



PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF CURTAINS AND BLINDS

Project title:	APPOINTMENT OF SERVICE PROVIDER FOR 12-MONTH TERM CONTRACT: SUPPLY AND INSTALLATION WINDOW TREATMENTS: CURTAINS AND BLINDS- LATORIA PARK
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Bid no:	CPTSC10/23		
Advertising date:	21/ 02/ 2024	Closing date:	13/ 03/ 2024
Closing time:	11:00	Validity period:	84 calendar days

1. FUNCTIONALITY CRITERIA APPLICABLE YES ☐ NO ☒

Note 1: Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality criteria: ¹	Weighting factor:
Total	100 Points

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	
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(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

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

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)
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2.1. Indicate which preference points scoring system is applicable for this bid:

☒ 80/20 Preference points scoring system	☐ 90/10 Preference points scoring system	☐ Either 80/20 or 90/10 Preference points scoring system
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¹The 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. RESPONSIVENESS CRITERIA

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

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, 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	☐	All parts of tender documents submitted must be fully completed in ink and signed where required
4	☒	Use of correction fluid is prohibited.
5	☒	Submission of PA-32: Invitation to Bid
6	☒	Submission of record of attending compulsory briefing session. (See paragraph 6 of the Terms of Reference). To view the standard of existing window treatments. The bidders must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive
7	☒	Submission of duly completed pricing schedule - The total bid price must be transferred to the PA-32 (Invitation to Bid). Failure to transfer the total bid price will render the bid non-responsive.
8	☐	Specify other responsiveness criteria
9	☐	<i>Specify other responsiveness criteria</i>
10	☐	<i>Specify other responsiveness criteria</i>
11	☐	<i>Specify other responsiveness criteria</i>

3.2. 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	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	☒	Submission of (PA-11): Bidder's disclosure.
4	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	☒	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.



7	☒	The bidder must submit three (3) completed projects in the supply and installation of window treatments(curtains and blinds) with the minimum contract value of R100 000.00 per project. The following documents must be submitted in relation to the above: 1. Appointment letter(s) with clear contract description, contract value, contract duration, and contact details. OR 2. Service Level Agreement with clear contract description, contract value, contract duration, and contact details. OR 3. Purchase order with clear contract description. The above documents must be accompanied by reference letters with contract value and be aligned with the submitted completed projects.
8	☐	Specify other responsiveness criteria
9	☐	Specify other responsiveness criteria
10	☐	Specify other responsiveness criteria

3.3. 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	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

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

☒

4.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO)



			which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



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

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

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
	3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
	4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
	OR			
	5. ☐	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

5. COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za

☒ Alternatively; Bid documents may be collected during working hours at the following address CUSTOMS HOUSE BUILDING, LOWER HEERENGRACHT STREET, FORESHORE, CAPE TOWN, ROOM 941. A non-refundable bid deposit of R 100 is payable, (Cash only) is required on collection of the bid documents.

☒ A **compulsory** pre bid meeting with representatives of the Department of Public Works will take place at Pelican Park Parliamentary Village, Buck Road, Ottery, Cape Town on 29/02/2024 starting at 11:00. Venue HALL. (if applicable)

6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

DPWI Project Manager	SOMIKAZI PITA	Telephone no:	021 402 2205
Cellular phone no	082 829 5864	Fax no:	
E-mail	somikazi.pita@dpw.co.za		

6.2. SCM enquiries may be addressed to:

SCM Official	Busisiwe Sondishe	Telephone no:	021 402 2242
Cellular phone no		Fax no:	
E-mail	busisiwe.sondishe@dpw.gov.za		

7. DEPOSIT / RETURN OF BID 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 bid document.

All tenders must be submitted on the official forms

BID DOCUMENTS MAY BE POSTED TO: THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X ATTENTION: PROCUREMENT SECTION: ROOM <i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i>	DEPOSITED IN THE TENDER BOX AT: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: CUSTOMS HOUSE BUILDING OR LOWER HEERENGRACHT STREET, FORESHORE, CAPE TOWN GROUND FLOOR- MAIN ENTRANCE
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PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CPTSC10/23	CLOSING DATE:	13/03/2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR 12-MONTH TERM CONTRACT: SUPPLY AND INSTALLATION OF WINDOW TREATMENTS: CURTAINS AND BLINDS- LATORIA PARK				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS). BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: CUSTOMS HOUSE BUILDING LOWER HEERENGRACHT STREET, FORESHORE, CAPE TOWN GROUND FLOOR- MAIN ENTRANCE					
OR POSTED TO:					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					

TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE (1 ALL APPLICABLE TAXES)	R
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:
DEPARTMENT/ PUBLIC ENTITY	CONTACT PERSON	
CONTACT PERSON	TELEPHONE NUMBER	
TELEPHONE NUMBER	FACSIMILE NUMBER	
FACSIMILE NUMBER	E-MAIL ADDRESS	
E-MAIL ADDRESS		

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

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

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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

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

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

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

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

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

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

Note Well:

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

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

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

YES / NO

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

Full Name	Identity Number	Name of State institution

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

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

YES / NO

2.2.1 If so, furnish particulars:

.....
.....

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

YES / NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

(Project description as per Bid / Tender Document)

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

2. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

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

Note:

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

ENTERPRISE STAMP

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

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

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

(Project description as per Bid /Tender Document)

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

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

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

Physical address: _____

_____ (code)



PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

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

Note:

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

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ (place)

on _____ (date)

RESOLVED that:

RESOLVED that:

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

(Project description as per Bid /Tender Document)

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

B. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid 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: _____

PA-15.3: Special Resolution of Consortia or Joint Ventures

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

Note:

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).

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 Preference Points System to be applied

(tick whichever is applicable).

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

1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

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

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

1.5 Breakdown Allocation of Specific Goals Points

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

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and

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



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

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	Official Municipal Rates Statement which is in the name of the bidder. Or Any account or statement which is in the name of the bidder.

			Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.



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

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and

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

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

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal

- of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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:

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: CPTSC10/23

Name of Tenderer

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

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

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

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

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no:

2. DECLARATION:

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

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

Signed by the Tenderer

Name of representative	Signature	Date



DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

Project title:	<i>Appointment of service provider for 12 months term contract: Supply and installation of window treatments: curtains and blinds: Laboria Park</i>		
Tender / Quotation no:	CPTSC10/23	Reference no:	N/A
Closing date:	13/03/2024		

This is to certify that I, _____ representing

_____ in the capacity of

_____ visited the site on: **29/02/2024**

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A SERVICE PROVIDER

FOR THE

RENDERING

OF

**APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN, AND
INSTALL WINDOW TREATMENTS IN THE
PARLIAMENTARY VILLAGE: LABORIA PARK**

FOR THE

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE: CAPE TOWN:

IN THE

WESTERN CAPE

FOR A

PERIOD OF 12 MONTHS

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

1. INTRODUCTION

- 1.1 The Department of Public Works and Infrastructure (DPWI) invites service providers (SP) to respond to this tender requirement to bid on window treatments (service, supply and install curtains, blinds, and other related window treatment accessories).

2. BACKGROUND

- 2.1 The Department of Public Works and Infrastructure (DPWI) is the custodian of all the National Government's immovable assets, this includes the determination of accommodation requirements, and rendering expert built environment services to client Departments, the acquisition, maintenance, and disposal of such assets.
- 2.2 The Department then carries these responsibilities through various units within it, allowing the Prestige Property Management Unit to provide residential accommodations, acquisitions, provision, and maintenance as outlined in the Ministerial Handbook (such as general maintenance and renovations, the provision of furniture and appliances, etc.)
- 2.3 The Prestige Property Management Unit mandated with the above responsibilities by the Department has adopted a term contract-based approach to fulfill its mandate.

3. OBJECTIVE AND DURATION OF CONTRACT

- 3.1 This request aims to appoint a service provider with experience in the supply and installation of window treatments and other related window dressing services.

4. PURPOSE

- 4.1 The service referred to in the above background and context ensures that the following DPWI requirements are met, with regard to service delivery to its clients:

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

- The goods and services are to be delivered for a fixed period of twelve months on request;
- Rehabilitation of existing window treatments i.e. curtains and blinds
- To replace damaged curtains and blinds with options similar to or equal to the standard of window treatments in DPWI residences and offices, detailed specifications will be provided for each request.
- Fabric options as per clients' approval.
- Window treatments are to be installed within a maximum of 60 days.
- Curtains and blinds that have reached their lifespan are to be removed and delivered to the specified storage space.
- Provide standardized and consistent service to clients.

5. SUBMISSION REQUIREMENTS

- 5.1 Bidders must comply strictly with the Basic Conditions of Employment Act (BCEA), Act 75 of 1997, as amended, and any applicable sectorial determination in regard to salaries and wages

6. COMPULSORY SITE BRIEFING

- 6.1 The bidders representative attending compulsory briefing and viewing of existing window treatments must bring along with them identity documentation (SA ID) which will enable them to gain access at a National key point site.
- 6.2 Site briefing address: Laboria Park, Parliamentary Village, Accordion Street, Belhar, Cape Town.

7. CONTRACTUAL ASPECTS

- 7.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

- 7.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.
- 7.3 The bid document, together with the specifications contained in this document, shall constitute part of the Contract.
- 7.4 Bidders shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect by the Department.
- 7.5 The successful bidder must write to the Regional Manager: Department of Public Works and Infrastructure immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 7.5.1 Full particulars of such circumstances as well as the period of delay must be furnished.

8. NATURE AND SCOPE OF SERVICES TO BE RENDERED

- 8.1 The brief specifics of the scope of work are intended to serve as minimum requirements for the service provider to undertake the service.
- 8.2 Should any part be missing or duplicated or the reproduction illegible or doubt exists as to the full intent of the meaning of any description, or the document contain obvious errors, the bidder shall seek a directive in writing from DPWI
- 8.3 The text of this specification or any document prepared by the Department will be adhered to and no alteration, erasure, omission, or addition thereto by the bidder will be recognized.

9. UNCERTAINTY ABOUT THE SCOPE OF WORK

All enquiries about the scope of work will be addressed in writing.

10. SECURITY CLEARANCE

- 10.1 The successful bidder and employees will be subjected to a positive security clearance.

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

- 10.2 If any of the bidder's employees are not cleared, they will not be allowed to access Parliamentary Villages.
- 10.3 It is the bidder's responsibility to make sure all staff complies with all requirements.
- 10.4 Only South African citizens will be allowed to enter Parliamentary Villages and any DPWI Prestige properties.

11. MANAGEMENT OF THE CONTRACT

- 11.1 The successful bidder shall undertake to;
 - 11.1.1 Arrange with the DPWI officials to execute the required services.
 - 11.1.2 Take adequate precautions to prevent damage to buildings, furnishings, or fittings belonging to the Department.
 - 11.1.3 Accept liability and indemnify the DPWI against any loss of life/ claims whatsoever arising from his/her conduct and /or that of the bidder's employees.
 - 11.1.4 Safeguard all employees in accordance with the regulations of the Unemployment Insurance Act 1966 (Act 30 of 1966) and any amendments thereof.
 - 11.1.5 All employees must wear identification bibs or t-shirts/tops with the company logo as well as name tags while on site.

12. SERVICE DELIVERY AND MAINTENANCE

- 12.1 The production process of all curtains, blinds, and accessories adheres to the attached DPWI soft furniture manual's basic conditions.
- 12.2 All window treatments referred to in this document are in referral to either photographs, existing samples, or exact representations that can be viewed.
- 12.3 In the event of faulty items being removed from the site for the period of repairs, a backup unit similar to or better than the original unit will be installed on-site until the original units are returned at no charge to the department.
- 12.4 The successful service provider must take full responsibility for all services provided in each residential unit.

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

- 12.5 There must be a helpdesk or a contact person to report all queries to by DPWI.
- 12.6 The service provider must have a reporting system and need to indicate what is the MTTD(mean time to deliver) on all curtains, blinds, and accessories, starting from the time the call is logged.
- 12.7 Spare curtains and related items must be available at all times to ensure the required MTTD.
- 12.8 The service provider shall be responsible for the loss or damage of goods in their possession or in transit.

13. RESPONSIBILITY

- 13.1 The successful bidder will be appointed for one year (12 months) to provide the services.

14. PRICING

- 14.1 Bidders must submit details regarding the bid price for the services on the Pricing **SCHEDULE A** which must be submitted together with the bid documents.
- 14.1 The successful bidder will receive requests for quote (RFQ) with specifications to complete as and when there is a need to install window treatments.

15. ORDERS

- 15.1 The specification and other submitted bid documents and the order will constitute the Contract between the successful bidder and the Department.

16. DELIVERY PERIOD

- 16.1 The service provider will be required to submit periodic progress reports about the delivery of goods or services.

17. DISCLAIMER

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

18. ABSENCE OF OBLIGATION

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

19. DEFAULT / BREACH OF CONTRACT AND CANCELLATION OF THE CONTRACT

- 19.1 In the case where the successful bidder fails to commence with the contracted work/service within seven (7) days of receiving an official notification, the Department may cancel the contract.
- 19.2 The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- 19.3 The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery.
- 19.4 Notwithstanding any other provision contained herein, the Department shall be entitled to terminate this contract in the event of a written notification during the currency of this contract having been furnished to the contractor requiring the latter to remedy his / her default.
- 19.5 The Department reserves the right to do random spot checks on delivered goods and services, the bidder will accept this as part of the tender expense and not hold DPWI accountable for any repairs.

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

19.6 For purposes of this contract a "written notification" shall include a notification transmitted by e-mail or written letter.

20. OTHER

Enquiries can be directed as follows:

Bid Enquiries : Ms. Busisiwe Sondiwe
Tel: (021) 402 2242
busisiwe.sondiwe@dpw.gov.za

Specification Enquiries : Ms. S Pita
Tel: 082 8295 864
somikazi.pita@dpw.gov.za

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DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

21. SPECIFIC SCOPE OF WORK

In order to assist DPWI with the stated objective. The service provider is expected to deliver on the tasks and key deliverables as described herein in **SCHEDULE 1**.

SPECIFICATIONS: REFER TO SCHEDULE 1

22. MAINTENANCE OF BLINDS, CURTAINS AND OTHER RELATED ITEMS

22.1 The service provider is to conform to general specifications in Schedule 1.

23. SUPPLY AND INSTALLATION OF BLINDS

23.1 The service provider is to conform to general specifications in Schedule 1.

23.2 Schedule 1: windows and doors dimensions are to be viewed as estimates and used as a guide, it is the bidder's responsibility to confirm all dimensions.

23.3 The service provider will be required to replace blinds and accessories that can no longer be refurbished.

23.4 To supply and install blinds accessories according to the basic conditions of the DPWI soft furniture manual attached.

23.5 Delivery and installations are to be done within a specified time frame but not exceed 30 days from the time of placing a request.

24. MAKING AND INSTALLATION OF CURTAINS

24.1 The service provider is to conform to general specifications in Schedule 1.

24.2 Schedule 1: windows and doors dimensions are to be viewed as estimates and used as a guide, it is the bidder's responsibility to confirm all dimensions.

24.3 The service provider will be required to replace curtains and accessories that can no longer be refurbished.

24.4 To make and install curtains, and accessories according to the basic conditions of the DPWI soft furniture manual attached and detailed specifications per request.

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

- 24.5 Delivery and installations are to be done within a specified time frame but not exceed 30 days from the time of placing a request.

25. WARRANTY AGAINST DEFECTS

- 25.1 The successful bidder shall be obliged to repair, free of charge, any defect that includes loose stitching or uneven headings and other material failings in the subject matter of this tender for a period of twelve months calculated from the date of installation thereof.
- 25.2 If a total of more than ten percent of the window treatment installed show the same manufacturing and installation failings, those items will be in total returned to the manufacturer/ bidder for complete replacement.
- 25.3 In signing this document, tenderers accept this guarantee stipulation and undertake to repair manufacturing failings and return the said items within five (5) working days from the date of fetching from a site.

26. SAMPLES BY THE APPOINTED SERVICE PROVIDER

- 26.1 The successful service provider is under obligation to deliver sample/s of specified window treatment when requested i.e. fabric and other details of a curtain specified; rods; finials; rail and brackets under offer.
- 26.2 The successful service provider will be required to deliver samples upon request for evaluation purposes.
- 26.3 The Department of Public Works and Infrastructure (DPWI) reserves the right to exercise a detailed design, quality, and workmanship on all samples submitted. The bidder will accept this as part of the tender expense and not hold DPWI accountable for any repairs to the delivered samples.
- 26.4 The successful service provider's samples shall be suitably marked with the service provider's name, and number, and must be despatched in time to reach The Department of Public Works and Infrastructure (DPWI) address as stipulated in the bid documents on or before the given delivery date.

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DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

- 26.5 The Department of Public Works and Infrastructure (DPWI) reserves the right to retain samples furnished by the service provider.
- 26.6 Payment will not be made for samples that may be retained for the purpose of checking the quality and workmanship of goods and services delivered in the execution of a contract.

ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS:

DEPOSITED IN THE TENDER BOX AT:

DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE:
CUSTOMS HOUSE BUILDING
LOWER HEERENGRACHT STREET,
FORESHORE, CAPE TOWN
GROUND FLOOR- MAIN ENTRANCE

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

SCHEDULE A

PRICING SCHEDULE

LABORIA PARK PARLIAMENTARY VILLAGE

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID
2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS

DESCRIPTION (WINDOW TREATMENTS)	QUANTITY	UNIT PRICE (per unit) <u>EXCLUDING</u> <u>VAT</u>	TOTAL UNIT PRICE FOR THE FULL QUANTITY REQUIRED <u>EXCLUDING VAT</u>
EXAMPLE: (Quantity multiplied by the unit price to get total unit price excluding VAT)		R2.00 Each EXCLUDING VAT	R12.00 EXCLUDING VAT
1. MAKE AND INSTALL LINED EYELET CURTAINS; 1.1 Lining options A, B &C 1.2 Option A fabric 1.3 Rod, brackets, and end caps 2000mm(w) X 1200mm(w)-1500mm(h) Floor to cornice 2500mm(h)	20	R	R
2. MAKE AND INSTALL LINED EYELETS CURTAINS; 2.1 Lining options A, B &C 2.2 Option B fabric 2.2 Rod, brackets, and end caps 2000mm(w) X 1200-1500mm(h) Floor to cornice 2500mm(h)	20	R	R
3. MAKE AND INSTALL LINED EYELET CURTAINS; 3.1 Lining options A, B &C 3.2 Option C fabric 3.3 Rod, brackets, and end caps 2000mm(w) X 1200mm(w)-1500mm(h) Floor to cornice 2500mm(h)	20	R	R
4. MAKEAND INSTALL SHEER PINCH PLEAT CURTAINS 4.1 single track and brackets 4.2 Option A &B fabric 2000mm(w) X 1200mm(w)-1500mm(h) Floor to cornice 2500mm(h)	85	R	R
5. MAKE AND INSTALL LINED EYELET CURTAINS; 5.1 Lining options A, B &C 5.2 Option A fabric 5.3 Rod, brackets, and end caps 500mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	25	R	R

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DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID 2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS			
6. MAKE AND INSTALL LINED EYELET CURTAINS; 6.1 Lining options A, B &C 6.2 Option B fabric 6.3 Rod, brackets, and end caps 500mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	25	R	R
7. MAKE AND INSTALL LINED EYELET CURTAINS; 7.1 Lining options A, B &C 7.2 Option C fabric 7.3 Rod, brackets, and end caps 500mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	25	R	R
8. MAKE AND INSTALL SHEER PINCH PLEAT CURTAINS 8.1 single track and brackets 8.2 Option A & B fabric 500mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	50	R	R
9. MAKE AND INSTALL LINED EYELET CURTAINS; 9.1 Lining options A, B &C 9.2 Option A fabric 9.3 Rod, brackets, and end caps Door: 1300mm(w) X 2100mm(h) Floor to cornice 2500mm(h)	20	R	R
10. MAKE AND INSTALL LINED EYELET CURTAINS; 10.1 Lining options A, B &C 10.2 Option B fabric 10.3 Rod, brackets, and end caps Door: 1300mm(w) X 2100mm(h) Floor to cornice 2500mm(h)	20	R	R
11. MAKE AND INSTALL LINED EYELET CURTAINS; 11.1 Lining options A, B &C 11.2 Option C fabric 11.3 Rod, brackets, and end caps Door: 1300mm(w) X 2100mm(h) Floor to cornice 2500mm(h)	20	R	R
12. MAKE AND INSTALL SHEER PINCH PLEAT CURTAINS 12.1 single track and brackets 12.2 Option A & B fabric Door: 1300mm(w) X 2100mm(h) Floor to cornice 2500mm(h)	20	R	R
NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID			

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS			
13. MAKE AND INSTALL LINED EYELET CURTAINS; 13.1 Lining options A, B &C 13.2 Option A fabric 13.3 Rod, brackets, and end caps 1000mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	20	R	R
14. MAKE AND INSTALL LINED EYELET CURTAINS; 14.1 Lining options A, B &C 14.2 Option B fabric 14.3 Rod, brackets, and end caps 1000mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	20	R	R
15. MAKE AND INSTALL LINED EYELET CURTAINS; 15.1 Lining options A, B &C 15.2 Option C fabric 15.3 Rod, brackets, and end caps 1000(w) X 1500mm(h) Floor to cornice 2500mm(h)	20	R	R
16. MAKE AND INSTALL LINED EYELET CURTAINS; 16.1 Lining options A, B &C 16.2 Option A fabric 16.3 Rod, brackets, and end caps 1500mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	15	R	R
17. MAKE AND INSTALL LINED EYELET CURTAINS; 17.1 Lining options A, B &C 17.2 Option B fabric 17.3 Rod, brackets, and end caps 1500mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	15	R	R
18. MAKE AND INSTALL LINED EYELET CURTAINS; 18.1 Lining options A, B &C 18.2 Option C fabric 18.3 Rod, brackets, and end caps 1500mm(w) X 1500mm(h) Floor to cornice 2500mm(h)	15	R	R
19. MAKE AND INSTALL PVC VENETIAN BLINDS 1000mm (w) X 1200mm(h)	25	R	R
20. MAKE AND INSTALL PVC VENETIAN BLINDS 1500mm (w) X 1500mm(h)	50	R	R
21. MAKE AND INSTALL PVC VENETIAN BLINDS 1000mm (w) X 1500mm(h)	200	R	R
NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID			

CAPE TOWN: APPOINTMENT OF A SERVICE PROVIDER TO MAKE, SERVICE, CLEAN AND INSTALL WINDOW TREATMENTS IN PARLIAMENTARY VILLAGE: LABORIA PARK: 12 MONTH TERM CONTRACT AS AND WHEN NEEDED.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE:

2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS			
22. MAKE AND INSTALL PVC VENETIAN BLINDS 500mm (w) X 1500mm(h)	40	R	R
23. MAKE AND INSTALL PVC VENETIAN BLINDS 500mm (w) X 900 mm(h)	15	R	R
24. MAKE AND INSTALL PVC VENETIAN BLINDS 1000mm (w) X 600mm(h)	20	R	R
25. MAKE AND INSTALL PVC VENETIAN BLINDS 1500mm (w) X 600mm(h)	15	R	R
26. MAKE AND INSTALL PVC VENETIAN BLINDS 500mm (w) X 600mm(h)	20	R	R
27. SERVICE AND CLEAN A PAIR OF CURTAINS 1000mm(w) X 2500mm(h)	40	R	R
28. SERVICE AND CLEAN A PAIR CURTAINS 1600mm(w) X 2500mm(h)	150	R	R
29. SERVICE AND CLEAN A PAIR OF CURTAINS 2100mm(w) X 2500mm(h)	55	R	R
30. SERVICE AND CLEAN A PAIR OF CURTAINS 2500mm(w) X 2500mm(h)	80	R	R
31. SERVICE AND CLEAN BLINDS 500mm (w) X 600mm(h)	25	R	R
32. SERVICE AND CLEAN BLINDS 500mm (w) X 900mm(h)	25	R	R
33. SERVICE AND CLEAN BLINDS 1000mm (w) X 600mm(h)	25	R	R
SUB TOTAL:			R
VAT 15% (If VAT Vendor)			R
TOTAL OFFER (TO BE CARRIED OVER TO THE PA32)			R
THE TOTAL BID PRICE MUST BE TRANSFERRED TO THE PA-32 (INVITATION TO BID). FAILURE TO TRANSFER THE TOTAL BID PRICE WILL RENDER THE BID NON-RESPONSIVE.			

SCHEDULE 1

TO MAKE, SERVICE AND INSTALLATION OF WINDOW TREATMENTS: CURTAINS AND BLINDS:

EYELET CURTAINS:

TO MAKE AND INSTALL FLOOR-LENGTH LINED EYELET CURTAINS, 2.5 X FULLNESS.

PROFESSIONALLY INSERT STAINLESS STEEL EYELETS SIZE 40MM (NO EYELET TAPE)

(SEE THE PRODUCTION PROCESS OF ALL CURTAINS AND SOFT FURNITURE TO ADHERE TO THE BASIC CONDITIONS OF THE DPW SOFT FURNITURE MANUAL)

RODS, ENDCAPS, AND BRACKETS:

TO SUPPLY AND INSTALL 25MM DIAMETER STAINLESS STEEL ROD WITH STAINLESS STEEL FLAT END CAPS AND BRACKETS.

RODS TO ALLOW 300 MM MINIMUM STACK BACK ON EITHER SIDE OF THE WINDOW FOR CURTAINS.

RODS ARE TO BE INSTALLED JUST BELOW THE CORNICES.

WHERE 300MM MINIMUM STACK BACK DOES NOT ALLOW, SUPPLIERS SHOULD USE THEIR DISCRETION

PINCH PLEAT CURTAINS:

TO MAKE AND INSTALL TRIPLE PINCH PLEATED HEADING- FLOOR LENGTH LINED CURTAINS, 2.5 X FULLNESS. CURTAINS ARE TO BE INSTALLED ON SINGLE YOKOTA TRACKS OR SIMILAR HEAVY-DUTY TRACKS.

(SEE THE PRODUCTION PROCESS OF ALL CURTAINS AND SOFT FURNITURE TO ADHERE TO THE BASIC CONDITIONS OF THE DPW SOFT FURNITURE MANUAL)

PINCH PLEAT SHEER CURTAINS:

TO MAKE AND INSTALL TRIPLE PINCH PLEATED HEADING- FLOOR LENGTH UNLINED SHEER CURTAINS, 2.5 X FULLNESS. CURTAINS TO BE INSTALLED ON SINGLE YOKOTA TRACKS OR SIMILAR

CURTAINS ARE TO BE INSTALLED FLOOR LENGTHS ON SINGLE YOKOTA OR SIMILAR HEAVY-DUTY WALL FIX RAILS.

(SEE THE PRODUCTION PROCESS OF ALL CURTAINS AND SOFT FURNITURE TO ADHERE TO THE BASIC CONDITIONS OF THE DPW SOFT FURNITURE MANUAL)

SHOULD NOT BE SPLIT, SPLIT ONLY WHERE THERE ARE DOORS

SCHEDULE 1

TO MAKE, SERVICE AND INSTALLATION OF WINDOW TREATMENTS: CURTAINS AND BLINDS:

PERMANENTLY PLEATED SHEER CURTAINS:

MAKE AND INSTALL UNLINED CURTAINS WITH 3 X FULLNESS, HEADING TO BE PERMANENTLY PLEATED ON REGIS TAPE, AS PER NDPW EXAMPLE.

CURTAINS ARE TO BE INSTALLED FLOOR LENGTHS ON SINGLE YOKOTA OR SIMILAR HEAVY-DUTY WALL FIX RAILS.

(SEE THE PRODUCTION PROCESS OF ALL CURTAINS AND SOFT FURNITURE TO ADHERE TO THE BASIC CONDITIONS OF THE DPW SOFT FURNITURE MANUAL)

SHOULD NOT BE SPLIT, SPLIT ONLY WHERE THERE ARE DOORS

RAILS AND BRACKETS:

TO SUPPLY AND INSTALL SINGLE YOKOTA OR SIMILAR WALL FIX RAILS HEAVY-DUTY TRACKS TO ALLOW 300 MM MINIMUM STACK BACK ON EITHER SIDE OF THE WINDOW FOR SHEER CURTAINS. TRACKS/RAILS TO BE INSTALLED JUST BELOW THE CORNICES.

WHERE 300MM MINIMUM STACK BACK DOES NOT ALLOW, SUPPLIERS SHOULD USE THEIR DISCRETION

CURTAIN FABRIC: OPTIONS

OPTIONS A:

FABRIC COMPOSITION: 52% ACRYLIC; 46% POLYESTER, 2% LINEN

WIDTH: 280CM

DESIGN: Q29231 OLSO

WEIGHT 234gms/m2

COLOUR:16 PLATINUM OR 01 ONYX

OPTIONS B:

FABRIC COMPOSITION: 41% ACRYLIC; 59% POLYESTER, 2% LINEN

WIDTH: 280CM

DESIGN: Q29362 BAYSIDE

WEIGHT 229gms/m2

COLOUR:16 GREY

SCHEDULE 1

TO MAKE, SERVICE AND INSTALLATION OF WINDOW TREATMENTS: CURTAINS AND BLINDS:

OPTIONS C:

FABRIC COMPOSITION: 100% COTTON

WIDTH: 140CM

DESIGN: SOFTENED TWILL

WEIGHT 40.000 RUB TEST

COLOUR: LINEN OR TAUPE

LINING FABRIC OPTIONS:

OPTION A

FABRIC COMPOSITION: 100% COTTON;

WIDTH: 150CM

DESIGN: BULL DENIM

COLOUR: NATURAL

OPTION B

FABRIC COMPOSITION: 65- 70% COTTON & 30- 35% POLYESTER

WIDTH: 140CM

DESIGN: ACOUSTIC LINING

COLOUR: NATURAL

OPTION C

80%- 100% BLOCKOUT LINING

FABRIC COMPOSITION: 100% POLYESTER

SHEER CURTAINS FABRIC OPTIONS:

OPTION A

FABRIC COMPOSITION: 100% LINEN;

WEIGHT:151 G/M; 152 G/M²

WIDTH: 140CM- 300CM

COLOUR: SHADES OF WHITE (WHITE AND OFF-WHITE)

SCHEDULE 1

TO MAKE, SERVICE AND INSTALLATION OF WINDOW TREATMENTS: CURTAINS AND BLINDS:

OPTION B

FABRIC COMPOSITION: 100% POLYESTER;

WEIGHT:156 G/M

WIDTH: 300CM

COLOUR: SHADES OF WHITE(WHITE AND OFF-WHITE)

WINDOW TREATMENT MAINTENANCE:

- SERVICE EXISTING TRACKS AND FIX BRACKETS OR REPLACE WHERE NECESSARY:
- TO RE-CORD THE WIRES IN PULLY TRACKS AND REPLACE CURTAIN CARRIERS WHERE NECESSARY.
- REPAIR CURTAINS TORN EDGES
- REPLACE DAMAGED LININGS
- TO REPLACE ROMAN BLINDS HEADRAIL
- TO REHANG THE CURTAINS THEREAFTER.
- RESTORE EXISTING CURTAINS AND BLINDS OR REPLACE WHERE NECESSARY
- TO PROFESSIONALLY CLEAN ALL CURTAINS, COVER RODS, AND TIEBACKS.
- ALL FABRICS ARE TO BE CLEANED AS PER MANUFACTURER AND SUPPLIER DETAILS AND INSTRUCTIONS.
- FABRIC TEST FOR COMPATIBILITY
- CONTRACTORS ARE TO ADVISE ON THE CONDITION OF FABRICS BEFORE ANY WORK IS DONE TO PREVENT ANY DAMAGE DURING THE CLEANING PROCESS
- ALL CLEANING IS TO BE DONE ON-SITE.
- A FINAL STEAM PRESS TO BE DONE IF NECESSARY TO REMOVE CREASES WHERE APPLICABLE. CONTRACTORS TO COMPLY WITH STANDARDS AS SET BY PROFESSIONAL DRY-CLEANING ESTABLISHMENTS.

VENETIAN PVC BLINDS:

TO SUPPLY AND INSTALL VENETIAN BLINDS ON ALL WINDOWS AND FAN LIGHTS THROUGHOUT THE HOUSE ON REQUEST ACCORDING TO THE FOLLOWING SPECIFICATIONS :

- TO SUPPLY AND INSTALL 50MM (WIDTH) AND 3MM (THICKNESS) PVC (TEXTURED) VENETIAN BLINDS WITHIN THE WINDOW RECESSES.

SCHEDULE 1

TO MAKE, SERVICE AND INSTALLATION OF WINDOW TREATMENTS: CURTAINS AND BLINDS:

- THE MATERIAL FOR THE BLINDS IS POLYSTYRENE; FROM DURABLE SYNTHETIC COMPOUND.
- USE FINEST QUALITY 50MM SLATS AS PER SAMPLE IN ROOM 1039 OR MATCH EXITING
- SLATS COLOURS: NOUGAT/ CREAM AS PER SAMPLE IN ROOM 1039
- EDGES OF THE BLIND TO FINISH OFF TO MATCH THE BLIND COLOUR
- HEAVY-DUTY STEEL HEADRAIL SYSTEM TO ALLOW BLINDS TO OPERATE SMOOTHLY AND SECURE LOCKING (ENABLE VENETIAN BLINDS TO BE TILTED, RAISED, AND LOWERED FREELY)
- WITH MATCHING FACE COVER STRIPS IN THE RECESSES OF THE WINDOWS
- THE WIDTH OF THE FINISHED BLIND SHOULD BE THE EXACT WIDTH OF THE WINDOW FRAME WITHIN 1CM EITHER SIDE.
- THE FINISHED DROP LENGTH OF THE VENETIAN BLINDS SHOULD BE FROM THE TOP OF THE HEAD RAIL TO THE WINDOW SILL.
- INSTALLED WITHIN THE RECESS OR USE DISCRETION WHERE NECESSARY
- BLINDS FINISH THAT IS SUITABLE FOR AREA HAVING A HIGH HUMIDITY

VENETIAN ALUMINIUM BLINDS: (FOR PREFABRICATED UNITS)

TO SUPPLY AND INSTALL 50MM SLATS VENETIAN ALUMINIUM BLINDS ON ALL WINDOWS AND FAN LIGHTS THROUGHOUT THE HOUSE ON REQUEST ACCORDING TO THE FOLLOWING SPECIFICATIONS :

- ALUMINIUM
- SIDE CONTROL IN PLASTIC CHAIN
- COLOUR: CREAM

ROLLER BLINDS:

SUPPLY AND INSTALL ROLLER BLINDS ON EXTERIOR KITCHEN DOORS WHERE NECESSARY.

IT MUST BE ACCORDING TO THE FOLLOWING SPECIFICATIONS:

- PVC FOR TOTAL BLOCK OUT
- ANTIMICROBIAL SCREEN FABRIC 95% UV BLOCK FIRE RETARDANT
- SIDE CONTROL IN PLASTIC CHAIN
- COLOUR: RIBBON CREAM

VERTICAL BLINDS:

SUPPLY AND INSTALL VERTICAL BLIND: 127MM PVC SLATS

- FIXING: REVEAL FIXED

SCHEDULE 1

TO MAKE, SERVICE AND INSTALLATION OF WINDOW TREATMENTS: CURTAINS AND BLINDS:

- COLOUR: MATTE CHAMPAGNE

NOTES:

1. THE PRODUCTION PROCESS OF ALL CURTAINS AND SOFT FURNITURE TO ADHERE TO THE BASIC CONDITIONS OF THE DPWI SOFT FURNITURE MANUAL AVAILABLE ON WRITTEN REQUEST.
2. LISTED DIMENSIONS ARE TO BE TAKEN AS A GUIDE, ALL DIMENSIONS ARE TO BE CONFIRMED ON-SITE.
3. IT IS RECOMMENDED THAT WINDOWS GREATER THAN 1800 MM WIDE, SHEER CURTAINS BE INSTALLED.
4. ALL ITEMS REFERRED TO IN THIS DOCUMENT ARE IN REFERRAL TO EITHER A PHOTOGRAPH, EXISTING SAMPLE, OR EXACT REPRESENTATION WHICH CAN BE VIEWED AT OR REFERRED TO, FROM ROOM 1039 AT THE CUSTOM HOUSE BUILDING
5. THE EXACT QUALITY, DESIGN, AND MATERIAL INTEGRITY AS PER THE SAMPLES OR SAID PHOTOGRAPHS IS EXPECTED FROM THE TENDERER.
6. OPEN HOLES TO BE MADE GOOD
7. COMPLETE THE CHECK MEASURE SHEET FOR EVERY PURCHASE ORDER.
8. REMOVED OLD BLINDS/ CURTAINS TO BE DELIVERED AT CUSTOMS HOUSE-PACKAGED IN CLEAR PLASTIC BAGS AND LABELED WITH HOUSE NAME DESCRIPTION AND QUANTITY.