



# public works & infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## BID DOCUMENT

**PROJECT DESCRIPTION:** OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS

**Quotation No:** PEF 123/2024

**Closing Date:** Tuesday, 17 September 2024  
**Closing Time:** 11H00

**Briefing Meeting Date:** N/A

**Briefing Meeting time:** N/A

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

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

### Bid Box Address

Department of Public Works & Infrastructure  
Eben Donges Building  
Corner Robert & Hancock Street  
Gqeberha  
6001

### SCM SPECIFIC ENQUIRIES:

Enquires: Sharon de Kock  
Tel No: 041 408 2156 during office hours  
Cell No: SCM Official Cell No  
Email Address: [Sharon.DeKock@dpw.gov.za](mailto:Sharon.DeKock@dpw.gov.za)

### TECHNICAL / PROJECT SPECIFIC ENQUIRIES

Enquires: Sibusiso Dlamini  
Tel No: 041 408 2097 during office hours  
Cell No: Works or Project Manager Cell No  
Email Address: [Sibusiso.Dlamini@dpw.gov.za](mailto:Sibusiso.Dlamini@dpw.gov.za)

## Table of Contents

<b>SUMMARY OF BID INFORMATION</b>	3
<b>PA-03 (EC): NOTICE AND INVITATION FOR QUOTATION</b>	4
1. REQUIRED CIDB GRADING	4
2. FUNCTIONALITY CRITERIA APPLICABLE	4
3. EVALUATION METHOD FOR RESPONSIVE BIDS	5
4. RESPONSIVENESS CRITERIA	5
5. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS	8
6. OBJECTIVE CRITERIA: YES	9
7. COLLECTION OF TENDER DOCUMENTS	10
8. COMPULSORY BID BRIEFING/ CLARIFICATION/ SITE INSPECTION MEETING	10
9. ENQUIRIES	10
10. DEPOSIT / RETURN OF TENDER DOCUMENTS	10
<b>DPW-07: FORM OF OFFER AND ACCEPTANCE</b>	11
<b>PRICING SCHEDULE/ BILL OF QUANTITIES</b>	15
<b>TERMS OF REFERENCE/ SPECIFICATIONS</b>	17
<b>PA-11: BIDDER'S DISCLOSURE</b>	28
<b>PA-15.1: RESOLUTION OF BOARD OF DIRECTORS</b>	31
<b>PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES</b>	33
<b>PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES</b>	35
<b>DPW-16. TENDER BRIEFING MEETING CERTIFICATE</b>	38
<b>DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS</b>	39
<b>PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT</b>	40
<b>DPW-09 PARTICULARS OF TENDERER'S PROJECTS</b>	42
<b>PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022</b>	44
<b>B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES</b>	49
<b>(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)</b>	49
<b>FACILITIES MANAGEMENT CONDITIONS OF CONTRACT (DPW)</b>	59
<b>TESTIMONIAL TEMPLATE (1)</b>	77
<b>TESTIMONIAL TEMPLATE (2)</b>	78

## SUMMARY OF BID INFORMATION

<b>Bid Number</b>	PEF 123/2024	
<b>Bid/ Project Description</b>	<b>OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS &amp; SURROUNDINGS FOR A PERIOD OF 04 MONTHS</b>	
<b>Bid Closing date &amp; Time</b>	Tuesday, 17 September 2024	<b>11H00</b>
<b>Bid Briefing Date &amp; Time (If applicable)</b>	N/A	N/A
<b>Venue</b>	N/A	
<b>SCM SPECIFIC ENQUIRIES:</b>	Sharon de Kock	<a href="mailto:Sharon.DeKock@dpw.gov.za">Sharon.DeKock@dpw.gov.za</a>
	041 408 2156	SCM Official Cell No
	Sibusiso Dlamini	<a href="mailto:Sibusiso.Dlamini@dpw.gov.za">Sibusiso.Dlamini@dpw.gov.za</a>
<b>Bid Document Price</b>	Free of Charge	
<b>Procurement Plan Reference Number</b>	N/A	
Points to be allocated for an area for work to be done or services to be done in that area	Eastern Cape Province	

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS		
Quotation no:	PEF 123/2024	Procurement Plan Reference no:	N/A
Advertising date:	Wednesday, 11 September 2024	Closing date:	Tuesday, 17 September 2024
Closing time:	11H00	Validity period:	84 calendar days

### 1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **2 ME** or higher.

### 2. FUNCTIONALITY CRITERIA APPLICABLE

2.1 The Bid will not be evaluated on Functionality

Functionality criteria <sup>1</sup> :		Weighting factor:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>TOTAL</b>		N/A

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

<b>Minimum functionality score to qualify for further evaluation:</b>	<b>N/A</b>
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(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)

<sup>1</sup>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.

### 3. EVALUATION METHOD FOR RESPONSIVE BIDS

3.1. The following Evaluation Method for responsive bids will be applicable:

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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3.2. The 80/20 Preference points scoring system will be applicable for this bid

### 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.	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2.	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3.	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
4.	<input checked="" type="checkbox"/>	Submission of (DPW-07 EC): Form of Offer and Acceptance
5.	<input checked="" type="checkbox"/>	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
6.	<input checked="" type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
7.	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
8.	<input checked="" type="checkbox"/>	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
9.	<input checked="" type="checkbox"/>	Special Conditions of a bid will apply.
10.	<input checked="" type="checkbox"/>	No alternative offer will be accepted

11.	<input checked="" type="checkbox"/>	<p><b><u>The following minimum key staff is required:</u></b></p> <ul style="list-style-type: none"> <li>a) One (1) x Superintendent/ Supervisor</li> <li>b) Two (2) x Process Controllers</li> <li>c) One (1) x Millwright or One (1) Fitter or One (1) Fitter and Turner (who passed their trade test).</li> </ul> <p><b><u>Minimum key staff requirements</u></b></p> <ul style="list-style-type: none"> <li>a) The Superintendent/ Supervisor and Process Controllers must have any of the following qualifications: <ul style="list-style-type: none"> <li>i. N3 water and wastewater or</li> <li>ii. Diploma/Degree in Chemistry or</li> <li>iii. Water Care or</li> <li>iv. Environmental Science or</li> <li>v. Chemical Engineering</li> </ul> </li> <li>b) The Millwright or Fitter or Fitter and Turner must have passed his/ her trade test</li> </ul> <p><b><u>Conditions applicable for Qualifications and CV's</u></b></p> <ul style="list-style-type: none"> <li>a) CV's must be submitted for the Superintendent/ Supervisor and Process Controllers only. No CV's are required for the Millwright or Fitter or Fitter and Turner.</li> <li>b) Copies of the of the qualifications of the Superintendent / Supervisor and Process Controllers must be submitted with the bid.</li> <li>c) Copies of the of the trade test certificate of the Millwright or Fitter or Fitter and Turner must be submitted with the bid.</li> <li>d) Failure to submit with the bid CV's and copies of the qualification(s) and a copy of the trade test certificate (as specified above), will result in the qualification(s) not be considered valid and the bid offer will not be considered any further.</li> <li>e) Process Controllers must be eligible to register/classified with Department of Water and Sanitation (DWS) Regulation 3630.</li> </ul>
12.	<input checked="" type="checkbox"/>	<p>Bidders must submit with their bid at least two testimonials/ reference letters to proof:</p> <ul style="list-style-type: none"> <li>a) Relevant work experience in operation and maintenance of sewerage and water treatment plants.</li> <li>b) The testimonials/ reference letters must be for a contract with a minimum duration of 3 months in operation and maintenance of sewerage and water treatment plants.</li> <li>c) The performance of the bidder <b>must</b> be indicated in the reference letter/ testimonial</li> </ul> <p>Bidders' references may use the attached testimonial template or their own testimonial format.</p>
13.	<input checked="" type="checkbox"/>	<p>If the performance rating of the bidder is not indicated or it is less than satisfactory, the reference letter will not be considered</p>
14.	<input checked="" type="checkbox"/>	<p>Bidders must obtain a minimum Satisfactory Performance rating and as indicated in bullet no. thirteen (13) of the testimonial template attached to the quotation document.</p>
15.	<input checked="" type="checkbox"/>	<p>Any addendums or erratums to the bid will be published in the original advertising media, at before the bid closing date. Bids will be evaluated in accordance with the published addendums or erratum.</p>
16.	<input checked="" type="checkbox"/>	<p>Offer's from the following bidders' will be eligible to have their submissions evaluated:</p> <ul style="list-style-type: none"> <li>a) Only bidders' who are registered with the Construction Industry Development Board (CIDB), or who are capable of being so registered with the CIDB within twenty-one (21) working days from the closing date for submission of tenders, in the specified contractor designation (class of works) and or specified contractor grading (or higher) or</li> <li>b) Bidders who submitted proof with their bids that they already applied to CIDB, on or before the closing date: <ul style="list-style-type: none"> <li>i. For the correction of their overall CIDB non-compliance status or</li> <li>ii. For an upgrade of their specified contractor CIDB grading or</li> <li>iii. For a registration in a specified contractor designation.</li> </ul> </li> </ul>

## ADMINISTRATIVE CRITERIA

### 4.2 Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1.	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure
2.	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
3.	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
4.	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups.
5.	<input type="checkbox"/>	Submission of documentation relating to <b>risk assessment criteria</b> as contained C 2.1 of DPW-03 (EC) Tender Data.
6.	<input type="checkbox"/>	Data provided by the tenderer in Part 2 of DPW-04 Contract Data (JBCC 2018) or DPW-05 Contract Data (GCC 2015) whichever applicable to be fully completed.
7.	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert Supplier Registration on the form of offer, including proposed sub-contractors, if any.
8.	<input type="checkbox"/>	The tenderer shall submit his fully priced Bill of Quantities (complete document inclusive of all parts) within 14 calendar days from request. Bidder will be allowed to balance rates prior to award and correct arithmetic errors.
9.	<input type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
10.	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
11.	<input checked="" type="checkbox"/>	Submission of DPW-09 (EC): Record of addenda to Tenderer's Projects: Bidder may use "own form or portfolio document". The details of all the tenderer's current and previous projects must however be the same as the details of the DPW-09 (PSB) form. Bidders are required to sign and date the DPW-09(EC) / when and cross-reference the documents if "own form or portfolio document" is "own form or portfolio document"
12.	<input checked="" type="checkbox"/>	Submission of DPW-21 (EC): Record of addenda to tender documents: Bidder maybe requested to confirm receipt and or compliance with the "Record of Addenda" if the record of Addenda" was not submitted with the bid at the closing date.
13.	<input checked="" type="checkbox"/>	PA 10: FM GENERAL CONDITIONS OF CONTRACT
14.	<input checked="" type="checkbox"/>	<b>CIDB non-compliance at the time of tender</b> If a bidder submitted with their bid proof that they already applied to CIDB for an upgrade or for correction of their non-compliance with CIDB, such a contractor will be deemed to be capable of being so registered in that particular grading and will be evaluated as such, within 21 working days period after the closing date. <b>Note:</b> a CIDB non-compliance status is defined as a CIDB status which is inactive and or expired and or suspended, and or deregistered and or not registered in the specified contractor designation (class of works) and or not registered on the CIDB in the specified (or Higher) contractor grading.
15.	<input checked="" type="checkbox"/>	<b>CIDB non-compliance after tender closing date</b> Upon request, a bidder will be given twenty one (21) working days to correct its <b>CIDB</b> compliance status, if the bidder becomes CIDB non-compliant, after the bid closing date.

16.	<input checked="" type="checkbox"/>	Bidders will be evaluated as per the Special Conditions of Bid (SCB-01) as amended and approved prior to the tender advert date.
17.	<input checked="" type="checkbox"/>	The department will contract with the successful bidder with a formal order

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

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

## 5. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

**5.1 For procurement transaction with rand value greater than R 2 000 and up to R 1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.**

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



Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
5.	An EME or QSE which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBEE Certificate or sworn affidavit where applicable.</li> </ul>

## 6. OBJECTIVE CRITERIA: YES

**6.1** The seven (7) bids listed below, are spread over a wide geographical area:

- PEF 121/2024: Operation and Maintenance of Water Care Facilities at Stormsrivier Saps & Kwaai brand Community & Surrounding Areas for a period of 04 Months
- PEF 122/2024: Operation and Maintenance of Water Care Facilities at St Albans Correctional Services & Surrounding Areas for a period of 04 Months
- PEF 123/2024: Operation and Maintenance of Water Care Facilities at Healdtown Saps and Fort Brown Saps & Surroundings for a period of 04 Months
- PEF 124/2024: Operation and Maintenance of Water Care Facilities at Patensie Correctional Services & De Blaar Community & Surrounding Areas for a period of 04 Months
- PEF 125/2024: Operation and Maintenance of Water Care Facilities at Grahamstown SANDF and Bulembu Saps & Surroundings for a period of 04 Months
- PEF 126/2024: Operation and Maintenance of Water Care Facilities at Middelburg Correctional Services and Debenek Saps & Surrounding Areas for a period of 4 Months
- PEF 135/2024: Operation and Maintenance of Water Care Facilities at Kirkwood Correctional Services and Slagboom Saps & Surrounding Areas for a period of 4 Months

6.2 Appointing a single service provider for more than one of these projects, post a risk of failure or under performance to the Department. The Department intends with this Objective Criteria to appoint multiple service providers to spread this risk of failure or under performance.

6.3 The Department intends to award only one bid to the same service provider, unless circumstances (as listed in the objective below), justifies otherwise.

6.4 The Department may pass over the highest point scoring bidder based on the objective criteria (conditions) as listed below:

- In the event that a bidder scores the highest PPPFA Points in more than one of these bids, the Department will afford the highest point scoring bidder the opportunity to select its preferred bid.
- After the highest point scoring bidder selected its preferred bid, the Department reserves the right to negotiate with the other remaining bidders (from the 2nd highest point scorer downwards).

6.5 During the Negotiation process, the following conditions will apply:

- The Department will not give any bidder a counter offer, which is higher than the initial submitted offer of the bidder.
- If the tendered price of the second highest scoring bidder in R-value is less or equal to the highest scoring bidder's price, the second highest scoring bidder will be awarded, at its tendered price.
- If the tendered price of the second highest scoring bidder in R-value is more than the highest scoring bidder's price, the second highest scoring bidder will be given a counter offer. The counter offer which will be given to the 2nd highest scoring bidder, will be the offer of the highest scoring bidder, provided that the highest scoring bidder's price is reasonable and market related or
- If the second highest scoring bidder's offer is not market related (i.e. too high), it will be given a market related counter offer.
- If the 2nd highest scoring bidder declines the counter offer (if any), the Department reserves the right to negotiate with the 3rd highest bidder up to the last bidder and the same methodology will be followed.
- The Department may only award more than one of these bids to a bidder, once all responsive bidders has been afforded an opportunity to select. The process above will

repeat, for any remaining bids, will start again from the highest scoring bidder in price and specific goals downwards.

- vii. The Department may also award the same service provider(s) more than one bid, if there is (are) no other responsive(s) bidders for the particular bid/ geographical area

## 7. COLLECTION OF TENDER DOCUMENTS

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

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

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

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

## 9. ENQUIRIES

9.1 Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Sibusiso Dlamini	<b>Telephone no:</b>	041 408 2097
<b>Cellular phone no</b>	Works or Project Manager Cell No	<b>Fax no:</b>	Indicate
<b>E-mail</b>	<a href="mailto:Sibusiso.Dlamini@dpw.gov.za">Sibusiso.Dlamini@dpw.gov.za</a>		

9.2 SCM enquiries may be addressed to:

<b>SCM Official</b>	Sharon de Kock	<b>Telephone no:</b>	041 408 2156
<b>Cellular phone no</b>	SCM Official Cell No	<b>Fax no:</b>	None
<b>E-mail</b>	<a href="mailto:Sharon.DeKock@dpw.gov.za">Sharon.DeKock@dpw.gov.za</a>		

## 10. DEPOSIT / RETURN OF TENDER DOCUMENTS

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

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

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

**Closing Date: Tuesday, 17 September 2024**

**Closing Time: 11H00**

<b>Tender documents may be posted to:</b> The Director-General Department of Public Works and Infrastructure Private Bag X 3193 Gqebergha 6001 Documents must be deposited in The Bid Box before the closing date of the bid	<b>OR</b>	<b>Deposited in the tender box at:</b> The Bid Box Department of Public Works & Infrastructure Eben Donges Building Corner Robert & Hancock Street
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## DPW-07: FORM OF OFFER AND ACCEPTANCE

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

**Bid no: PEF 123/2024**

**Bid/ Project Description: OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS**

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

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

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

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

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

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

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

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

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

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

**AND WHO IS:**

<p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms: .....</p> <p>In his/her capacity as: .....</p>	<p><b>Note:</b></p> <p><b>A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</b></p>
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**Bid No: PEF 123/2024**

**Bid/ Project Description: OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS**

**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

**WITNESSED BY:**

Name of witness	Signature	Date

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

The official documents ..... ☐

The official alternative ..... ☐

Own alternative (only if documentation makes provision therefore)

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

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

(1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) Yes ☐ No ☒

(2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) Yes ☐ No ☒

(3) Retention of 2.5% of the Contract Sum (excl. VAT) Yes ☐ No ☒

(4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) Yes ☐ No ☒

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

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

.....

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

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

Fax No. ....

Postal address.....

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

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

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

## ACCEPTANCE

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

**Bid No: PEF 123/2024**

**Bid/ Project Description: OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS**

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

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

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

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

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

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

**For the Employer:**

Name of signatory	Signature	Date

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

**WITNESSED BY:**

Name of witness	Signature	Date

## SCHEDULE OF DEVIATIONS

**Bid no: PEF 123/2024**

**Bid/ Project Description: OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS**

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

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

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

## PRICING SCHEDULE/ BILL OF QUANTITIES

Bid no: PEF 123/2024

**Bid/ Project Description: OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS**

HEALDTOWN SAPS, FORT BROWN SAPS AND SURROUNDINGS OPERATION AND MAINTENANCE OF WATER AND WASTEWATER TREATMENT PLANTS 4 MONTHS CONTRACT				
Item No.	DESCRIPTION	Quantity	Rate	Amount
<b><u>SCHEDULE NO. 1: CONTRACT MANAGEMENT, MATERIAL AND MAINTENANCE</u></b>				
<b>6. CONTRACT MANAGEMENT AND SITE ESTABLISHMENT</b>				
1	6.1. Site establishment, Condition Assess & Disestablish (Assessment reports required)	Sum	1	
2	6.2. Occupational Health and Safety Compliance (Water Safety File required)	Sum	1	
3	6.3. Insurance cover for all risks	Month	4	
<b>7. OPERATION &amp; MAINTENANCE OF WATER CARE FACILITIES AND BLUE DROP / GREEN DROP REGULATORY COMPLIANCE</b>				
<b><u>Personnel (Supervisor(s) x1, Process Controller(s)x2 and General Worker(s) in shifts) x2, conducting a Blue Drop / Green Drop Assessment and ensuring audit outcomes are implemented on applicable site(s), costing must include overtime</u></b>				
4	7.1. Plant Personnel and Operation and Maintenance	Month		
	7.1.1 Supervisor x1		1	
	7.1.2 Process Controllers x 2		4	
	7.1.3 General Worker x 2		4	
<b><u>Water Care Chemicals and Consumables</u></b>				
5	7.4. Water Care Chemicals & Reagents	Month	4	
<b><u>Water Quality Testing</u></b>				
6	7.5.1. Portable Water Testing (SANS 214 compliance will be required)	Month	4	
7	7.5.2. Wastewater Testing (General Authorisation compliance will be required)	Month	4	
<b>8. PREVENTATIVE (SCHEDULED) MAINTENANCE</b>				
<b><u>Full-time services of a skilled and sufficiently experienced Millwright employee, responsible for preventative technical maintenance labour</u></b>				
8	8.1. Millwright/Fitter (full-time)	Month	4	
Carried Forward			R	
HEALDTOWN SAPS, FORT BROWN SAPS AND SURROUNDINGS PRICING SCHEDULE DPW: GQEBERHA REGIONAL OFFICE FACILITIES MANAGEMENT: WATER CARE FACILITIES				

Item No.		Quantity	Rate	Amount
	<b>Brought Forward</b>		R	
	<b>8.2. Preventative Maintenance Material</b>			
9	8.2.1.1. Preventative maintenance material	Prov. 1	70 000,00	70 000,00
10	8.2.1.2. Profit on preventative maintenance material	%		
	<b>9. CORRECTIVE (EMERGENCY / UNPLANNED) MAINTENANCE</b>			
	<b>9.1. Corrective Maintenance (CM) Labour</b>			
	<b>9.1.1 Plant Breakdowns (Staffing required on as and when basis)</b>	Prov. 1	180 000,00	180 000,00
12	9.1.2 Artisan	Rate/ hour 50		
13	9.1.3 Semi-skilled / Artisan Assistant	Rate/ hour 50		
14	9.1.4 Unskilled / General Labourer	Rate/ hour 50		
	<b>10. MACHINERY, EQUIPMENT, MATERIAL AND TRANSPORT</b>			
	<u>commercial mechanical and electrical equipment and machinery inclusive of but not limited to, operating costs (fuel, maintenance, capital costs, insurance, depreciation, etc.</u>			
15	10.1.1. Machinery and Equipment	Sum 1	15 000,00	15 000,00
16	10.1.2. Profit and Attendance on Equipment Hire	%		
	<b>10.2. Transport Costs</b>			
	<u>suitable transport (1 tonne pick-up truck / Bakkie and or a trailer / and or quad bike) for the successful operations and maintenance (O&amp;M) of the water care facilities and transporting of personnel, conveying material, waste disposal, attending to emergencies / corrective maintenance</u>			
17	10.2.1.1. O&M Transport	Km 3000		
18	10.2.1.2. Corrective Maintenance Transport	Km 4000		
<b>Sub-total</b>				
<b>Vat @15%</b>				
<b>Total Carried to Form of Offer</b>				
<p>HEALDTOWN SAPS, FORT BROWN SAPS AND SURROUNDINGS</p> <p>PRICING SCHEDULE</p> <p>DPWI: GQEBERHA REGIONAL OFFICE</p> <p>FACILITIES MANAGEMENT: WATER CARE FACILITIES</p>				



## TERMS OF REFERENCE/ SPECIFICATIONS

**Bid no: PEF 123/2024**

### **OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS & SURROUNDINGS FOR A PERIOD OF 04 MONTHS**

#### **1. CONTRACT DURATION**

- 1.1. Duration:** 04 months
- 1.2. Renewal Option of Contract**
  - 1.2.1. Renew for a period of one (1) month based on satisfactory performance and / operational requirements.

#### **2. BROAD DESCRIPTION OF THE SERVICE**

- 2.1.** Provide operations and maintenance to the **water treatment plants** commencing with water abstraction, storage dams, water treatment, plant maintenance and associated works (dosing equipment, sluice gates, channels, filtration, etc.) and ending at the storage tower or reservoir tank, including but not limited to, sludge removal from site and cutting of grass and mowing of lawns around the storage dams and water to ensure safe portable water for human consumption and the **Blue Drop Regulation Compliance**.
- 2.2.** Provide operations and maintenance to the **wastewater treatment works** commencing with inlet works and preliminary treatment / pre-treatment (screening, grit removal), primary treatment, sludge treatment and removal from site, secondary treatment (biological filtration, final settlement) and tertiary treatment to ensure the discharge (effluent) to the river is compliant, including the **Green Drop Regulation Compliance**. In addition, cleaning of facilities, mowing of lawns and cutting of grass within two (2) metres of the perimeter fence and carting away of garbage.
- 2.3.** Provide preventative and corrective maintenance on all equipment and on the wastewater and water treatment plants comprising of, but not limited to: the standby generator set, pumps, SCADA equipment, dosing equipment, cleaning of storage tanks for chemicals.

#### **3. LEGISLATIVE COMPLIANCE AND STANDARD SPECIFICATIONS**

The following standard specifications, regulations, By-Laws and guidelines are applicable to this service:

- 3.1.** Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- 3.2.** Regulations for Hazardous Biological Agents (Issued in terms of: Occupational Health and Safety Act, 1993 (Act No. 85 of 1993))
- 3.3.** Department of Health COVID-19 Environmental Health Guidelines
- 3.4.** National Regulator for Compulsory Specifications Act (Act 5 of 2008) and Compulsory Specification for Chemical Disinfectants – VC 8054
- 3.5.** National Environmental Management Act, 1998 (Ac No. 107 of 1998)
- 3.6.** Environmental Conservation Act, 1989 (Act No. 73 of 1989)
- 3.7.** Basic Conditions of Employment Act, 1997 (No. 75 of 1997)
- 3.8.** Disaster Management Act, 2002 (No. 57 of 2002)
- 3.9.** ISO 9001 – Quality Management System
- 3.10.** ISO 14001 – Environmental Management Systems
- 3.11.** Local Municipality By-Laws and Regulations
- 3.12.** South African National Standards (SANS)
- 3.13.** National Water Act, 1998 (No. 36 of 1998)
- 3.14.** Water Services Act, 1997 (No. 108 of 1997)

#### 4. SCOPE OF WORKS: CATEGORIES

The scope of works (SOW) for this operations and maintenance, is divided into the following categories:

- 4.1.1. Contract management and site establishment
- 4.1.2. Site establishment (mobilisation) and disestablishment
- 4.1.3. Occupational Health and Safety Compliance
- 4.1.4. Insurance cover for all risks
- 4.2. **Operation of water treatment works and Blue Drop Regulatory Compliance**
- 4.3. **Operation of wastewater treatment works and Green Drop Regulatory Compliance**
- 4.4. **Preventative Maintenance**
- 4.5. **Corrective Maintenance**

#### 5. CONTRACT MANAGEMENT AND SITE ESTABLISHMENT

##### 5.1. Site Establishment (mobilisation) and Disestablishment

The Service Provider **must allow costs** for in the contract following for site establishment / mobilisation, Overhead Costs and demobilisation including but not limited to arranging accommodation for own personnel, providing necessary office administration service and support and ensuring successful operations and maintenance and availability of the Service Provider (or a duly delegated representative) as required:

Site Establishment, Condition Assessment and Disestablishment.....  
..... (Month) **[To Pricing Schedule]**

##### 5.2. Occupational Health and Safety Act (Act 85 of 1993) Compliance

The Service Provider **must allow costs** for ensure the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) is strictly monitored and complied with, but not limited to the following:

Occupational Health and Safety Compliance..... (Month) **[To Pricing Schedule]**

##### 5.2.1. Health and Safety Plan, File & Risk Mitigation

- 5.2.1.1. Develop a Health and Safety plan for the contract and ensure a visible display of the latest OHS Act on-site;
- 5.2.1.2. Maintain a Health and Safety file, update on a regular basis and ensure easy access for inspection and be handing over to the Department on request;
- 5.2.1.3. Hazard identification, risk assessment(s) and mitigation; risk assessment may include water distribution monitoring, underground water contamination prevention measures, ecological degradation prevention, aquatic life prevention any other emissions from the treatment facilities.

##### 5.2.2. Personal Protective Equipment (PPE)

- 5.2.2.1. Sufficient personal protective equipment (PPE) and clothing made available to staff – minimum two (2) sets of continental suits per employee, including but not limited to the following protection: Head (sun hats, etc.), eyes and face (goggles, respiratory masks, face visors, etc.), footwear (safety boots, socks, gum boots, etc.) hands (waterproof/ abrasion-resistant gloves, hand disinfectants, etc.),
- 5.2.2.2. Flotation devices;
- 5.2.2.3. Medical examinations and vaccination of plant personnel for sewer / water-borne diseases (e.g. Typhoid fever, Tetanus etc.) according to prescribed regulations / requirements;
- 5.2.2.4. First aid kits and re-filling;
- 5.2.2.5. Potential to implement and monitor ISO 18001

### 5.3. Insurance

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

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

#### 5.3.1. Public Liability Insurance / General liability insurance:

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

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

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

#### 5.3.3. Government of RSA as additional insured

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

### 5.4. OPERATION & MAINTENANCE OF WATER CARE FACILITIES AND BLUE DROP / GREEN DROP REGULATORY COMPLIANCE

5.4.1. The appointed service provider **must allow costs for** and is responsible for providing sufficient personnel (Supervisor(s), Process Controller(s) and General Worker(s) in shifts), conducting a Blue Drop / Green Drop Assessment and ensuring audit outcomes are implemented on applicable site(s) while performing work on treatment plants and providing the report to the Service Manager responsible for the oversight of water care facilities after the date of appointment and comply as follows:

Plant Personnel and Operation & Maintenance..... (Month) **[To Pricing Schedule]**

#### 5.4.2. Blue Drop Regulatory Compliance (some of the items herein are not applicable to these sites)

- 5.4.2.1. Assess factors and improve conditions affecting performance and compliance to the National Blue Drop Certification Programme in order to improve drinking water management;
- 5.4.2.2. Water quality compliance (Physical, Chemical and Biological); as per SANS 241
- 5.4.2.3. Water quality monitoring programme implementation (Registration of the programme on IRIS system); and need to include daily monitoring results for process control.
- 5.4.2.4. Credibility of water samples / laboratory ;( SANAS accredited lab testing); Z-scoring procedure is encouraged to inculcate confidence to end user, DPW may take split samples for compliance comparison.
- 5.4.2.5. Submission of water quality results to DWS and DPWI;
- 5.4.2.6. Water safety planning (Water safety plan per site);
- 5.4.2.7. Water quality failure response (Documented official procedure);
- 5.4.2.8. Process control, maintenance and management skills;
- 5.4.2.9. Publication of potable water quality management performance (ISO 9001) (Water quality reports to End Users);
- 5.4.2.10. Water asset management (Assets register for all facilities) (ISO 55 000)
- 5.4.2.11. Population determination (Population served);
- 5.4.2.12. Classification and capacity on IRIS system;

- 5.4.2.13. Water use registration/Licensing
- 5.4.2.14. Process Audit

- 5.4.2.15. Water conservation and water demand management strategy from treatment plant to the end user.

#### 5.4.3. Green Drop Regulatory Compliance

- 5.4.3.1. Facilitating registration of wastewater treatment plants on IRIS system
- 5.4.3.2. Facilitating the registration / Licensing of wastewater treatment plants' water use
- 5.4.3.3. Registration of process controllers and supervisors
- 5.4.3.4. Maintenance, engineering management and scientific capacity
- 5.4.3.5. Wastewater risk management (Wastewater risks abatement plan for each site/plant)
- 5.4.3.6. Operational monitoring and operational records
- 5.4.3.7. Compliance monitoring (Plant organic & hydraulic load and effluent as per applicable authorisation)
- 5.4.3.8. Sludge classification and monitoring (including beneficiation and disposal at an authorised sludge handling site)
- 5.4.3.9. Water samples/ laboratory credibility (Testing to be done at SANAS accredited lab only – no Z-score testing).
- 5.4.3.10. Providing Operations and maintenance budget
- 5.4.3.11. Wastewater operations cost determination
- 5.4.3.12. Wastewater treatment works design capacity management
- 5.4.3.13. Process audit
- 5.4.3.14. Sewer main inspection
- 5.4.3.15. Wastewater asset management
- 5.4.3.16. Bylaws and enforcement
- 5.4.3.17. Monitoring data submission to Department of Water and Sanitation
- 5.4.3.18. Effluent quality compliance
- 5.4.3.19. Process control
- 5.4.3.20. Storm water management
- 5.4.3.21. Water demand management
- 5.4.3.22. Sludge reuse / Beneficiation
- 5.4.3.23. Additional impact monitoring

#### 5.4.4. Generic Duties for Green & Blue Drop Compliance

- 5.4.4.1. Keep maintenance and repairs logbook with all updated entries – Continuous;
- 5.4.4.2. Keep operational logbook with daily entries to date – Continuous;
- 5.4.4.3. Ensure process monitoring equipment is functional and recorded in logbook – Continuous;
- 5.4.4.4. Ensure drawing or Process Flow Diagram is displayed – Continuous;
- 5.4.4.5. Ensure incident management procedures are available and Contact List displayed – Continuous;
- 5.4.4.6. Ensure the electricity meter is working and electricity use by plant is recorded – Daily;
- 5.4.4.7. Ensure good state and tidiness of the garden and terrain – Continuous;
- 5.4.4.8. Keep good state and tidiness of the workers' bathroom, lockers and lunch facility – Daily;
- 5.4.4.9. Disinfection is taking place – Daily;
- 5.4.4.10. Sludge on the beds is level (raked) and free of weeds – Continuous and dried sludge is stored and disposed safely – As required;
- 5.4.4.11. Walls of the drying beds are intact and no serious cracks – Continuous;
- 5.4.4.12. Sand is replaced as dried sludge is removed and a schedule is in place – As required;
- 5.4.4.13. The draining system, pipes and valves are working – Continuous;
- 5.4.4.14. A monitoring schedule is in place to record: Total Solids, drying time per bed, thickness of sludge layer added, date of application, climate records (rainfall, temp) and malfunctions – Continuous;

- 5.4.5. Perform ground maintenance, maintain garden beds weed free, cut lawns / grass and trim edges (grass not be exceed 3 cm in length), Irrigate lawns and gardens (for optimal moisture) and maintain a two (2) metre strip free of vegetation either side of perimeter fences – Biweekly;
- 5.4.5.1. Check, inspect, report and unblock any blockage that occurs – As and when required
- 5.4.5.2. Check, inspect, repair / replace sewer pipes where necessary on approval by the Project Manager / a delegated Departmental Representative to maintain good working condition at all times – As required
- 5.4.5.3. Check, inspect and repair manhole benching – As and when required
- 5.4.5.4. Check, inspect, repair / replace and clean out all equipment traps – As and when required
- 5.4.5.5. Responsible for non-compliance notifications – As required;
- 5.4.5.6. Attend all audits and inspections requested by Department of Water and Sanitation – As required;

## 5.5. Water Treatment Works & Blue Drop Compliance Duties

### Where applicable:

- 5.5.1. Routine maintenance of the **bar screen / strainers** at the abstraction point by removing the large items trapped on the screen by plant personnel;
- 5.5.2. The **pump station house and pumping main** routine maintenance and physical inspection of electrical equipment, pumps and the generator set – Daily;
- 5.5.3. Removal of dust, **wiping of equipment** with anti-static cloths and removal of spider webs – Weekly;
- 5.5.4. Testing of the **standby generator** and recording in a log book – Weekly;
- 5.5.5. Inspections on the level of **raw water storage** dams and surface raking of suspended solids – Daily;
- 5.5.6. Inspections on the condition of dams and provision of a condition report – Monthly;
- 5.5.7. **Chemical Tanks and area** once-off cleaning prior to storage of chemicals and bi-annual cleaning of the tanks/ area using approved sustainable methods.  
**Sludge removal** at the sedimentation and clarification process and removal of all dry sludge and disposal of in an environmentally friendly way / disposal of in a reclamation facility (majority of solids must be removed before filtration) – weekly;
- 5.5.8. Removal of debris on the water filters – daily;
- 5.5.9. Sufficient **storage and capacity of portable water** is available throughout the day and desludging of storage facilities (on ground reservoirs) – once off.

## 5.6. Wastewater Treatment Works & Green Drop Compliance Duties

### Where applicable:

- 5.6.1. **Document each shift** by completing the necessary paperwork – Per Shift;
- 5.6.2. Procure the all the **resources required** to perform the duties effectively, and update the inventory list and provide proof of supplier's purchase invoices with monthly invoices – Needs basis;
- 5.6.3. Perform **water quality testing** and **laboratory tests** at a SANAS accredited laboratory, analyse results and take or recommend necessary action – Monthly;
- 5.6.4. Determine chlorine and pH levels and take necessary action – Daily;
- 5.6.5. Maintain laboratory records, equipment and orders supplies. Prepares and files daily tests result reports. Uploads results onto IRIS (Integrated Regulatory Information System) of the Department of Water and Sanitation – Continuous
- 5.6.6. Cleaning and maintaining **humus tanks and clarifiers**, perform adjustments in the process units and adjusts pH as needed – Daily;
- 5.6.7. **Manage Sludge** and determine when and how much sludge to waste or to pump and perform classification and utilisation – Daily;
- 5.6.7.1. Remove floating and bottom sludge, scour settling tanks for clumps of floating sludge, clear weirs of any matter and hose or use plunger rods as required and perform and record sludge Volume Index (SVI) by a measuring flask on site – Daily;

- 5.6.7.2. Hand sluices at sludge box to be kept clear of material and ensure a hydraulic head difference for maximum flow in pipe – Weekly;
- 5.6.7.3. Perform a sludge Volume Index (SVI) at a SANAS accredited laboratory – Monthly;
- 5.6.8. Inspect and **maintain sewage / water lines** at pump station to ensure standards of operation – Daily;

## 5.7. Water Care Chemicals and Consumables

The appointed service provider **must allow costs for** and is responsible to provide sufficient Water Care Chemicals throughout the duration of the contract, specific to the requirements of the respective site(s) to ensure water / wastewater is treated to its best quality for consumption and discharge as follows:

### Water Care Chemicals..... (Month) [To Pricing Schedule]

- 5.7.1. Provision of sufficient **coagulants** depending on the turbidity (Ferric chloride, sodium aluminate, activated silica, poly-aluminium chloride etc.) throughout the term of the contract. Coagulants contact and dosing should ensure well mixing with water to ensure a heavier floc.
- 5.7.2. An age and efficiency analysis of the current **Water filter** should be performed at the beginning of the contract for water filtration. Sand / medium older than six (6) months must be replaced. Depending on cost and availability, a multi-media (sand and anthracite, or sand and granular activated carbon, or a third layer may also be incorporated) and is preferred as it provides excellent mechanical filtration of particulate matter and removes organic compounds which can cause odour problems.
- 5.7.3. Application of **Soda ash** to balance the pH of water to ensure the water is not acidic after testing for pH, prior to disinfection – Daily;
- 5.7.4. Disinfection with **Sodium Hypochlorite and Chlorination** with sufficient chlorine throughout the contract period to ensure remaining viruses and bacteria are eliminated from the final water. Chlorine levels must be monitored continuously and carefully in the treated water to ensure only sufficient amounts and avoid excesses that can cause taste and odour problems at the point of consumption – continuous;
- 5.7.5. Sufficient chemicals to maintain quality levels necessary for operation of a Wastewater Treatment Works (E.g. HTH tablets) – As required;
- 5.7.6. Lime to addition to sludge and screens of wastewater treatment works – As required;
- 5.7.7. Ironic copper may be applied in sludge lagoons or treatment ponds to facilitate solids and sludge treatment settled in the pond and lagoons.

## 5.8. Water Quality Testing

The appointed service provider **must allow costs for** and is responsible for water quality testing at a SANS accredited laboratory and provision of SABS / SANS approved material and consumables to enable drawing of samples, disinfection of sample kits including, but not limited to blue / green drop kits, dissolved oxygen meters, sampling kits and sampling bottles, high pressure hose machine, a portable submersible pump as follows:

### 5.8.1. Portable Water Testing

#### Portable Water Testing..... (Month) [To Pricing Schedule]

- 5.8.1.1. Provision of equipment to sample, analyse raw water at the plant to test the turbidity of the water (sampling bottle, turbidity meter, and jar-test).
- 5.8.1.2. Provision of official turbidity results for analysis and logging on a book on a daily basis. Results must be for pre-treated raw water and post-treated water.

**\*\*\*NB: Test results should determine the type of coagulant to be used below.**

### 5.8.2. Wastewater Testing





Wastewater Testing..... (Month) **[To Pricing  
Schedule]**

## 6. PREVENTATIVE (SCHEDULED MAINTENANCE)

- 6.1. The Service Provider **must allow costs for** and is responsible to provide full-time services of a skilled and sufficiently experienced **Millwright/Fitter** employee, responsible for **preventative technical maintenance labour** on the water care facilities electrical and mechanical components, including but not limited to attending to breakdowns and after hours work throughout the duration of the contract as follows:

### Millwright/Fitter (Preventative Maintenance)..... (Month) [To Pricing Schedule]

- 6.1.1. Perform equipment maintenance, calibration and operation of equipment;
- 6.1.2. Responsible for the proper performance of flow measurement devices;
- 6.1.3. Assist with the maintenance of building and structures for the duration of the contract;
- 6.1.4. Survey and inspect resultant repairs and facilitate the unblocking of all main sewer lines by general workers – Beginning of a contract and continuously;
- 6.1.4.1. Perform the scheduled maintenance /service of pumps and /or other electrical and mechanical components such as flow meters. Evidence of servicing and/or calibration records to be kept and provided upon request;
- 6.1.4.2. Service valves and clamps at all pump stations / sludge recycling ponds /sump;
- 6.1.4.3. Service and maintain self-priming effluent water pumps and associated pipework;
- 6.1.4.4. Service and maintain - all Pumps and Motors at all pump stations / sludge recycling ponds /sump;
- 6.1.4.5. Check oil level of pumping equipment and presence of water in oil - After first 20 running hours, and as and when is deemed necessary;
- 6.1.4.5.1. Refresh grease in main bearing - Every 10 000 running hours;
- 6.1.4.5.2. Check cable entry into pump for leakage – Beginning of the contract;
- 6.1.4.5.3. Remove inspection plug to check for presence of water in motor housing – Beginning of the contract;
- 6.1.4.6. Service and maintain existing submersible raw sewer pumps;
- 6.1.4.7. Service and maintain compressors;
- 6.1.4.8. Service and maintain Non Return Valves (NRV) / gate valves /Sluices
- 6.1.4.9. Service the generator (where applicable and the generator is not under a service contract) after every 200hrs / as recommended by the manufacturer, change filters, oil and ensure the generator is able to start on a weekly test basis – weekly;
- 6.1.4.10. Service the pump engine (where applicable) after every 200hrs / as recommended by the manufacturer, change filters, oil and ensure the generator is able to start on a weekly test basis – weekly;
- 6.1.4.11. Facilitate the servicing of all expired fire protection equipment (where applicable) and ensure equipment service is up to date - beginning of contract / once per year and perform monthly inspection;

## 6.2. Preventative Maintenance Material

- 6.2.1. The service provider **must allow costs for** and is responsible for supply, delivery to site, commissioning and installation of all **Preventative and Corrective Maintenance material, spare parts, subcomponents and appurtenances** necessary for the complete maintenance of each installation and as part of detailed invoice claims, provide copies of suppliers purchase invoice as follows;
- 6.2.1.1. Preventative maintenance material.....(Provisional) [To Pricing Schedule];
  - 6.2.1.2. Profit on preventative maintenance material..... (%) [To Pricing Schedule];
  - 6.2.1.3. Corrective maintenance material.....(Provisional) [To Pricing Schedule];
  - 6.2.1.4. Profit on corrective maintenance material..... (%) [To Pricing Schedule];
- 6.2.2. Invoices received from Service Providers without the supporting evidence of suppliers' purchase invoices shall not be paid and will be returned to the Service Provider.
- 6.2.3. The Service Provider shall inform the Project Leader/ Scientist/ Engineer of all scheduled deliveries of materials to formally arrange official hand-over with the End User. The Service Provider shall cede any supplier's or factory guarantee of repaired or replaced components to the Employer to ensure that such guarantees are not jeopardised in any way. All workmanship, materials and components used for breakdown repair shall be guaranteed for a minimum three (3) months. The repetition of the



breakdown of the same component and/or subcomponent will not be compensated if it is within this guarantees unless otherwise is for different cause. The Service Provider must furnish the report for such reoccurrence.

## 7. CORRECTIVE (EMERGENCY / UNPLANNED MAINTENANCE)

### 7.1. Corrective Maintenance (CM) Labour

The Service Provider **must allow costs for** and is responsible to provide **labour** in the form of skilled, trained (with mechanical, electrical or electromechanical trade certificates) and support personnel for Emergency execution for **Corrective Maintenance** at all hours of the day / 7 days a week, as and when an emergency arises, inclusive of all statutory costs, Personal Protective Equipment (PPE), profit and employee incentives throughout the duration of the contract as follows:

- 7.1.1. Artisan..... (Rate only) **[To Pricing Schedule]**
- 7.1.2. Semi-skilled / Artisan Assistant..... (Rate only) **[To Pricing Schedule]**
- 7.1.3. Unskilled / General Labourer..... (Rate only) **[To Pricing Schedule]**

The Service Provider must endeavour to reduce and avoid occurrence of Emergency breakdowns and ensure false alarms are identified before attending to an emergency / deemed emergency. On average, no more than one (1) emergency breakdown per site should occur with preventative (condition-based and interval / routine) maintenance in place.

## 8. MACHINERY, EQUIPMENT, MATERIAL AND TRANSPORT

8.1. The Service Provider **must allow costs** for and is responsible to provide all **commercial mechanical and electrical equipment and machinery** (energy saving with low operating noise less than 85 decibels) necessary for the effective and efficient operation of the water care facilities per site and attending to grounds / horticultural services and cleaning, inclusive of but not limited to, operating costs (fuel, maintenance, capital costs, insurance, depreciation, etc.). The Service Provider must provide sufficient machinery per site to ensure optimum provision of horticultural and cleaning services as follows:

- 8.1.1. Machinery and Equipment.....(Month) **[To Pricing Schedule]**
- 8.1.2. Profit and Attendance on Equipment Hire..... (%) **[To Pricing Schedule]**
  - 8.1.2.1. Commercial brush cutters;
  - 8.1.2.2. Commercial lawn mowers;
  - 8.1.2.3. Commercial vacuum cleaners and blowers for plant room maintenance and personnel facilities;
  - 8.1.2.4. Wheelbarrows, spades, hard brooms, hand rakes, scoop nets, skips/ grit removal bins, digging folks, (These assets will belong to the Service Provider);
  - 8.1.2.5. The Department can, where possible, provide a space for the storage of equipment free of charge. The Department has the right to inspect at any time the provided space and at upon discretion cancel the arrangement
  - 8.1.2.6. The operator of the machinery must be a trained person in compliance with the General Machinery Regulations, 1988 issued in terms of the Occupational Health and Safety Act, 1993.

### 8.2. Transport Costs

- 8.2.1. The service provider **must allow costs for** and is responsible for providing suitable **transport** (1 tonne pick-up truck / Bakkie and or a trailer / and or quad bike) for the successful operations and maintenance (O&M) of the water care facilities and transporting of personnel, conveying material, waste disposal, attending to emergencies / corrective maintenance, inclusive of but not limited to, operating costs (fuel, maintenance, capital costs, insurance, depreciation, etc.) as follows:
  - 8.2.1.1. O&M Transport.....(Km) **[To Pricing Schedule];**
  - 8.2.1.2. Waste Disposal Transport.....(Km) **[To Pricing Schedule];**
  - 8.2.1.3. Corrective Maintenance Transport.....(Rate / Km) **[To Pricing Schedule];**

## **9. USE OF LOCAL LABOUR**

- 9.1.** A minimum of 50% of the Labour must be sourced from the local community comprising of previously disadvantaged individuals (PDIs).
- 9.2.** Further Labour composition requirements to be complied with are:
  - 9.2.1.** **60%** Women (Unless all the existing employees are re-employed in the new contract)
  - 9.2.2.** **55%** Youth aged from 18 to 35 years
  - 9.2.3.** **2%** people with disabilities
- 9.3.** Service providers must report on employment opportunities created by fully populating a Job reporting template every month or at the end of the service (whichever comes earlier) and submit same with the invoice.
- 9.4.** The Department will, on discretion, verify the details of local labour with the respective Ward Councillor. Non-compliance of use of local labour constitutes breach of conditions of contract.
- 9.5.** The service provider must ensure supervisors, process controllers, plant attendants and general workers are paid salaries that are competitive and market-related in line with the Basic Conditions of Employment Act, 1997.
- 9.6.** Provision for the following where applicable shall apply - UIF, Provident Fund, Skills Delivery Levy, Leave, COIDA, training costs and other benefits for personnel to perform operations and maintenance of the wastewater and water treatment works effectively and efficiently.

## **10. EXEMPTION FROM LIABILITY**

- 10.1.** The Service Provider agrees that the Government shall be exempted from liability and not be responsible for personal injuries or for damages to:
  - 10.1.1.** any property of the Contractor,
  - 10.1.2.** its employees,
  - 10.1.3.** agents, or
  - 10.1.4.** any other person

, arising from an incident / negligence or any other kind of loss as a result of intended or unintended actions of the Service Provider in performance of this contract.

## **11. FAMILIARISATION WITH THE PROJECT SITE**

It is important that Service Providers familiarise themselves with the site prior to submitting a final tender offer and make provision for all material, equipment use / hire, overhead costs, transport costs, Labour costs (including statutory requirements as per the Basic Conditions of Employment Act, 1997 (No. 75 of 1997)), Occupational Health Safety costs and profit; in relation to the size and requirements per each facility / site.

## **12. AN OFFICIAL ORDER FOR APPOINTMENT OF SERVICES**

- 12.1.** An official order for the operations and maintenance of the treatment works on acceptance of the Service Provider's offer, will be issued to the Service Provider by the Departmental Representative.
- 12.2.** The Service Provider shall not proceed with any work without the official order form. Payments can be delayed if order numbers do not appear on invoices submitted by the Service Provider for payment.
- 12.3.** Fraudsters are targeting Service Providers. The Department of Public Works and Infrastructure warns ALL service providers about a scam, wherein unscrupulous people use the name of the Minister, Deputy Minister, Director-General and other officials of the department to invite service providers to deliver large amounts of goods to various departmental buildings. If there is a suspicion of fraud, the Service Provider must contact the National Anti-Corruption Hotline on **0800 701 701** or contact the Head of Supply Chain Management from which the tender has been advertised.

## **13. ATTENDANCE REGISTER OF EMPLOYEES**

### **Employees' attendance register**

The Service Provider must on a daily basis capture the details of the employees and submit the register on a prescribed format to the Project Leader for the purpose of reporting on job opportunities created under this contract.

## **14. BID PRICE**

The total bid price for this service must include all labour and material required for the proper execution of the work and shall be carried to the **Form of offer** which must be returned together with this document. The use and variable costs of the Service Providers' own equipment should be built into a task. For instance, a rate for cutting of grass / mowing of lawn should include costs for fuel, equipment use and labour. In most operations work, labour costs will be sunk costs of permanently employed personnel.

## 15. SECURITY CLEARANCE & SECURITY SERVICES

- 15.1. The service provider shall provide own security for their assets and personnel on site. All security officers, where employed must be registered with the Private Security Industry Regulating Authority (PSIRA).

The successful bidder including his employees might be required to undergo a security clearance before acceptance or anytime during the operation of the contract.

## 16. INVOICE SUBMISSIONS

All invoices must be accompanied by compliance test results, monthly reports (both maintenance and operation) and any other data and as mentioned in clauses above.

# END SCOPE OF WORKS

## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>3</sup> in the enterprise, employed by the state? ☐ YES ☐ NO

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

Full Name	Identity Number	Name of State institution

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

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".  
For External Use

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

☐ YES ☐ NO

2.2.1 If so, furnish particulars:

.....  
.....

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

☐ YES ☐ NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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<sup>4</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".  
For External Use

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

**I DECLARE THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

---

---

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

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

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

**RESOLVED that:**

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

---

*(project description as per Tender Document)*

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

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

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

and who will sign as follows:

---

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

	Name	Capacity	Signature
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**Note:**

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

**ENTERPRISE STAMP**



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

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

---

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

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

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

**RESOLVED that:**

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

---

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

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

---

*(project description as per Tender Document)*

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

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

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

and who will sign as follows:

---

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

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

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

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

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

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

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

**Note:**

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

**ENTERPRISE STAMP**

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

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

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

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

### RESOLVED that:

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

\_\_\_\_\_

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

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

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

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

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

**Note:**

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

## DPW-16. TENDER BRIEFING MEETING CERTIFICATE

<b>Project title:</b>	<b>OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS &amp; SURROUNDINGS FOR A PERIOD OF 04 MONTHS</b>		
<b>Tender / Quotation no:</b>	<b>PEF 123/2024</b>	<b>Reference no:</b>	<b>N/A</b>

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

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

**Venue:** N/A

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

representing \_\_\_\_\_

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

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

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

<b>Name of DPW Representative</b>	<b>Signature</b>	<b>Date</b>

## DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

<b>Project title:</b>	<b>OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS &amp; SURROUNDINGS FOR A PERIOD OF 04 MONTHS</b>		
<b>Tender / Quotation no:</b>	<b>PEF 123/2024</b>	<b>Reference no:</b>	N/A

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

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

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

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

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

Tender Number: PEF 123/2024

Name of Tenderer .....

☐ EME<sup>2</sup> ☐ QSE<sup>3</sup> ☐ Non EME/QSE (tick applicable box)

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

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

<sup>2</sup> EME: Exempted Micro Enterprise

<sup>3</sup> QSE: Qualifying Small Business Enterprise



## 1. DECLARATION:

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2022, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

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

## DPW-09 PARTICULARS OF TENDERER'S PROJECTS

<b>Project title:</b>	<b>OPERATION AND MAINTENANCE OF WATER CARE FACILITIES AT HEALDTOWN SAPS AND FORT BROWN SAPS &amp; SURROUNDINGS FOR A PERIOD OF 04 MONTHS</b>		
<b>Tender / Quotation no:</b>	<b>PEF 123/2024</b>	<b>Closing date: Tuesday, 17 September 2024</b>	<b>Time: 11H00</b>

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

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

#### 1.1. Current projects

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

## 1.2. Completed projects

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

Name of Tenderer	Signature	Date

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

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

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

### 1. GENERAL CONDITIONS

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

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

### 1.2 Preference Points System to be applied

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

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

1.3.1 Price: Maximum 80 points

1.3.2 Specific Goals: Maximum 20 points

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

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

### 1.5 Breakdown Allocation of Specific Goals Points

1.5.1 For procurement transaction with rand value greater than R 2 000 and up to R 1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by black people	10	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>
2.	Located in Eastern Cape Province for work to be done or services to be rendered in the Eastern Cape Province area	2	<ul style="list-style-type: none"> <li>• Official Municipal Rates Statement which is in the name of the bidder. Or</li> <li>• Any Account or statement which is in the name of the Bidder. Or</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			<ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and</li> <li>Medical Certificate indicating that the disability is permanent or</li> <li>South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or</li> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>

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

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

## 2. DEFINITIONS

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

## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....<b>SIGNATURE(S) OF TENDERER(S)</b></p> <p><b>SURNAME AND NAME:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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## B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES (ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)

(Gazette Vol. 630 No. 41287)  
Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

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

Hereby declare under oath as follows:

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

Select applicable

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

<b>Enterprise Name:</b>			
<b>Trading Name (If Applicable):</b>			
<b>Registration Number:</b>			
<b>Enterprise Physical Address:</b>			
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>			
<b>Nature of Construction Business:</b>	<b>BEP</b> (Built Environment Professional)	<b>Contractor</b>	<b>Supplier</b>
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"		
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_\_\_\_\_% Black Owned
- The Enterprise is \_\_\_\_\_% Black Female Owned
- The Enterprise is \_\_\_\_\_% Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
  - o Black Youth % \_\_\_\_\_%
  - o Black Disabled % \_\_\_\_\_%
  - o Black Unemployed % \_\_\_\_\_%
  - o Black People living in Rural areas % \_\_\_\_\_%

o Black Military Veterans % \_\_\_\_\_ %

Select applicable

4) Based on the ☐ Financial Statements / ☐ Management Accounts and other information available on the latest financial year-end of \_\_\_\_/\_\_\_\_/\_\_\_\_, (format: day/month/year) the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

*If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.*

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

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	<b>Level Five</b> (80% B-BBEE procurement recognition level)	

5) I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

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

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

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

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

Stamp Commissioner of Oath

## **SPECIAL CONDITIONS OF BID**

### **1 INTERPRETATION**

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

### **2 PRECEDENCE**

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

### **3 GENERAL BID RULES**

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

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

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

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

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

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

#### **6 BRAND NAMES**

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

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

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

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

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

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

## **9 CONTRACT PERIOD**

- 9.1 The contract period is stipulated in the Contract Data or the specifications.
- 9.2 The construction period for Infrastructure works, will commence from the date of site handover.

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

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

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

- 11.1 The Department reserves the right to award the bid to a tenderer not scoring the highest points, after having applied an objective criteria or a risk assessment criteria, if such (i.e. the objective criteria/ risk assessment) is specified in the bid document.

## **12 TAX COMPLIANCE**

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

## **13 REGISTRATION AS A VAT-VENDOR**

- 13.1 Non-VAT vendors do not have to include VAT in their bid prices.
- 13.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R1 million, must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.
- 13.3 The award of contract would be conditional (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.
- 13.4 Failure to comply within 21 days after being notified to do so will lead to the automatic withdrawal of the “provisional letter of award” and elimination of the bidder’s offer.

- 13.5 VAT vendors must include VAT in their bid prices and failure to comply will lead to an automatic elimination of the bidder's offer.
- 13.6 In all other instances, where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of award will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.
- 13.7 If a Non-VAT vendor/ bidder is contracted with the Department with a price which is Excluded Vat, and it becomes a VAT vendor after award or alternatively becomes a VAT vendor due to a cumulative number of awards, the bidder will have to absorb the adverse financial implications of not including VAT in their price quoted. VAT cannot be claimed from the Department for any payments already made or from any future payments.

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

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

#### **15 REQUIREMENTS FOR A VALID BBBEE CERTIFICATES AND SWORN AFFIDAVITS**

- 15.1 A valid B-BBEE Certificate is a B-BBEE Certificate which has not expired at the closing date of the bid.
- 15.2 A "Sworn Affidavit" must comply with the following minimum requirements at the closing date, to be considered valid. If the submitted "Sworn Affidavit" does not comply with the minimum requirements below, the bidder will not be given an opportunity to correct it:
  - 15.2.1 The "Sworn Affidavit" must not be expired at the closing date.
  - 15.2.2 The BBBEE Level Contributor must be indicated (ticked)
  - 15.2.3 The "Sworn Affidavit" must be signed and dated by the bidder (Deponent).
  - 15.2.4 The "Sworn Affidavit" submitted must be signed and stamped by the "Commissioner of Oath".
  - 15.2.5 The "latest financial year-end" field must not be left blank.
    - 15.2.5.1 The latest "financial year-end date" cannot be a future date.
    - 15.2.5.2 If only the year is indicated (it is not in the format: day/month/year), the Department will validate the financial year-end (day/month) from CIPC or deal with any clarity seeking matter/ confirmation as an administrative matter.
- 15.3 In respect of "Sworn Affidavits" of the Construction sector, Property Sector, the field (block) where the bidder must confirm its financial information (i.e. Net Assets or Annual Turnover) must be completed (ticked) and must not be left blank or not ticked.
- 15.4 The Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.
- 15.5 The Department will seek the following clarity matters in respect of the Sworn Affidavits (should it be deemed necessary) and upon request, the bidder will be given a minimum of five (5) working days to respond to the Department:
  - 15.5.1 If the bidder did not select/circle/ticked "Member/ Director/ Owner" where so required. The Department will communicate with such affected the bidder in writing.
  - 15.5.2 If a bidder did not select/ circle/ ticked the required field "Financial Statements/ Management Accounts/ Audited Financial Statements" where so required. The Department will communicate with such affected the bidder in writing.
  - 15.5.3 If only the year is indicated (it is not in the format: day/month/year), the Department will validate the financial year-end (day/month) on CIPC or against



any other submitted document or will seek clarity / confirmation from the bidder and deal with it as an administrative matter.

15.5.4 If the financial year-end indicated in the sworn affidavit is not at the end of the month or it is not the correct month when validated on CIPC or against any other submitted documents, the Department will enquire from the affected bidder to indicate its correct latest financial year end in the format (day/month/year) and:

15.5.4.1 If the “day” indicated on the submitted affidavit is wrong, but the month and year is correct, the bidder’s affidavit will be “deemed valid” and it will be evaluated.

15.5.4.2 If the “month” indicated on the submitted affidavit is wrong, the bidder’s affidavit will be will be considered invalid.

15.6 The Department will deal with all other matters, which is not listed under the minimum requirements as reflected above, as administrative matters, should it be deemed necessary.

15.7 For all sectors (example the construction sector, the property Sector and or any sector), a “Sworn Affidavit” issued in terms of the relevant sector must be used. All the minimum requirements applicable to “valid sworn affidavits” as per this “Special Conditions of Bid” will apply.

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

16.1 In accordance with the PPPFA regulations 2022, bidders will not be eliminated if they do not submit a BBBEE – certificate or a “valid sworn affidavits”. The bidder will not be scored for points, but will be evaluated further.

16.2 For a bidder to be awarded points for specific goals as per the bid, the bidder must submit proof as specified in the bid document with the bid at the closing date and time.

16.3 The requirements of a valid BBBEE-Certificate and or “Sworn Affidavit” as specified in the Special Conditions of Tender applies.

16.4 Parties in an unincorporated joint venture must submit its own consolidated B-BBEE certificate, which has not expired at the closing date of the bid.

16.5 If a bidder submit with the bid at the closing date the required proof for specific goals, as specified in the bid document, but the proof is not certified or is certified incorrectly, the bidder will be given a minimum of 48 hours to submit a copy which is correctly certified. The copy maybe certified after the closing date of the bid. The copies maybe certified after the closing date of the bid.

16.6 Non-submission of the PA-16 form or non-completion the PA-16 form or an incomplete PA-16 form, is not an elimination criteria.

16.7 If a bidder submit at the closing date of the bid a valid proof as specified in the bid document, but the bidder’s PA 16 is not signed or dated or witnessed or it is not properly completed, or its not completed or submitted or did not claim points, the bidder will be given a minimum of 48 hours to submit or correctly complete its PA 16.

16.8 All bidders’ whose submitted proof as specified in the bid document and it complies with the minimum requirements above, will be “deemed in order” and will be subjected for consideration in further evaluation, even if the Department did not request any corrections/ certifications.

16.9 No submissions of alternative proof for specific goals as specified in the bid document will be allowed after the bid closing date.

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

## **17 BIDDER’S DISCLOSURE/ BIDDER’S DECLARATION (PA - 11)**

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

17.2 A bidder’s offer maybe eliminated if the bidder’s declaration is proven false during the bid evaluation process.

## **18 FORM OF OFFER AND ACCEPTANCE**

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

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

- 18.3 If the tenderer makes an obvious grammatical error in the amount of words, the wording will be compared to all the submitted comparative figures (i.e. the amount in figures on the submitted "Form of Offer and Acceptance" and the amount stipulated in the bills of quantities or the final summary page, or activity schedule or pricing schedule) and if deemed the same:
- 18.3.1 The tenderer's offer will not be disqualified.
- 18.3.2 The tenderer can be requested to correct the error and ratify its "Form of Offer and Acceptance".
- 18.4 If there is no amount in words, the amount in figures on the submitted "Form of Offer and Acceptance" will be compared to all the submitted comparative figures (i.e. the amount stipulated in the submitted bills of quantities or the final summary page or the activity schedule, or the pricing schedule) and if deemed the same:
- 18.4.1 The tenderer's offer will not be disqualified.
- 18.4.2 The tenderer can be requested to correct the omission of the amount in words and ratify its "Form of Offer and Acceptance".
- 18.5 In addition to the above, the form of Offer and Acceptance, must at the closing date of the bid, comply with the following minimum criteria:
- 18.5.1 It must be signed by an authorised person of the Bidder;
- 18.5.2 The Surname with Initials/ Name of the authorised person must be clearly indicated;
- 18.5.3 The date on the form of offer must be completed;
- 18.5.4 The name of the bidder/ legal entity must be clearly indicated.
- 18.6 If both the "amount in words" and the "amount in figures" is not completed, the bid will not be considered further.

## **19 CORRECTION OF ERRORS**

- 19.1 Only the authorised signatory to the tender should initial corrections in the tender document.
- 19.2 All corrections must be in non-erasable ink and the use of correcting fluid (tippex) is prohibited.
- 19.3 In the event that a correction is not initialled or the correction is initialled by a person not having the prescribed authority, the Department will:
- 19.3.1 Seek the necessary clarification from the tenderer and;
- 19.3.2 If accepting the response from the tenderer, evaluate the bid further and or;
- 19.3.3 Allow the tenderer to correct/ ratify any noncompliance, where necessary.

## **20 CONDITIONS WITHDRAWN FROM THE GENERAL CONDITIONS OF CONTRACT**

- 20.1 N/A

## **21 INCOMPLETE SECTIONS OR SCHEDULES IN BID DOCUMENTS**

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

## **22 TESTIMONIALS**

- 22.1 The word "testimonial" and "reference letter" means the same
- 22.2 Testimonials must be submitted with the bid and must comply with the following minimum requirements to be considered valid:
- 22.2.1 The testimonials must be signed.
- 22.2.2 The project must be within the period specified in the bid.
- 22.2.3 The testimonial's contract period and R- value must be for a single contract and not the sum of various contracts.
- 22.2.4 The project must have a minimum contract period as specified in the bid.
- 22.3 The testimonial must clearly indicate the contract start date and contract end date/ practical completion date.
- 22.3.1 The testimonial must indicate the client's name, contact particulars and Email address.
- 22.3.2 The testimonial must be dated.
- 22.3.3 The testimonial must be stamped by the client. If the testimonial is not stamped, the Department may still consider the testimonial after the authenticity has been verified by the Department.



- 22.4 In the case of a rates based contract, the actual expenditure or work certified will be deemed the contract value.
- 22.5 The bidders performance should be indicated in the testimonial either as (or indicated as a combination of):
- 22.5.1 An unacceptable performance or
- 22.5.2 Not unacceptable, but needs Improvement or
- 22.5.3 A Satisfactory performance or
- 22.5.4 Above Satisfactory
- 22.5.5 Excellent performance
- 22.6 If the bidder's performance is not indicated in the testimonial, the Department will deemed that the bidder's performance was unsatisfactory and will not verify the contrary.
- 22.7 It is the bidder's responsibility to ensure that their references are contactable.
- 22.8 The Departmental will only engage once with the bidder to provide alternative contact numbers to verify the testimonial, if it is not contactable on the Department's first attempt.
- 22.9 If the Department receives no response on the bidder's testimonials, the bidder will be deemed to have performed unsatisfactory work on the relevant project. Also a "no comment" reply will be deemed as an unsatisfactory performance.
- 22.10 Bidders will not be afforded to submit new testimonials, if there initial references/ testimonials are not responding.
- 22.11 An appointment letter/ award letter and or signed contract are not accepted as a testimonial.
- 22.12 Bidders may use the testimonial template provided in the bid document (if included in the Bid Document) or may use the format of their clients. The testimonial must cover the minimum requirements as specified in this special conditions.

### **23 POINTS FOR SPECIFIC GOALS**

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

### **24 THE OTHER ADDITIONAL INFORMATION WHICH MAY BE REQUIRED FOR EVALUATION**

CRITERIA	SPECIAL CONDITIONS OF BID
a) A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement - CK1
b) A profit company duly registered as a private company. [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: i. Certificate of Incorporation - CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or 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	Copies of:

CRITERIA	SPECIAL CONDITIONS OF BID
<b>Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).</b>	<ul style="list-style-type: none"> <li>i. <b>The Founding Statement - CK1; and</b></li> <li>ii. <b>The Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.</b></li> </ul>
<b>f) A natural person, sole proprietor or a Partnership</b>	<b>Copy(ies) of the Identity Document(s) of:</b> <ul style="list-style-type: none"> <li>i. <b>such natural person/ sole proprietor, or each of the Partners to the Partnership.</b></li> </ul>
<b>g) A Trust</b>	<b>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.</b>

## 25 DISCLAIMER

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

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

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

– End Special Conditions of Bid –  
(Version: Approved 26 June 2024)

[Click here to enter text.](#)

# **FACILITIES MANAGEMENT CONDITIONS OF CONTRACT (DPW)**

## **SEPT. 2005 VERSION 1**

## PA-10 (FM): CONDITIONS OF CONTRACT

### 2. DEFINITIONS

- 1.1. *The following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:*
- 1.1.1. *"Additional Services" are increases in the quantity of the routine Services detailed in the Scope of Works.*
- 1.1.2. *"Bill of Quantities" means the document so designated in the Pricing Data that describes the Services and indicates the quantities and rates associated with each item which the Employer agrees to pay the Service Provider for the Services completed;*
- 1.1.3. *"Certificate of Completion" means the certificate issued by the Service Manager signifying that the Contract has expired;*
- 1.1.4. *"Commencement Date" means the date on when the Service Provider is notified of the Employer's acceptance of its offer;*
- 1.1.5. *"Contract" means the Contract signed by the Parties and of which these Conditions of Contract form part of, and such amendments and additions to the Contract as may be agreed in writing between the Parties;*
- 1.1.6. *"Contract Data" means the specific data, which together with these Conditions of Contract, Scope of Works and Pricing Data collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract;*
- 1.1.7. *"Contract Period" is from Commencement Date for the period stated in the Contract Data;*
- 1.1.8. *"Contract Price" means the price to be paid for the Services in accordance with the Pricing Data, subject to such additions thereto or deductions there from as may be made from time to time under the provisions of the Contract;*
- 1.1.9. *"Contract Sum" refers to the amount stated by the Service Provider in the Form of Offer and Acceptance;*
- 1.1.10. *"CPAP" means contract price adjustment provisions used for the adjustment of fluctuations in the cost of labour, plant and materials and goods as stated in the Contract Data;*
- 1.1.11. *"Day" means a calendar day;*
- 1.1.12. *"Drawings" means all drawings, calculations and technical information which are made available to the Service Provider for inspection at a venue and time to be announced by the Service Manager and any modifications thereof or additions thereto from time to time approved in writing by the Employer or delivered to the Service Provider by the Employer;*
- 1.1.13. *"Employer" means the contracting Party named in the Contract Data who appoints the Service Provider;*
- 1.1.14. *"Equipment" includes all appliances, tools implements, machinery, articles and things of whatsoever nature required in or for the rendering, completion or defects correction of the Services but does not include materials;*
- 1.1.15. *"Facilities" means the land and buildings, detailed in the Scope of Works, and any additions, or omission thereto, made available by the Employer for the purposes of the Contract, on, under, over, in or through which the Services are to be rendered or carried out;*
- 1.1.16. *"Form of Offer and Acceptance" means the written communication by the Employer to the Service Provider recording the acceptance of the Service Provider's offer;*

- 1.1.17.** *"Identified Projects" means any projects, other than routine Services, identified and agreed to by the Parties during the Contract period or any extensions thereto, to be completed in terms of the Contract.*
- 1.1.18.** *"Materials" includes all materials, commodities, articles and things required to be furnished under the Contract for the execution of the Services;*
- 1.1.19.** *"Month" refers to the period commencing on a certain day of a month to the day preceding the corresponding day of the next month;*
- 1.1.20.** *"Parties" means the Employer and the Service Provider;*
- 1.1.21.** *"Pricing Data" means the document that contains the Bill of Quantities and provides the criteria and assumptions, which it will be assumed in the Contract were taken into account by the Service Provider when developing his prices;*
- 1.1.22.** *"Services" means all the work to be performed by the Service Provider during the Contract Period in accordance with the Contract, as more fully set out in the Scope of Works, as amended from time to time by written agreement between the Parties;*
- 1.1.23.** *"Service Provider" means the Tenderer, as named in the Contract Data, whose offer has been accepted by or on behalf of the Employer and, where applicable, includes the Service Provider's heirs, executors, administrators, trustees, judicial managers or liquidators, as the case may be, but not, except with the written consent of the Employer, any assignee of the Service Provider;*
- 1.1.24.** *"Service Manager" means the representative of the Employer named as the Service Manager in the Contract Data. The Employer reserves the right to replace the said Service Manager, by written notice to the Service Provider, without the need to furnish reasons therefor;*
- 1.1.25.** *"Scope of Work" refers to the document which defines the Employer's objectives and requirements and specifications and any other requirements and constraints relating to the manner in which the Services must, or may, be provided or performed;*
- 1.1.26.** *"Service Period" refers to the period indicated in the Contract Data during which the Service Provider shall render the Services required in terms of the Contract;*
- 1.1.27.** *"Transitional Stage" refers to the period indicated in the Contract Data, which commences immediately on the expiry of the Service Period, and during which the Services to be provided by the Service Provider shall include, inter alia, the provision and transfer to the incoming service provider of managerial support and information, as detailed in the Scope of Works.*

### **3. INTERPRETATION**

- 2.1.** *In this Contract, except where the context otherwise requires:*
- 2.1.1** *The masculine includes the feminine and the neuter, vice versa;*
- 2.1.2** *The singular includes the plural; and vice versa*
- 2.1.3** *Any reference to a natural person includes a body corporate, firm, association or consortium/joint venture/partnership, vice versa.*
- 2.2.** *The headings to the clauses of this Contract are included for reference purposes only and shall not affect the interpretation of the provisions to which they relate.*
- 2.3.** *Words and phrases defined in any clause shall bear the meanings assigned thereto.*
- 2.4.** *The various parts of the Contract are severable and may be interpreted as such.*

2.5. *The expressions listed in clause 1 bear the meanings as assigned thereto and cognate expressions bear corresponding meanings.*

2.6. *If any provision in a definition clause is a substantive provision conferring rights or imposing obligations on any Party, effect shall be given to it as if it were a substantive clause in the body of the Contract, notwithstanding that it is only contained in the interpretation clause.*

#### 4. DURATION

3.1. *The rights and obligations of the Parties to this Contract shall commence on the Commencement Date.*

3.2. *Subject to the terms of clauses 33 and 34 relating to breach and termination respectively, the Contract will commence on the Commencement Date and terminate on the expiry of the Contract Period, unless it is extended in terms of clause 3.3.*

3.3. *The terms or duration of the Contract may be extended as a result of bona fide negotiations between the Parties. No extension of term or duration of the Contract shall however be valid unless the terms and conditions of such extension has been reduced to writing and signed by the authorised representatives of both Parties.*

#### 5. RIGHTS AND OBLIGATIONS OF THE EMPLOYER

4.1. *The Employer shall give access to or supply the Service Provider with:*

4.1.1 *All relevant, available data and information required and requested by the Service Provider for the proper execution of the Services; and*

4.1.2 *Such assistance as shall reasonably be required by the Service Provider for the execution of its duties under the Contract.*

#### 6. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER

5.1. *The Service Provider shall, in executing his obligations, comply with the Service Manager's written instructions on any matter relating to the Services.*

5.2. *The Service Provider shall take instructions only from the Service Manager or other persons authorised by the Service Manager in terms of Clause 6.*

5.3. *The Service Provider shall not have the power of attorney or authority to enter into any contract or to otherwise bind or incur liability on behalf of the Employer, save where prior written authorisation has been obtained.*

5.4. *The Service Provider shall ensure that it, its employees, agents and representatives have the relevant experience and capacity necessary for rendering of the Services with the reasonable degree of skill, care and diligence that may be expected of professionals providing services similar to the Services.*

5.5. *Should any member of the Service Provider's team, in the opinion of the Service Manager or occupants of the Facilities, misconduct himself or is incompetent or negligent in the delivery of the Services, or whose presence on the Facilities is otherwise considered by the Service Manager, or occupants of the Facilities, on reasonable grounds, to be undesirable, the Employer may, in writing and together with reasons therefor, request that such person be removed. Such person shall not again be employed on the Services without the prior written consent of the Employer.*

5.6. *The Service Provider undertakes to effect such removal, as referred to in 5.5 above, within a day of receipt of the Employer's written request.*



5.7. *The Service Provider shall ensure that reasonable levels of care and responsibility are exercised when using items belonging to the Employer in the delivery of the Services.*

5.8. *During the ongoing provision of the Services the Service Provider shall at all times keep the Facilities clean and in a safe condition.*

5.9. *Notwithstanding anything herein contained to the contrary, it is specifically agreed that the appointment of the Service Provider shall not create an employment contract or relationship between the Parties and the Service Provider or his employees shall therefore not be entitled to any benefits to which the employees of the Employer may be entitled.*

## 7. SERVICE MANAGER

6.1. *The Service Manager shall administer the Contract on behalf of the Employer in accordance with the provisions of the Contract.*

6.2. *The Service Manager may delegate any of his powers and authority and may cancel such delegation, on the prior written notification thereof to the Service Provider.*

6.3. *Such delegation shall continue in force until the Service Manager notifies the Service Provider in writing that the delegation is terminated.*

6.4. *The Service Provider may at any time, prior to giving effect thereto, refer any written order or instruction of the Service Manager's delegatee to the Service Manager who shall confirm, reverse or vary such order or instruction.*

## 8. SECURITY

7.1. *The Service Provider shall provide to the Employer security in the amount and in the form set out in the Contract Data and any expenditure incurred in doing so shall be borne by the Service Provider.*

7.2. *Should the Service Provider fail to select the security to be provided or should the Service Provider fail to provide the Employer with the selected security within 21 days from Commencement Date, it shall be deemed that the Service Provider has selected a security in the form of a retention of 2.5 % of the Contract Sum (excl. VAT).*

## 9. SECURITY CLEARANCE

8.1. *In the event of security clearance becoming necessary, the Service Provider, any subcontractors and all human resources utilized by the Service Provider undertake to undergo security clearance, for which purpose the necessary forms will be made available to the Service Provider at the relevant time by the Employer. The Service Provider accepts that if he or any of his human resources refuses to undergo the required security clearance, they will not be allowed on the Facilities to render the Services.*

8.2. *It is required that all persons engaged in the rendering of the Services shall be easily identifiable and where required, security cleared.*

## 10. CONFIDENTIALITY

9.1. *The Service Provider undertakes to keep any and all information, of whatever nature, relating to the Contract or which he becomes privy to due to his presence at the Facilities, strictly confidential and such shall not be sold, traded, published or otherwise disclosed to anyone in any manner whatsoever, including by means of photocopy or other reproduction, without the Employer's prior written consent. As disclosure or improper use of the confidential information, without the Employer's prior written consent, will cause the Employer harm:*

*9.1.1 the Service Provider shall be liable for any loss or damages suffered by the Employer and shall indemnify the Employer against any claims by third parties as a result of such unauthorised disclosure or use thereof , either in whole or in part; and/or*

*9.2.1 the Employer shall be entitled to cancel the Contract*

*9.2. The Service Provider shall be entitled to disclose such confidential information to the following persons, who have a clear need to know interest, in order to assist with the rendering of the Services on the Contract:*

*9.2.1 employees, officers and directors of the Service Provider; and*

*9.2.2 any professional consultant or agent retained by the Service Provider for the purpose of rendering the Services, provided that the identity of such consultant or agent is made known to the Employer in writing and the Employer acknowledges in writing that the confidential information may be disclosed to such person.*

*9.3. The Service Provider shall be responsible for ensuring that all persons to whom the confidential information is disclosed under this Contract shall keep such information confidential and shall not disclose or divulge the same to any unauthorised person.*

*9.4. The confidential information shall remain the property of the Employer and the Employer may demand the return or destruction thereof, at the cost of the Service Provider, at any time upon giving written notice to the Service Provider. Within ten (10) days of receipt of such notice, the Service Provider shall return all of the original confidential information and shall destroy all copies and reproductions (both written and electronic) in its possession or in the possession of persons to whom it was disclosed and furnish a certificate to the Employer stating as much.*

## **11. AMBIGUITY IN DOCUMENTS**

*10.1. The several documents forming the Contract are to be taken as mutually explanatory of one another and any ambiguity in or discrepancy between them shall be explained and, if necessary, rectified by the Service Manager who shall thereupon issue to the Service Provider a written explanation giving details of the adjustments, if any, and a written instruction directing what Service, if any, is to be delivered.*

## **12. INSURANCES**

*11.1. It is the responsibility of the Service Provider to assess his risks on this project and to ensure that he obtains and maintains the adequate insurances to cover such risks.*

## **13. ACCESS TO THE FACILITIES AND COMMENCEMENT OF THE SERVICES**

*12.1. The Service Provider shall provide the Employer, within 21 days of the Commencement Date, with an acceptable health and safety plan and such other information required in terms of the Occupational Health and Safety Act (85 of 1993).*

*12.2. The Service Period shall commence 30 days from Commencement date, or on such other date as maybe specified in the Contract Data*

*12.3. Notwithstanding the provision of 12.2, the Service Provider shall be given access to the Facilities or portions thereof, only after the provision by the Service Provider of an acceptable health and safety plan and of security clearance being obtained in terms of Clauses 12.1 and 8.1 respectively.*

*12.4. The Service Provider shall be given access to the Facilities or portions thereof and shall render the Services in accordance with its programme, referred to in clause 13 or after the receipt by him of a written instruction to this effect.*

*12.5. If the Employer fails to give the Service Provider access to the facility or any portion thereof for any reason other than default by the Service Provider and the Service Provider suffers*



*additional costs as a result thereof, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider is able to prove his claim and that he has taken all reasonable steps to mitigate the additional costs.*

#### **14. PROGRAMME**

- 13.1. *The Service Provider shall deliver to the Service Manager within 14 days from Commencement Date, a realistic programme and a cash flow for the delivery of the Services. The programme shall describe and detail the order in which the Services are to be rendered and shall be subject to the approval of the Service Manager, which written approval shall not be unreasonably withheld.*
- 13.2. *The Service Provider shall, on receipt of a written request from the Service Manager, furnish the Employer with any documents or information, of whatever nature, in support of the programme and/or in relation to the manner in which the Services are to be rendered and/or the resources to be supplied and used in the rendering of the Services and/or progress of the various parts of the Contract; and/or a detailed cash flow forecast.*
- 13.3. *A programme and the cash flow forecast will be submitted in terms of 13.1 and reviewed quarterly or as circumstances may require.*
- 13.4. *Agreement to the programme by the Service Manager or any adjustment thereto will not alter the responsibilities of the Service Provider in terms of this Contract.*

#### **15. SUBCONTRACTING**

- 14.1. *The Service Provider may subcontract any part of the Services at its discretion. The subcontracts shall incorporate the applicable terms, conditions and requirements of this Contract.*
- 14.2. *Subcontracting by the Service Provider shall not be construed as relieving the Service Provider from any obligations under the Contract or imposing any liability on the Employer.*

#### **16. INTELLECTUAL PROPERTY RIGHTS INDEMNITY**

- 15.1. *The Service Provider undertakes to obtain the necessary consent from the proprietors or their licensees should the Service Provider make use of the intellectual property of any other person.*
- 15.2. *The Service Provider further indemnifies the Employer against any claim or action (including costs on an attorney and client scale) caused by or arising from the failure to obtain such consent.*

#### **17. COMPLIANCE WITH LEGISLATION**

- 16.1. *This clause applies to legislation emanating from national and provincial government as well as that of any local authorities in whose area of jurisdiction the Facilities fall and which have a bearing on the delivery of the Services and Facilities under this Contract.*
- 16.2. *All the applicable legislation, which does not specifically allow discretion in respect of compliance by the Employer, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.*
- 16.3. *Should any applicable legislation allow discretion in respect of compliance by the Employer it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the Service Provider by the Service Manager.*
- 16.4. *The Service Provider shall in the provision of the Services comply with the provisions of, and give all notices and pay all fees, taxes, levies and other charges required to be given or paid in terms of any legislation or imposed by any other body or person. The Service Provider hereby indemnifies the Employer against any liability for any breach of the provision of this clause.*

16.5. *It is the responsibility of the Service Provider to obtain the consents, permissions and/or permits, referred to in Clause 16.4, in the provision of the Services.*

16.6. *The Service Provider shall not have a claim against the Employer, and the Employer shall not be liable to refund the Service Provider for any of the fees, taxes, levies and other charges referred to Clause 16.4.*

## **18. REPORTING OF INCIDENTS**

17.1. *In addition to the above, the Service Provider shall, as soon as possible, notify the Employer in writing of any incidents at the Facilities, which resulted or could have resulted in damage to property or injury or death to persons.*

17.2. *The Service Provider shall verbally notify the Service Manager of any of the incidents referred to in 17.1 immediately after the occurrence thereof.*

17.3. *The Service Provider shall follow up the verbal notification referred to in 17.2 with a detailed written report on such incidents to the Service Manager within the time frame indicated by the Service Manager, but in any event within 48 hours of the incident.*

17.4. *The written report referred to in 17.3 shall provide for all incidents, which resulted in injury, death or damage to property.*

17.5. *The Service Provider shall notify the Employer immediately, on becoming aware of the Contract requiring him to undertake anything that is illegal or impossible*

## **19. NUISANCE**

18.1. *The Service Provider shall deliver the Services in a manner that shall not cause unnecessary noise, nuisance, or hinder the normal activities in the Facilities.*

18.2. *The Service Provider hereby indemnifies the Employer against any liability arising out of the Service Provider's non-compliance with his obligations in terms of Clause 18.1.*

## **20. MATERIALS, WORKMANSHIP AND EQUIPMENT**

19.1. *All Services delivered, and materials and workmanship shall comply with the requirements of this Contract, the manufacturer's specification; good industry practice and the Service Manager's written instructions and shall be suitable for the purpose intended.*

19.2. *The Service Provider shall, in accordance with the Scope of Works or if instructed by the Service Manager, carry out tests demonstrating the acceptability of the relevant Services provided, or the suitability of materials or equipment to be used.*

19.3. *The Service Provider shall provide all necessary assistance, labour, materials, testing equipment and instruments for the purpose of such tests to be performed by himself or, if so instructed by the Service Manager, for the purposes of tests to be performed by any other person.*

19.4. *All costs for tests carried out shall be deemed to be included in the Service Provider's prices*

19.5. *Copies of the reports on the tests referred to in Clause 19.2 shall be forwarded by the Service Provider to the Employer within 10 days of the tests being completed.*

## **21. URGENT WORK**

20.1. *The Employer may, by itself or through another service provider, effect any remedial or other repair work which becomes necessary due to no act or omission on the part of the Service Provider.*

20.2. *If the remedial or repair work became necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives, the Service Provider shall effect such remedial or repair work at its own cost.*

20.3. *If the remedial or repair work is urgently necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives and the Service Provider refuses to or is not available or able to effect such remedial or repair work, the Employer may effect such remedial or repair work either by itself or through another service provider.*

20.4. *If the Employer effects the remedial or repair work in terms of 20.3, then the Employer may recover such costs, losses or damages from the Service Provider or by deducting the same from any amount still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Service Provider and for this purpose all these contracts shall be considered one indivisible whole.*

## **22. INDEMNIFICATIONS**

21.1. *The Service Provider shall be liable for and hereby indemnifies the Employer against any liability, claim, demand, loss, cost, damage, action, suits or legal proceedings whether arising in common law or by statute consequent upon:*

21.1.1 *personal injuries to or the death of any person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by the rendering of the Services;*

21.1.2 *loss of or damage to any movable or immovable or personal property or property contiguous to the Facilities whether belonging to or under the control of the Employer or any other body or person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by reason of the rendering of the Services;*

21.1.3 *any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials parts, work-in-process or finished work furnished to, or in respect of which any payment has been made by the Employer.*

21.2. *The Employer accepts liability for all acts or omissions of its employees, agents or representatives.*

## **23. VARIATIONS**

22.1. *The Employer may at any time during the Contract Period, vary the Services by way of additions, omissions, or substitutions.*

22.2. *No variation by the Employer of whatever nature shall vitiate the Contract.*

22.3. *Any Services required by the Employer outside of the Services as referred to in the Scope of Works will be regarded as being Identified Projects and shall be dealt with under clause 23 and shall be executed as a variation order.*

22.4. *The Service Provider shall inform the Employer of any instructions that are deemed to be Additional Services prior to such instructions being executed.*

22.5. *Additional Services will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.*

22.6. *If no prior written authorisation, as required in 22.5 above, has been obtained, the Employer shall not reimburse the Service Provider for the Additional Services so executed, and the Service Provider agrees that it shall not have a claim for payment for such Additional Services.*

22.7. *The Additional Services will be valued at the rates in the Pricing Data.*

## **24. IDENTIFIED PROJECTS**

- 23.1. *The Service Provider shall inform the Employer of any instructions that are deemed to be Identified Projects prior to such instructions being executed.*
- 23.2. *The Employer is not obliged to engage the services of the Service Provider on Identified Projects. The Employer may, by itself, through another service provider or through the Service Provider effect the services/works under Identified Projects.*
- 23.3. *Identified Projects will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.*
- 23.4. *If no prior written authorisation, as required in 23.3 above, has been obtained, the Employer shall not reimburse the Service Provider for the Identified Projects so executed, and the Service Provider agrees that it shall not have a claim for payment for such Identified Projects.*
- 23.5 *In respect of the Identified Projects, the written instruction referred to in 23.3 shall:*
- (a) *describe the services/works required to be executed by the Service Provider under the Identified Project;*
  - (b) *state the due commencement and completion dates of the relevant Identified Project;*
  - (c) *state the total cost of the relevant Identified Project as agreed to between the Parties; and*
  - (d) *any additional requirements, conditions of contract and/or restrictions, other than those already stated in the Contract, that will be applicable.*
- 23.6 *Within 14 days of receipt of the written instruction referred to in 23.5, the Service Provider shall furnish the Employer with a realistic programme and a cash flow for the relevant Identified Project as required in 13.*
- 23.7 *Where an Identified Project comprises services/works that are of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at such rates.*
- 23.8 *Where an Identified Project comprises services/works that are not of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at market related rates to be agreed to in writing between the Employer and the Service Provider and in advance of executing the Identified Project. Failing agreement, the rates applicable shall be as determined by the Employer.*
- 23.9 *If the Service Provider fails to complete the Identified Project by the completion date specified in the written instruction referred to in 23.3, then the Service Provider will be liable for a penalty, at the rate stated in the Contract Data, for every day that lapses from the due completion date of the relevant Identified Project to the date of the actual completion of such Identified Project.*
- 23.10 *If the Identified Projects are delayed by variations, omissions, additions, substitutions or organised work stoppages by any workman not due to any action on the part of the Service Provider, exceptionally inclement weather, any substantial increase in provisional quantities or any other cause beyond the Service Provider's control, including delays caused by the Employer, then the Service Provider shall be entitled to apply in writing within 21 days of the cause of delay arising to the Service Manager for extension of the due completion date of the relevant Identified Project stating the cause of delay and period of extension applied for.*
- 23.11 *If during the period for completion of the Identified Project or any extension thereof abnormal rainfall or wet conditions occur, the formula below shall be used to calculate separately the delay for each calendar month or part thereof. It shall be calculated each month during the period referred to herein above, or until the issue date of the certificate of completion for the relevant Identified Project, whichever is the shorter period. The delay calculated for a given month shall be used to determine the interim extension of time granted for the month. At the*



end of the applicable period referred to above, the aggregate of the monthly delays will be taken into account for the final determination of the total extension of time for the Contract:

$$V = \frac{(Nw - Nn) + (Rw - Rn)}{X}$$

$V$  = Delays due to rain in calendar days in respect of the calendar month under consideration.

$Nw$  = Actual number of days during the calendar month on which a rainfall of  $Y$  mm or more per day has been recorded

$Rw$  = Actual rainfall in mm for the calendar month under consideration.

$Nn$  = Average number of days in the relevant calendar month (as derived from existing rainfall records provided in the project specifications) on which a rainfall of  $Y$  mm or more per day has been recorded.

$Rn$  = Average rainfall in mm for the calendar month, as derived from the rainfall records supplied in the project specifications.

$X$  = 20, unless otherwise provided in the project specifications.

$Y$  = 10, unless otherwise provided in the project specifications.

The total delay that will be taken into account for the determination of the total extension of time for the Contract shall be the algebraic sum of the monthly totals for the period under consideration. But if the grand total is negative, the time for completion shall not be reduced on account of abnormal rainfall. The total extension of time for any calendar month shall not exceed  $(Nc - Nn)$  calendar days, where  $Nc$  = number of days calendar days in the month under consideration

The factor  $(Nw - Nn)$  shall be considered to represent a fair allowance for variations from the average number of days during which rainfall equals or exceeds  $Y$  mm per day.

The factor  $(Rw - Rn) \div X$  shall be considered to represent a fair allowance for variations from the average for the number of days during which rainfall does not equal or exceed  $Y$  mm per day, but when wet conditions prevent or disrupt work.

This formula does not take into account any flood damage, which could cause further or concurrent delays and which should be treated separately in so far as extension of time is concerned.

Accurate rain gaugings shall be taken at a suitable point on the site daily at 08:00 unless otherwise agreed to by the Service Manager, and the Contractor shall, at his own expense, take all necessary precautions to ensure that the rain gauges cannot be interfered with by unauthorized persons.

Information regarding existing rainfall records, if available from a suitable rainfall station near the site, will be supplied in the project specifications, together with calculations of rain delays for previous years in accordance with the above formula. The average of these delays will be regarded as normal rain delays which the Contractor shall accommodate in his programme, and for which no extension of time will be considered.

- 23.12 Upon receipt of such written application, referred to in 23.10, the Employer may in writing extend the due completion date of the relevant Identified Project by a period to be determined by the Employer or may refuse to extend the due completion date of the relevant Identified Project. The due completion date of an Identified Project may not be extended beyond the end of the Contract Period stated in the Contract Data.



**23.13** *Any decision given by the Employer, in terms of 23.12, shall be final and binding on the Parties.*

**23.14** *Should the Service Provider fail to apply in writing for an extension of the due completion date of the relevant Identified Projects within the 21 days referred to in 23.10, or should the Employer not grant an extension of the due completion date then the due completion date stipulated in the relevant written instruction referred to in 23.5 shall not be extended nor the Service Provider exonerated from liability to pay the penalty stipulated in 23.9 or from specific performance of the service/works within the period in the relevant written instruction.*

## **25. SUSPENSION OF THE SERVICES**

**24.1** *The Service Provider shall, on the written order of the Service Manager, suspend the provision of the Services or any part thereof for such time or times and in such manner as the Service Manager shall order and shall, during such suspension, properly protect the Services so far as is necessary.*

**24.2** *If the Service Provider is instructed in writing by the Service Manager to suspend any or all of the Services, the Service Provider shall re-schedule the relevant Services. For the duration of such suspension all penalties applicable to that Service will be waived. Should the Service Provider suffer any additional costs resulting from such suspension, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider shall prove his claim and that he has taken all reasonable steps to mitigate the additional costs.*

**24.3** *If the Service Provider is unable to render any of the Services for any reason other than an instruction by the Employer to suspend the Services in terms of clause 24.1, the Employer shall not be liable for any claim of whatever nature, including a claim for costs, by the Service Provider.*

## **26. PENALTY FOR NON-PERFORMANCE**

**25.1** *The Service Provider shall be liable for a performance deduction, if the Service Provider in rendering any of the Services required under the Scope of Works, as amended from time to time,*

*25.1.1 delays in performing any of the Services;*

*25.1.2 fails to perform any of the Services;*

*25.1.3 fails to perform any of the Services to the standard required in the Scope of Works, as amended from time to time.*

**25.2** *The performance deduction shall be calculated in accordance with the formula detailed in the Scope of Works.*

**25.3** *The Service Provider shall not be liable for a performance deduction, if the Service Provider is unable to perform due to no fault of his own, his employees, agents or representatives.*

## **27. PAYMENTS**

**26.1** *The Service Manager will evaluate the Service Provider's performance on a monthly basis.*

**26.2** *The Service Provider shall submit a monthly certificate taking into account the following:*

*26.2.1 the assessment of the Services rendered during the assessment month, including routine services, management fees, and services using call down rates;*

*26.2.2 adjustments in terms of the pricing data;*

*26.2.3 additional work rendered by the Service Provider;*

*26.2.4 CPAP adjustment where stated in the Contract Data; and*

26.2.5 VAT. Vat will be indicated separately in all documents.

- 26.3 *If the Service Provider elects a security of 2,5% retention, or a 1,25% cash and 1,25% retention, then 5% of all moneys (excl. VAT) in the monthly certificate assessed by the Service Manager as being due to the Service Provider will be retained until such time as the amount retained equals 2.5% or 1,25%, whichever is applicable, of the Contract Sum (excl. VAT)*
- 26.4 *The monthly certificate shall be supported by a detailed report substantiating the Services rendered at each Facility during the month under assessment.*
- 26.5 *The monthly certificate shall be assessed by the Service Manager. If the Service Manager agrees with the certificate, he will issue a statement within 14 days of the receipt of the certificate, taking into account inter alia the following:*
- i. Deductions for penalties;
  - ii. Deductions for overpayments;
  - iii. Deductions for retention
  - iv. Deductions for damages.
- 26.6 *The Service Provider shall, on receipt of the statement referred to in 26.5, issue to the Employer a tax invoice in the amount reflected in the statement. The Employer shall effect payment to the Service Provider within 16 days of receipt of the tax invoice.*
- 26.7 *If the Service Manager does not agree with the certificate issued by the Service Provider in terms of Clause 26.2, the Service Manager shall within 14 days of receipt of the certificate, issue a statement in the amount to which the Service Manager agrees and shall give reasons for rejecting the balance of the claim indicated in the statement.*
- 26.8 *The Service Provider shall furnish the Employer with a tax invoice in the amount indicated in the statement referred to in Clause 26.7.*
- 26.9 *With regards to the claim in dispute, the Service Provider may, within 14 days of the Service Manager issuing the statement referred to in 26.7, submit a revised certificate or a justification for his claim or declare a dispute in terms of 34.*
- 26.10 *If it is later resolved that the amount in dispute or any part thereof is owing to the Service Provider, the Employer shall be liable for interest thereon from 30 days after the issue of the relevant monthly certificate referred to in 26.2 until the date of payment at the interest rate determined from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.*
- 26.11 *All the work shall be evaluated in accordance with the provisions of the Pricing Data.*
- 26.12 *In assessing the quality of the work presented by the Service Provider, the Employer may enlist the assistance of third persons. In assessing the work the third person shall act reasonably. The selection of such third persons shall be in the absolute discretion of the Employer and the Service Provider shall abide by such selection.*
- 26.13 *Any and all extra costs incurred by the Service Provider, resulting from the Service Provider having to address and/or rectify queries arising from a claim submitted in respect of work done, shall be for the account of the Service Provider.*
28. **RELEASE OF SECURITY**
- 27.1 *If the Service Provider has furnished a security by way of a variable guarantee of 2.5% of the Contract Sum (excl. VAT), the security will be reduced and be released in accordance with the provisions of such variable guarantee.*
- 27.2 *If the Service Provider elects to furnish a security by way of a cash deposit of 2.5% of the Contract Sum (excl. VAT), then the security will be released as follows:*

**27.2.1** *annually in equal portions, subject to 27.2.2 and 27.2.3;*

**27.2.2** *95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;*

**27.2.3** *the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.*

**27.3** *If the form of security selected is:*

- (a) a retention of 2.5% of the Contract Sum (excl. VAT); or*
- (b) a 1,25% cash deposit and a 1,25% retention of the Contract Sum (excl. VAT),*

*then security will only be released after the 2,5% or 1,25% retention respectively has been accumulated, as follows:*

**27.3.1** *annually in equal portions, subject to 27.3.2 and 27.3.3;*

**27.3.2** *95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;*

**27.3.3** *the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.*

## **29. OVERPAYMENTS**

**28.1** *If any overpayment of whatever nature is made to the Service Provider, the Service Provider shall be obliged to repay such amount to the Employer and the Employer shall be entitled to deduct such over payment from any amount due to the Service Provider, in respect of this Contract or any other contract, which the Employer may have with the Service Provider. The Employer shall be entitled to claim interest on any and all overpayments made to the Service Provider at the rate prescribed, from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.*

## **30. COMPLETION**

**28.1** *At the expiry of the Service Period the Service Manager shall furnish the Service Provider with a written list of Employer's Assets and Data handed over at commencement of the Contract and accumulated during the Contract Period.*

**29.2** *At the expiry of the Contract Period, the Service Manager shall issue to the Service Provider a Certificate of Completion.*

**29.3** *Upon the issue of a Certificate of Completion, unless otherwise provided in the Contract:*

**29.3.1** *The Guarantee shall be returned, if applicable.*

**29.3.2** *The final cash deposit or retention, whichever is applicable, shall be reduced to zero.*

## **31. ASSIGNMENT**

**30.1** *The rights and obligations of the Parties in terms of this Contract shall not be ceded, assigned, delegated, or otherwise transferred, by either Party to any person outside of the Service Provider and the Employer, save with the prior written consent of the other Party.*

**30.2** *Each Party warrants that he is acting as a principal and not as an agent of an undisclosed principal.*

## **32. INDULGENCES**



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

### **33. OWNERSHIP AND PUBLICATION OF DOCUMENTS**

32.1 *The Employer will become the owner of the information, documents, advice, recommendations and reports collected, furnished and/or compiled by the Service Provider during the course of, and for the purposes of executing this Contract, all of which will be handed over to the Employer, unless otherwise stipulated in the Contract, within ten (10) days of request therefor, but in any event on the termination and/or cancellation of this Contract for whatever reason. The Service Provider relinquishes its retention or any other rights to which it may be entitled.*

32.2 *The copyright of all documents, recommendations and reports compiled by the Service Provider during the course of and for the purposes of finalising Services, and the Contract as a whole, will vest in the Employer, and may not be reproduced or distributed or made available to any person outside the Employer's service, or to any institution in any way, without the prior written consent of the Employer. The Employer shall have the right to use such material for any other purpose without the approval of, notification to or payment to the Service Provider.*

32.3 *The copyright of all electronic aids, software programmes etc. prepared or developed in terms of this Contract shall be vested in the Employer, who shall have the right to use such material for any other purpose without the approval of, information or payment to the Service Provider.*

32.4 *In case of the Service Provider providing documents or material to the Employer, the development of which has not been at the expense of the Employer, copyright shall not be vested in the Employer. The Service Provider shall be required to indicate to which documents and/or materials this provision applies.*

32.5 *The Service Provider hereby indemnifies the Employer against any action or claim that may be instituted against the Employer and for any damages suffered or legal costs (including costs on an attorney and client scale) incurred on the grounds of an alleged infringement of any copyright or any other intellectual property right in connection with the work outlined in this Contract.*

32.6 *All information, documents, recommendations, programmes and reports collected or compiled must be regarded as confidential and may not be communicated or made available to any person outside the Employer's service and may not be published either during the currency of this Contract or after termination thereof without the prior written consent of the Employer.*

### **34. BREACH OF CONTRACT**

33.1 *In the event of a breach by the Service Provider of any of the terms and conditions of this Contract, the Employer shall issue a notice of non-compliance requiring compliance within 10 (ten) days. In the event that the Service Provider fails to remedy such breach on expiry of the notice period, then the Employer shall without prejudice to any other rights that it may have, be entitled to exercise any or all of the following rights:*

33.1.1 *Enforce strict compliance with the terms and conditions of the Contract;*

33.1.2 *To terminate this Contract without prejudice to any other rights it may have;*

33.1.3 *To suspend further payments to the Service Provider;*

33.1.4 *To appoint other service providers to complete the execution of the Services, in which event the Service Provider shall be held liable for costs incurred in connection*

*with and arising from the appointment of such a service provider as well as damages suffered.*

33.2 *The Service Provider agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the project as a whole.*

33.3 *In the event of breach by the Employer of the terms and conditions of this Contract, and in the event of the Employer remaining in breach after ten (10) days' written notice calling for rectification of the breach, the Service Provider shall be entitled to:*

33.3.1 *enforce strict compliance with the terms and conditions of the Contract; or*

33.3.2 *terminate the Contract by delivering written notice to the Employer to that effect to the extent that such breach is of a material term of this Contract.*

### 35. **STOPPAGE AND/OR TERMINATION OF CONTRACT**

34.1 *The Employer reserves the right to terminate this Contract or temporarily stop the Services, or any part thereof, at any stage of completion.*

34.2 *The Employer shall have the right to terminate this Contract without prejudice to any of its rights upon the occurrence of any of the following acts:*

34.2.1 *on breach of this Contract by the Service Provider as stipulated in Clause 33;*

34.2.2 *on commencement of any action for the dissolution and/or liquidation of the Service Provider, except for purposes of an amalgamation or restructuring approved in advance by the Employer in writing;*

34.2.3 *if the Service Provider receives a court order to be placed under judicial management or to commence liquidation proceedings that is not withdrawn or struck out within five (5) days;*

34.2.4 *if the Service Provider informs the Employer that it intends to cease performing its obligations in terms of this Contract;*

34.2.5 *if the Service Provider informs the Employer that it is incapable of completing the Services as described; or*

34.2.6 *if in the opinion of the Employer the Service Provider acted dishonestly;*

34.3 *The Employer reserves the right to, even in the absence of breach or the events referred to in 34, terminate this Contract at any time, by giving one (1) calendar month written notice to the Service Provider.*

34.4 *Further, the Contract shall be considered as having been terminated:*

34.4.1 *where the Employer stops the Contract and/or the Project and instructions to resume or reinstate the Services are not issued within twelve (12) months of the instruction; or*

34.4.2 *if instructions, necessary for the Service Provider to continue with the Services after a stoppage instruction, are not received from the Employer within three (3) months after such instructions were requested by the Service Provider.*

34.5 *Should the Contract between the Employer and the Service Provider, or any part thereof, be terminated by either of the Parties due to reasons not attributed to the Service Provider:*

34.5.1 *The Service Provider will be remunerated for the appropriate portion of the Services satisfactorily completed, calculated in accordance with the agreed rates.*

**34.5.2** *Invoices for work done shall be submitted to the Employer within three (3) months after the termination of the Contract, failing which the Employer will not be obliged to pay same.*

**34.5.3** *The Service Provider shall not be entitled to advance a right of retention or any similar right if this Contract is terminated and specifically agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the Contract as a whole.*

## **36. DISPUTE RESOLUTION**

**35.1** *In the event of a dispute, the Parties shall endeavour to resolve such dispute through negotiation, in good faith.*

**35.2** *If the Parties fail to resolve a dispute through negotiation as mentioned in 35.1, within 14 days of a dispute being declared, the Parties may by written agreement refer the matter to mediation.*

**35.3** *The mediator shall be a person agreed to by the Parties, failing agreement, the President: South African Facilities Management Institute shall nominate the mediator.*

**35.4** *Whether or not mediation resolves the dispute and irrespective of the outcome of thereof, the Parties shall bear their own costs arising from the mediation and shall equally share the costs of the mediator and related costs. The mediator and the Parties shall, before the commencement of the mediation, agree on a scale of fees on which the mediator's fees will be based.*

**35.5** *The Parties shall appoint the mediator within 21 days of agreeing to mediate.*

**35.6** *On appointment of the mediator, the Parties shall jointly with the mediator decide on the procedure to be followed, representation, dates and venue for the mediation.*

**35.7** *If the dispute or any part thereof is settled, the agreement shall be recorded by the mediator and signed by both Parties. The agreement shall be binding on the Parties to the extent that it correctly records the issues agreed upon between the Parties.*

**35.8** *If the dispute or any part thereof remains unresolved, it may be resolved by litigation proceedings.*

**35.9** *If the mediator or any Party, at any time during the mediation process, is of the opinion that the mediation will not resolve the dispute, then he may in writing stop the mediation process. The dispute may then be dealt with in terms of 35.8.*

**35.10** *Notwithstanding anything else herein contained to the contrary, it is agreed that irrespective of the fact that the dispute is referred to negotiation, mediation or litigation in court, the decision of the Employer on the dispute involved will immediately be given effect to by the Service Provider and the Service Provider shall proceed with the Services with all diligence unless the Parties agree otherwise in writing.*

## **37. GENERAL**

**36.1** *This is the entire Contract between the Parties and may only be amended if reduced to writing and signed by the duly authorised representatives of both Parties, whereafter such amendments will take effect.*

**36.2** *The Contract shall be governed by, construed and interpreted according to the law of the Republic of South Africa.*

38. *DOMICILIUM CITANDI ET EXECUTANDI*

- 37.1 *The domicilium citandi et executandi of the Parties for all purposes arising from this Contract for the service of notices and legal process shall be as specified by the Parties in the Contract Data.*
- 37.2 *Each of the Parties shall be entitled at any time by way of written notice to the other Party, to change its domicilium citandi et executandi to another physical address.*
- 37.3 *Any notice in terms of the conditions of the Agreement must either be:*
- 37.3.1 *delivered by hand during normal business hours of the recipient; or*
- 37.3.2 *sent by prepaid registered post to the address chosen by the addressee.*
- 37.4 *A notice in terms of the provisions of this Agreement shall be considered to be duly received:*
- 37.4.1 *if hand-delivered on the date of delivery;*
- 37.4.2 *if sent by registered post as indicated in clause 37.3.2 above, ten (10) days after the date it was posted, unless the contrary is proved.*
- 37.5 *Notwithstanding anything to the contrary contained or implied in this Agreement, the written notice or communication actually received by one of the Parties from the other, including by way of facsimile transmission, shall be adequate written notice or communication to such Party.*
- 37.6 *Any notice, request, consent, or other communication made between the Parties pursuant to the Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one day after being sent by facsimile to such Party at the number specified in the Contract Data or one week after being sent by registered post to the addressee specified in the Contract Data.*

## TESTIMONIAL TEMPLATE (1)

This format is provided as a guideline for the compilation of the testimonial/ reference letters only. Bidders may use their own formats.

Please note: This testimonial must be completed by client/ Employer on behalf of the bidder

1. Testimonial for (name of bidder) \_\_\_\_\_

2. Name of Client/ Employer: \_\_\_\_\_

3. Project description \_\_\_\_\_

4. Contract start date \_\_\_\_\_

5. Contract end date or Practical Completion date: \_\_\_\_\_

6. Contract duration \_\_\_\_\_

7. Contract Sum \_\_\_\_\_

8. Percentage completion of the contract: \_\_\_\_\_%

(The percentage completion **must** be completed in the case of contract which has not yet reached completion or practical completion at the closing date of the bid)

9. Percentage of R- value of the Contract Sum spent to date: \_\_\_\_\_%

(The percentage R-value of the contract sum spent to date **must** be completed in the case of contract which has not yet reached completion or practical completion at the closing date of the bid)

10. Client contact number \_\_\_\_\_

11. Client physical address \_\_\_\_\_

12. Client e-mail address \_\_\_\_\_

13. Performance rating of the bidder in respect of 1) quality, 2) time and 3) adherence to Contractual obligations (complete table below)

Description	Rating of Bidder's performance				
	Rating: 1 Unacceptable performance	Rating: 2 Performance not unacceptable, but needs Improvement	Rating: 3 Satisfactory Performance	Rating: 4 Above Satisfactory performance	Rating: 5 Excellent performance
1. Quality of work					
2. Time					
3. Adherence					

14. Client signature \_\_\_\_\_

15. Date of testimonial \_\_\_\_\_

Client Stamp here

## TESTIMONIAL TEMPLATE (2)

This format is provided as a guideline for the compilation of the testimonial/ reference letters only. Bidders may use their own formats.

Please note: This testimonial must be completed by client/ Employer on behalf of the bidder

16. Testimonial for (name of bidder) \_\_\_\_\_

17. Name of Client/ Employer: \_\_\_\_\_

18. Project description \_\_\_\_\_

19. Contract start date \_\_\_\_\_

20. Contract end date or Practical Completion date: \_\_\_\_\_

21. Contract duration \_\_\_\_\_

22. Contract Sum \_\_\_\_\_

23. Percentage completion of the contract: \_\_\_\_\_ %

(The percentage completion **must** be completed in the case of contract which has not yet reached completion or practical completion at the closing date of the bid)

24. Percentage of R- value of the Contract Sum spent to date: \_\_\_\_\_ %

(The percentage R-value of the contract sum spent to date **must** be completed in the case of contract which has not yet reached completion or practical completion at the closing date of the bid)

25. Client contact number \_\_\_\_\_

26. Client physical address \_\_\_\_\_

27. Client e-mail address \_\_\_\_\_

28. Performance rating of the bidder in respect of 1) quality, 2) time and 3) adherence to Contractual obligations (complete table below)

Description	Rating of Bidder's performance				
	Rating: 1 Unacceptable performance	Rating: 2 Performance not unacceptable, but needs Improvement	Rating: 3 Satisfactory Performance	Rating: 4 Above Satisfactory performance	Rating: 5 Excellent performance
4. Quality of work					
5. Time					
6. Adherence					

29. Client signature \_\_\_\_\_

30. Date of testimonial \_\_\_\_\_

Client Stamp here