
Suitable goggles	3	
Safety signs	2	

Signature of contractor: _____

Date: _____

3. Scope of work / Specification.

3.1) Maintenance of Shrubs, Perennial plants and Trees.

3.1.1 General.

- NO HOEING OF BEDS.
- LEAVE MULCH (leaves) IN BEDS if removed to contractor will replace the mulch with 10cm thick layer of compost for the contractors account.
- The plants will be kept neat at all times.
- All beds will be mulched to a 50mm thickness.
- Tree ties and stakes to be applied where needed.
- No open spaces will be accepted.
- Plant seedlings in well composted soil 10cm apart for smaller types and 15cm for larger types.
- Do not rake up the edges of the flowerbeds.

3.1.2. Pruning.

- Pruning according to seasons and plant species. Do not cut the shrubs in to topiaries or the Agapanthus healthy leaves
- Equipments to be used, to be free of diseases.
- All clippings to be removed from a site after pruning.
- Remove all spent flowers tree times a week.
- Contractors to liaise with the site representative for the pruning of shrubs and trees.

3.1.3 Fertilization.

3.1.3.1 Shrubs and perennial plants.

- Apply 2:3:2 at a rate of 70gm per m² every second month.
- Apply 2:3:7 at a rate of 50 gm per m² every fourth month.
- Fork in the fertilizer, irrigate before and after fertilization.
- No burnt or damaged plants will be accepted.
- Fertiligate all perennials and seedlings every 14 days.

3.1.3.2 Trees to a height of 5 m.

- Equipment used to trim lawn edges shall be limited to equipment ensuring even, neat, vertical edges.

4.2 The trimming of lawn edges

- No scalping, lines or any other marks will be accepted on turf.
 - mown in a Union Jack style.
 - The mowed lawn shall be to the satisfaction of the Representative Lawns will be
 - All open areas to be filled in with same quality turf.
 - If necessary, a top-dressing shall be applied to fill in any hollows in the lawn.
 - ensure an even surface.
 - Care shall be taken that all unsightly bulges are removed during the process to
 - consultation with the Representative.
 - Outside the growing season, the grass mat shall be removed once a year after
 - All grass clippings shall be removed from the lawns and the site daily.
 - Evergreen areas to be mown with a Rotary mower with sharp blades.
 - professional cut.
 - Care shall be taken that the blades of the machine are kept sharp to ensure a
 - department.
 - The grass-cutting action shall also suit the circumstances of the consumer
 - Grass shall be cut with a lawn-mower equipped with a grass box.
 - 100mm.
 - Evergreen lawns to be mowing to a height not less than 50 mm and not more than
 - A generally acceptable norm for the length of grass is 20–30 mm.
 - September to 30 April and once a week from May to August.
 - Grass shall be kept short and shall be cut regularly, two times a week from 1
 - mowing operation.
 - All stones, paper and/or foreign objects shall be removed from the site before each
- #### 4.1 The mowing of lawns

4) THE MAINTENANCE OF LAWNS

- Specification in veldt grass areas.
 - Diameter 1 meter
 - Height of wall 20cm.
 - Wells will be kept uniform and in good order.
 - Wells will be filled with mulch.
- #### 3.2.2 Trees.
- Trees to be irrigated 20 litres twice a month.
 - No under or over watered trees will be accepted.
 - Water retaining wells to be made to the following

- Due to a shortage of water, preference must be given to the seedlings and
 - perennials.
 - Plants to be irrigated 20 mm twice a week. (25minutes per area).
 - No under or over watered beds will be accepted.
- #### 3.2.1 Plants.

- ### 3.2 Irrigation.
- Apply 3:1:5 at a rate of 70gm per m² every second month.
 - Apply 2:3:2 at a rate of 50 gm per m² every fourth month.
 - Fork in the fertilizer.
 - Irrigate before and after fertilization.
 - No burnt or damaged plants will be accepted.

- A line shall be used for the edging of straight sections.
- Lawn edges shall be neatly trimmed every time lawns are mowed and shall have a neat appearance at all time to the satisfaction of the Representative.
- There shall be not increasingly wider spaces alongside the existing beds; and sidewalks or roads.

- 4.3 General fertilization of lawns
- All fertilizer shall be distributed according to specifications by means of a calibrated fertilizer distributor.
 - No burnt or damaged turf will be accepted.
 - During June/July, lawns shall be aired by means of a spiked roller, after which super phosphates shall be applied at 1 kg per 100 m².
 - The lawns shall then be watered thoroughly.
 - After each fertilization, lawn shall be irrigated immediately.
 - Schedule for application of fertilizer: 3:2:1 fertilizer to be applied at a rate of 40 gm per m², every second month.
 - L: A: N fertilizer to be applied at a rate of 70 gm per sq. meter once every three months.
 - 3:1:5 to be applied April at a rate of 50 gm per m².
 - Ever green lawns to be fertilized with 3:1:5 and 5:1:5 successively, every month.
 - Irrigate before and after fertilization.

- 4.4. Irrigation of lawns
- Due to a shortage of water, preference must be given to the seedlings and perennials.
 - To ensure a good, healthy lawn, irrigation shall be done regularly in addition to natural rainfall.
 - Care shall be taken that the moisture content of the soil is such that lawns remain above wilting point.
 - Turf to be irrigated 20mm twice weekly.
 - Where existing irrigation systems cannot be used or are inadequate, garden hoses shall be used for irrigation.

- 4.5 Weeds in lawns
- Lawns shall be kept free from weeds.
 - If chemical control is applied, this shall be done with the necessary caution and according to the manufacturer's specifications under the supervision of a qualified person.

- 4.6 Pest control in lawns
- The contractor shall at all times be prepared to control –
 - harmful vermin such as moles;
 - harmful insects;
 - diseases resulting from fungi, bacteria's and viruses.
 - If pests are chemically controlled, this shall be done according to the manufacturer's specification under the supervision of a qualified person.

- 4.7. Planting of additional grass
- Any bare patches larger than 25 cm² in lawns shall be repaired by the laying of additional sods of the same type and quality of grass.
 - When new sods are laid, the soil shall first be cultivated to a depth of at least 30 cm and fertilized with 3 kg of dolomitic lime and 1 kg of super phosphates per 100 m².

- Additional well-rotted compost shall also be mixed in. A layer of well-rotted compost mixed with an equal amount of soil or a top-dressing shall be spread over the new sods to keep them damp.

- 4.8 Veldt grass
- All stones, paper and/or foreign objects shall be removed from the site before each mowing operation.
 - Grass shall be kept short and shall be cut regularly, once a week from 1 September to 30 April and every second week from May to August.
 - A generally acceptable norm for the length of grass is 30 – 100 mm.
 - Grass shall be cut with a lawn-mower equipped with a grass box.
 - The grass-cutting action shall also suit the circumstances of the consumer department.
 - Care shall be taken that the blades of the machine are kept sharp to ensure a professional cut.
 - All grass clippings shall be removed from the lawns and the site daily.

- 4.9 Fire lanes
- No damage to trees and plants by the contractor will be accepted. Contractor to remove plants as indicated.
 - Veldt grass to be cut with a brush cutter or slasher.
 - All grass areas will be cut to a height of not less than 20mm and no more than 50 mm.
 - Un-cutting veldt grass will not be accepted.
 - The width of the fire lanes must be **5 meters** on both sides of the fence.

5) Hard surfaces.

Areas regarded as hard surfaces:
 Pathways and steps.
 Roads.
 Stone walls.
 Water features
 Storm water gutters and drains

- 5.1 General.
- All hard surfaces to be free from weeds and other unwanted materials.
 - **To be swept and raked with an instrument that creates the least dust.**
 - All soil and plant material to be removed from areas.
 - Only even surfaces will be accepted.
 - Oil marks and gravel on paves and stone areas to be removed on a monthly basis.
 - The Contractor will clean the water features and maintain the plants and fish inside on a twice monthly bases or as instructed.

6) Rubbish removal from the site and transport

- 6.1 Refuse removal
- Contractor to remove all refuse on site each day.
 - No dumping is allowed on site.
 - Dustbin maintenance
 - All dustbins to be cleaned and washed out daily.
 - Dust bin's to be lined with plastic bags and secured.

7) Work schedule/Compensation and equipments:

End of Specifications

- The contractor will be held liable for any damage or loss suffered by the State as a result of the contractors own or his/her employee's negligence or intent which originated at the site.
- The State is indemnified against any liability compensation or legal expenses in respect of the following cases:
 - The contractor will be notified in writing of the particulars of each claim he/she is liable for:
 - Loss or injuries which might be sustained during the execution of duties.
 - Damage to or destruction of any equipment or property of the contractor.

PLEASE NOTE

- Basic Conditions of Employment Act no. 75 of 1997.
- Occupational Health and Safety Act no. 85 of 1993.

NOTA BENE: The contractor must adhere to the following Acts:

Total Area to be cleaned	
Number of employees required	
Number of supervisors required	
Lawn area	
Flower beds	
Hard surfaces	

The information as supplied is done in good faith by the Department. The Department does not accept any liability for the correctness thereof.
The bidder has to verify information and on site that they are conversant with on site conditions.

SITE/S INFORMATION

1. The contractor to provide with this tender a completed work schedule depicting the tasks and time frames of each day of the contract for a period of 22 days, for the period of the contract.
2. The contractor will compensate for unforeseen stoppages and ensure the full period quoted for is being worked.
3. The contractor to complete the supplied list of machinery that he will utilize on this contract and confirm the machines are available and in working order to successfully completes the contract. Contractor to supply adequate transport daily for his / her employees and equipment.
4. No equipment to be stored on any of the sites without a rental agreement.
5. If the contractor fails to provide the above mentioned equipment for the duration of the contract it will be considered as breach of contract. If the machines and equipment is not available on site hand over or any other day, the contract will be terminated.
6. The contractor hereby confirms that if he is not able to complete the contract and that he / she requests the Department to cancel his/her contract due to him/her not being able to complete the contract.
7. PROFILE OF PROPERTY AND EXTENT OF CONTRACTOR'S RESPONSIBILITY



UNDERTAKING FOR PUBLIC LIABILITY INSURANCE

Project title	Quotation number	JHBQ24/77
	Advert date	14/08/2024
	Site briefing date	15/08/2024
	Closing date	16/08/2024

Hereby undertake to:

- Be responsible for all the legal claims that may arise while on duty during the execution of the duties on site in the event that any injury or damage may occur.
- I hereby exonerate the Department from any third party liability that may arise.
- In the event of any legal process against the Department arising within the scope of my responsibility the former will notify the bidder in writing herein.

Signed by _____ :
Director of the Company

Signature _____ :

Company name _____ :

Date _____ :

UNDERTAKING FOR LDV

Project title	DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL SERVICES, SUPPLY OF HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT.	
	Tender number	JHBQ24/77
	Advert date	14/08/2024
	Site briefing date	15/08/2024
	Closing date	16/08/2024

I _____
representing the _____
Company _____.

Hereby undertaking:

- To provide Light Delivery Vehicle LDV

Failure to sign the undertaking will deem the bid non-responsive.

Signed by _____
Director of the Company _____
Company name _____
Date _____

UNDERTAKING FOR EPWP

Project title DEPARTMENT OF JUSTICE: 06 MONTHS TERM CONTRACT FOR RENDERING HORTICULTURAL SERVICES, SUPPLY OF HORTICULTURAL MATERIAL, GARDEN UPGRADE, REPAIR OF IRRIGATION AND INVADER PLANTS CONTROL AT WESTONARIA MAGISTRATE COURT.	Quotation number	JHBQ24/77
	Advert date	14/08/2024
	Non-Compulsory	15/08/2024
	Site briefing date	
	Closing date	16/08/2024

I _____
from the Company

Hereby undertake:

- To comply with EPWP implementation requirements in terms of job creation and reporting.

You are further requested to provide the Department with the following information after the first and subsequent months.

- Certified copies of Identity documents for the beneficiaries.
- Attendance registers.
- Proof of payments for their salaries.

Failure to sign the undertaking will deem the bid non responsive.

Name of the person: _____

Signature of representative: _____

DATE: _____



Department:
Public Works
REPUBLIC OF SOUTH AFRICA

_____ from the Company

1. I/We hereby declare that as the company **Directors** before the bid is awarded will be subjected to a security vetting process and I/We will provide the Department with all the information required to execute the screening process.
2. I/We further declare that, all the **employees** relevant to the bid in question will also be subjected to security vetting, and the required documentation should be submitted to Security Management Unit within 14 days from the date of receipt herein.
3. Failure to sign the declaration will render the bid non-responsive.

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