

SASSA: 02-25-CS-LP

INVITATION TO BID

SASSA:02-25-CS-LP: TERMS OF REFERENCE FOR SUPPLY, DELIVERY AND ASSEMBLING OF PREFABRICATED WORKING SPACE AT MOKOPANE AND PRAKTISEER LIMPOPO REGION.

NON-COMPULSORY BRIEFING SESSION WILL BE HELD ON THE 20 June 2025 AT 11H00 VIRTUAL THROUGH MICROSOFT TEAMS:

Interested bidders should send their email address to JimmyMa@sassa.gov.za for the link of the meeting.

The tender document can be downloaded from the E-Tenders (<https://www.etenders.gov.za/>) or SASSA Website (<https://www.sassa.gov.za/>)

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

: **SASSA Limpopo Regional Office
48 Landros Maré Street
Polokwane
0699**

**CLOSING DATE : 4 July 2025
TIME : 11:00am**

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

**CONTACT : Mr. Justice Mabote @ (015) 291-7473
JusticeMab@sassa.gov.za**

SUPPLY CHAIN MANANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

**CONTACT : Mr. Jimmy Maleka @ (013) 265 6042
JimmyMa@sassa.gov.za**

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South African Social Security Agency
Limpopo Region

48 Landros Mare Street• Polokwane 0699
Private Bag X9677 • Polokwane 0700
Tel: +27 15 291 7400 • Fax: +27 15 291 7996
www.sassa.gov.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:02-25-CS-LP	CLOSING DATE:	04 July 2025	CLOSING TIME:	11h00
DESCRIPTION	TERMS OF REFERENCE FOR SUPPLY, DELIVERY AND ASSEMBLING OF PREFABRICATED WORKING SPACE AT MOKOPANE AND PRAKTISEER LIMPOPO REGION.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA, 48 LANDROS MARE STREET					
POLOKWANE, 0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Jimmy Maleka		CONTACT PERSON	Mr. Justice Mabote	
TELEPHONE NUMBER	013 265 6042		TELEPHONE NUMBER	015 291-7473	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	JimmyMa@sassa.gov.za		E-MAIL ADDRESS	JusticeMab@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....



SBD 3.1

sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)****NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED****IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number SASSA:02-25-CS-LP
Closing Time 11:00	Closing date 04 July 2025

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- | | | |
|---|--|--------------------------|
| - | Required by: | |
| - | At: | |
| - | Brand and model | |
| - | Country of origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery | |
| | | *Delivery: Firm/not firm |
| - | Delivery basis | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....Bid number **SASSA: 02-25-CS-LP**

Closing Time **11:00** Closing date **04 July 2025**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-	Required by:	
-	At:	
-	Brand and model	
-	Country of origin	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	
-	Period required for delivery	
-	Delivery:		*Firm/not firm

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

*Delete if not applicable

A NON-FIRM PRICES SUBJECT TO ESCALATION

- $$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2...	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

- Index..... Dated..... Index..... Dated..... Index..... Dated.....
- Index..... Dated..... Index..... Dated..... Index..... Dated.....

- [illegible]

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** 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.
- 1.2** 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 interest¹ 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.

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.



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STANDARD BIDDING DOCUMENT (SBD) 4

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;

STANDARD BIDDING DOCUMENT (SBD) 4

- 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.
- 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

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.

STANDARD BIDDING DOCUMENT (SBD) 4

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

**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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.**
- c) 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 (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a 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:

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

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

Where

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

4. **POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below 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)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others	0	
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points. The highest points will be confirmed with the BBEE Certificate/Sworn Affidavit submitted by bidder/CIPC, etc.		

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:

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Cement I	100%
Frames	100%
Sheets	100%
Polyvinyl chloride (PVC) pipes	100%
Electrical and telecom cables	90%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. SASSA: 02-25-CS-LP

ISSUED BY: (Procurement Authority / Name of Institution): South African Social Security Agency (SASSA)
NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Note: VAT to be excluded from all calculations

(C2)	Tender description:

(C3)	Designated product(s)

Tender Authority:

(C5) **Tendering Entity name:**

Tender Exchange Rate:

(C7)	Specified local content %

GBP

[illegible]

(C20) Total tender value	
(C21) Total Exempt imported content	
(C22) Total Tender value net of exempt imported content	

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

Date: _____

Date:

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) **Total local content** R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

Private Bag X84, PRETORIA, 0001, the dti Campus, 77 Meintjies Street, Sunnyside, 0002, Tel: (012) 394 0000

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Guidance Document for the Calculation of Local Content

1. DEFINITIONS

Unless explicitly provided in this guideline, the definitions given in SATS 1286:2011 apply.

2. GENERAL

2.1. Introduction

This guideline provides tenderers with a detailed description of how to calculate local content of products (goods, services and works) by components/material/services and enables them to keep an updated record for verification requirements as per the SATS 1286:2011 Annexure A and B.

The guideline consists of two parts, namely:

- a written guideline; and
- three declarations that must be completed:
 - Declaration C: “Local Content Declaration – Summary Schedule” (see Annexure C);
 - Declaration D: “Imported Content Declaration – Supporting Schedule to Annex C” (see Annexure D); and
 - Declaration E: “Local Content Declaration – Supporting Schedule to Annex C” (see Annexure E).

The guidelines and declarations should be used by tenderers when preparing a tender. A tenderer must complete Declarations D and E, and consolidate the information on Declaration C.

Annexure C must be submitted with the tender by the closing date and time as determined by the Tender Authority. The Tender Authority reserves the right to request that Declarations D and E also be submitted.

If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.

NOTE:

Annexure A is a note to the purchaser in SATS 1286:2011; and
Annexure B is the Local Content Declaration IN SATS 1286:2011.

2.2. What is local content?

According to SATS 1286:2011, the local content of a product is the tender price less the value of imported content, expressed as a percentage. It is, therefore, necessary to first compute the imported value of a product to determine the local content of a product.

2.3. Categories: Imported and Local Content

The tenderer must differentiate between imported content and local content.

Imported content of a product by components/material/services is separated into two categories, namely:

- products imported directly by the tenderer; and
- products imported by a third party and supplied to the tenderer.

2.3.1. Imported Content

Identify the imported content, if any, by value for products by component/material/services. In the case of components/materials/services sourced from a South African manufacturer, agent, supplier or subcontractor (i.e. third party), obtain that information and Declaration D from the third party.

Calculate the imported content of components/materials/services to be used in the manufacture of the total quantity of the products for which the tender is to be submitted.

As stated in clause 3.2.4 of SATS 1286:2011: "If information on the origin of components, parts or materials is not available, it will be deemed to be imported content."

2.3.1.1. Imported directly by the tenderer:

When the tenderer import products directly, the onus is on the tenderer to provide evidence of any components/materials/services that were procured from a non-domestic source. The evidence should be verifiable and pertain to the tender as a whole. Typical evidence will include commercial invoices, bills of entry, etc.

When the tenderer procures imported services such as project management, design, testing, marketing, etc and makes royalty and lease payments, such payments relating to the tender must be included when calculating imported content.

2.3.1.2. Imported by a third party and supplied to the tenderer:

When the tenderer supplies components/material/services that are imported by any third party (for example, a domestic manufacturer, agent, supplier or subcontractor in the supply chain), the onus is on the tenderer to obtain verifiable evidence from the third party.

The tenderer must obtain Declaration D from all third parties for the related tender. The third party must be requested by the tenderer to continuously update Declaration D. Typical evidence of imported content will include commercial invoices, bills of entry etc.

When a third party procures imported services such as project management, design, testing, marketing etc. and makes royalty and lease payments, such payments relating to the tender must be included when calculating imported content.

2.3.1.3. Exempt Imported Content:

Exemptions, if any, are granted by the Department of Trade and Industry (**the dti**). Evidence of the exemptions must be provided and included in Annexure D.

2.3.2. Local Content

Identify and calculate the local content, by value for products by components/materials/services to be used in the manufacture of the total quantity of the products.

3. ANNEXURE C

3.1. Guidelines for completing Annexure C: Local Content Declaration – Summary Schedule

Note: The paragraph numbers correspond to the numbers in Annexure C.

C1. Tender Number

Supply the tender number that is specified on the specific tender documentation.

C2. Tender description

Supply the tender description that is specified on the specific tender documentation.

C3. Designated products

Supply the details of the products that are designated in terms of this tender (i.e. buses).

C4. Tender Authority

Supply the name of the tender authority.

C5. Tendering Entity name

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd).

C6. Tender Exchange Rate

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

C7. Specified local content %

Provide the specified minimum local content requirement for the tender (i.e. 80%), as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MDB) 6.2.

C8. Tender item number

Provide the tender item number(s) of the products that have a local content requirement as per the tender specification.

C9. List of items

Provide a list of the item(s) corresponding with the tender item number.
This may be a short description or a brand name.

Calculation of local content

C10. Tender price

Provide the unit tender price of each item excluding VAT.

C11. Exempted imported content

Provide the ZAR value of the exempted imported content for each item, if applicable. These value(s) must correspond with the value(s) of column D16 on Annexure D.

C12. Tender value net of exempted imported content

Provide the net tender value of the item, if applicable, by deducting the exempted imported content (C11) from the tender price (C10).

C13. Imported value

Provide the ZAR value of the items' imported content.

C14. Local value

Provide the local value of the item by deducting the Imported value (C13) from the net tender value (C12).

C15. Local content percentage (per item)

Provide the local content percentage of the item(s) by dividing the local value (C14) by the net tender value (C12) as per the local content formula in SATS 1286.

Tender Summary

C16. Tender quantity

Provide the tender quantity for each item number as per the tender specification.

C17. Total tender value

Provide the total tender value by multiplying the tender quantity (C16) by the tender price (C10).

C18. Total exempted imported content

Provide the total exempted imported content by multiplying the tender quantity (C16) by the exempted imported content (C11). These values must correspond with the values of column D18 on Annexure D.

C19. Total imported content

Provide the total imported content of each item by multiplying the tender quantity (C16) by the imported value (C13).

C20. Total tender value

Total tender value is the sum of the values in column C17.

C21. Total exempted imported content

Total exempted imported content is the sum of the values in column C18. This value must correspond with the value of D19 on Annexure D.

C22. Total tender value net of exempted imported content

The total tender value net of exempt imported content is the total tender value (C20) less the total exempted imported content (C21).

C23. Total imported content

Total imported content is the sum of the values in column C19. This value must correspond with the value of D53 on Annexure D.

C24. Total local content

Total local content is the total tender value net of exempted imported content (C22) less the total imported content (C23). This value must correspond with the value of E13 on Annexure E.

C25. Average local content percentage of tender

The average local content percentage of tender is calculated by dividing total local content (C24) by the total tender value net of exempted imported content (C22).

4. ANNEXURE D

4.1. Guidelines for completing Annexure D: “Imported Content Declaration – Supporting Schedule to Annexure C”

Note: The paragraph numbers correspond to the numbers in Annexure D.

D1. Tender number

Supply the tender number that is specified on the specific tender documentation.

D2. Tender description

Supply the tender description that is specified on the specific tender documentation.

D3. Designated products

Supply the details of the products that are designated in terms of this tender (i.e. buses).

D4. Tender authority

Supply the name of the tender authority.

D5. Tendering entity name

Provide the tendering entity name (i.e. Unibody Bus Builders (Pty) Ltd).

D6. Tender exchange rate

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

Table A. Exempted Imported Content

D7. Tender item number

Provide the tender item number(s) of the product(s) that have imported content.

D8. Description of imported content

Provide a list of the exempted imported product(s), if any, as specified in the tender.

D9. Local supplier

Provide the name of the local supplier(s) supplying the imported product(s).

D10. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the exempted imported product(s).

D11. Imported value as per commercial invoice

Provide the foreign currency value of the exempted imported product(s) disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

D12. Tender exchange rate

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D13. Local value of imports

Convert the value of the exempted imported content as per commercial invoice (D11) into the ZAR value by using the tender exchange rate (D12) disclosed in the tender documentation.

D14. Freight costs to port of entry

Provide the freight costs to the South African Port of the exempted imported item.

D15. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the exempted imported product(s) as stipulated in the SATS 1286:2011.

D16. Total landed costs excl VAT

Provide the total landed costs (excluding VAT) for each item imported by adding the corresponding item values in columns D13, D14 and D15. These values must be transferred to column C11 on Annexure C.

D17. Tender quantity

Provide the tender quantity of the exempted imported products as per the tender specification.

D18. Exempted imported value

Provide the imported value for each of the exempted imported product(s) by multiplying the total landed cost (excl. VAT) (D16) by the

tender quantity (D17). The values in column D18 must correspond with the values of column C18 of Annexure C.

D19. Total exempted imported value

The total exempted imported value is the sum of the values in column D18. This total must correspond with the value of C21 on Annexure C.

Table B. Imported Directly By Tenderer

D20. Tender item numbers

Provide the tender item number(s) of the product(s) that have imported content.

D21. Description of imported content:

Provide a list of the product(s) imported directly by tender as specified in the tender documentation.

D22. Unit of measure

Provide the unit of measure for the product(s) imported directly by the tenderer.

D23. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the imported product(s).

D24. Imported value as per commercial Invoice

Provide the foreign currency value of the product(s) imported directly by tenderer disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

D25. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D26. Local value of imports

Convert the value of the product(s) imported directly by the tenderer as per commercial invoice (D24) into the ZAR value by using the tender exchange rate (D25) disclosed in the tender documentation.

D27. Freight costs to port of entry

Provide the freight costs to the South African Port of the product(s) imported directly by the tenderer.

D28. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the product(s) imported directly by the tenderer as stipulated in the SATS 1286:2011.

D29. Total landed costs excl VAT

Provide the total landed costs (excluding VAT) for each item imported directly by the tenderer by adding the corresponding item values in columns D26, D27 and D28.

D30. Tender quantity

Provide the tender quantity of the product(s) imported directly by the tenderer as per the tender specification.

D31. Total imported value

Provide the total imported value for each of the product(s) imported directly by the tenderer by multiplying the total landed cost (excl. VAT) (D29) by the tender quantity (D30).

D32. Total imported value by tenderer

The total value of imports by the tenderer is the sum of the values in column D31.

Table C. Imported by Third Party and Supplied to the Tenderer

D33. Description of imported content

Provide a list of the product(s) imported by the third party and supplied to the tenderer as specified in the tender documentation.

D34. Unit of measure

Provide the unit of measure for the product(s) imported by the third party and supplied to tenderer as disclosed in the commercial invoice.

D35. Local supplier

Provide the name of the local supplier(s) supplying the imported product(s).

D36. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the imported products.

D37. Imported value as per commercial invoice

Provide the foreign currency value of the product(s) imported by the third party and supplied to the tenderer disclosed in the commercial invoice accepted by SARS.

D38. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D39. Local value of imports

Convert the value of the product(s) imported by the third party as per commercial invoice (D37) into the ZAR value by using the tender exchange rate (D38) disclosed in the tender documentation.

D40. Freight costs to port of entry

Provide the freight costs to the South African Port of the product(s) imported by third party and supplied to the tenderer.

D41. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the product(s) imported by third party and supplied to the tenderer as stipulated in the SATS 1286:2011.

D42. Total landed costs excluding VAT

Provide the total landed costs (excluding VAT) for each product imported by third party and supplied to the tenderer by adding the corresponding item values in columns D39, D40 and D41.

D43. Quantity imported

Provide the quantity of each product(s) imported by third party and supplied to the tenderer for the tender.

D44. Total imported value

Provide the total imported value of the product(s) imported by third party and supplied to the tenderer by multiplying the total landed cost (D42) by the quantity imported (D43).

D45. Total imported value by third party

The total imported value from the third party is the sum of the values in column D44.

Table D. Other Foreign Currency Payments

D46. Type of payment

Provide the type of foreign currency payment. (i.e. royalty payment for use of patent, annual licence fee, etc).

D47. Local supplier making the payment

Provide the name of the local supplier making the payment.

D48. Overseas beneficiary

Provide the name of the overseas beneficiary.

D49. Foreign currency value paid

Provide the value of the listed payment(s) in their foreign currency.

D50. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D51. Local value of payments

Provide the local value of each payment by multiplying the foreign currency value paid (D49) by the tender rate of exchange (D50).

D52. Total of foreign currency payments declared by tenderer and/or third party

The total of foreign currency payments declared by tenderer and/or a third party is the sum of the values in column D51.

D53. Total of imported content and foreign currency payment

The total imported content and foreign currency payment is the sum of the values in column D32, D45 and D52. This value must correspond with the value of C23 on Annexure C.

5. ANNEXURE E

5.1. Guidelines to completing Annexure E: “Local Content Declaration-Supporting Schedule to Annexure C”

The paragraph numbers correspond to the numbers in Annexure E

E1. Tender number

Supply the tender number that is specified on the specific tender documentation.

E2. Tender description

Supply the tender description that is specified on the specific tender documentation.

E3. Designated products

Supply the details of the products that are designated in terms of this tender (for example, buses/canned vegetables).

E4. Tender authority

Supply the name of the tender authority.

E5. Tendering entity name

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd) Ltd).

Local Goods, Services and Works

E6. Description of items purchased

Provide a description of the items purchased locally in the space provided.

E7. Local supplier

Provide the name of the local supplier that corresponds to the item listed in column E6.

E8. Value

Provide the total value of the item purchased in column E6.

E9. Total local products (Goods, Services and Works)

Total local products (goods, services and works) is the sum of the values in E8.

E10. Manpower costs:

Provide the total of all the labour costs accruing only to the tenderer (i.e. not the suppliers to tenderer).

E11. Factory overheads:

Provide the total of all the factory overheads including rental, depreciation and amortisation for local and imported capital goods, utility costs and consumables. (Consumables are goods used by individuals and businesses that must be replaced regularly because they wear out or are used up. Consumables can also be defined as the components of an end product that are used up or permanently altered in the process of manufacturing, such as basic chemicals.)

E12. Administration overheads and mark-up:

Provide the total of all the administration overheads, including marketing, insurance, financing, interest and mark-up costs.

E13. Total local content:

The total local content is the sum of the values of E9, E10, E11 and E12. This total must correspond with C24 of Annexure C.

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**TERMS OF REFERENCE
FOR
SUPPLY, DELIVERY AND
ASSEMBLING OF PREFABRICATED
WORKING SPACE AT MOKOPANE
AND PRAKTISEER
LIMPOPO REGION**

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1 DEFINITIONS

BBBEE - Broad Based Black Economic Employment
CSD - Central Supplier Database
CV - Curriculum Vitae
EME - Exempted Micro Enterprise
SABS - South African Bureau of Standards
SANS - South African National Standards
SANAS - South African National Accreditation System
SASSA - South African Social Security Agency
SBD - Standard Bidding Documents
OHS – Occupational Health and Safety Act
CIDB – Construction Industry Development Board
NQF – National Qualification Framework

2 INTRODUCTION

SASSA was created in terms of the South African Social Security Agency Act of 2004 as a schedule 3A public entity in terms of the Public Finance Management Act of 1999. The principal aim of the South African Social Security Agency Act is to make provision for the effective management, administration and payment of social assistance.

3 OBJECTIVE

The objective of the project is to supply, deliver and assembling of prefabricated working office for SASSA Limpopo region in line with National Building Regulation and Building Standards Act 103 of 1977, Occupational Health & Safety Act 85 of 1993 and SANS 10400.

4 BACKGROUND

SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.

According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the Agency is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees

5 BRIEFING SESSION

- 5.1 A non-compulsory briefing session will be held virtually through Microsoft teams. Interested bidders must send their email address to the supply chain representative for the link. (Jimmyma@sassa.gov.za)
- 5.2 Bidders are encouraged to familiarize themselves with the location of SASSA offices on **Annexure A** prior to bidding.

6 SCOPE OF WORK

- 6.1 The scope of work comprises of supply, delivery and assembling of prefabricated structures to two SASSA offices, i.e.

6.1.1. Mokopane Local Office

6.1.2. Praktiseer Local Office

7 RESPONSIBILITIES

7.1. The Service Provider shall:

- 7.1.1. Conduct business in a courteous and professional manner.
- 7.1.2. Prepare and submit a project implementation plan prior to the beginning of the project.
- 7.1.3. Provide required warranty on the component installed.
- 7.1.4. Comply with SASSA security and OHS policies, procedures and regulations.
- 7.1.5. Must not use any poisonous or highly inflammable substances without the written consent of SASSA.
- 7.1.6. Ensure that all work performed, and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA;
- 7.1.7. Provide all staff working under this contract with protective clothing and name tags.
- 7.1.8. The service provider shall be responsible for clearing the site after the project has been completed.

7.2. SASSA shall:

- 7.2.1 Manage the contract in a professional manner.
- 7.2.2 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 7.2.3 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- 7.2.4 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties. Provide a temporarily storage facility for equipment and materials where possible.

8 EVALUATION OF THE TENDER

8.1 The evaluation shall be conducted as follows:

- 8.1.1 **Phase One** – Special Conditions
- 8.1.2 **Phase Two** – Administrative Compliance
- 8.1.3 **Phase Three** – Functionality Criteria
- 8.1.4 **Phase Four** – Price and Specific Goals

8.1.1 PHASE ONE: SPECIAL CONDITIONS

- a) The required CIDB grading is 5GB or higher.
- b) Bidder must correctly, fully complete and submit SBD 6.2 and Annexure C
- c) Bidders must fully complete Annexure B1 and B2 (Pricing Schedule).

NB: Failure to comply with special conditions will invalidate the bid.

LOCAL PRODUCTION AND CONTENT

Local production and content for the following is applicable.

Product	Stipulated minimum threshold for local content
Cement I	100%
Frames	100%
Sheets	100%
Polyvinyl chloride (PVC) pipes	100%
Electrical and telecom cables	90%

The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) on the date of the advertisement of the bid.

Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.

The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the following formula which must be disclosed in the bid documentation:

$$LC = (1 - x/y) * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the SARB on the date of advertisement of the bid.

The SABS approved technical specification number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)] are accessible to all potential bidders on the dtic's official website http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

The Declaration Certificate for Local Production and Content (SBD 6.2) together with the Annex C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.

NB: Failure to comply with this local production and content will invalidate the bid.

PHASE TWO: ADMINISTRATIVE COMPLIANCE

8.1.2 Phase Two - Administrative Compliance

1. Valid Central Supplier Database (CSD) Report (Tax compliant)
2. Consortia and/or Joint ventures must have signed agreement, individually be on CSD, and Tax Compliant.
3. Valid Compensation for Occupational Injuries and Diseases Act (COIDA) Letter of Good Standing.
4. Public Liability Insurance with R1 million (or more) cover or a letter from the insurer indicating intention to take up the cover.
5. Certified ID Copies of all Company Directors.
6. Fully Completed and signed (SBD 1, SBD 3.1 or SBD 3.2, SBD 4, SBD 6.1).

8.1.3 PHASE THREE: FUNCTIONALITY CRITERIA

Bidder(s) will be evaluated in the following manner:

Phase Three – Functionality Criteria	Weighting
<p>1. Experience of the completed previous building construction projects. NB: Attach reference or completion letters containing client details, project description and contract / project amount and the letter must be signed by an authorized person in managerial level.</p> <p>1.1 The number of projects are allocated as follows:</p> <ul style="list-style-type: none"> (i) No project = 1 point (ii) 1 to 3 projects = 2 points (iii) 4 to 6 projects = 3 points (iv) 7 to 9 projects = 4 points (v) 10 projects or more = 5 points 	40
<p>The Value of the completed previous projects. NB: Attach reference or completion letters containing client details, project description and contract / project amount and the letter must be signed by an authorized person.</p> <p>1.2 Values of the completed previous projects.</p> <ul style="list-style-type: none"> (i) R0 – R1 500 000 = 1 point (ii) R1 500 001 – R3 000 000 = 2 points (iii) R3 000 001 – R4 500 000 = 3 points (iv) R4 500 001 – R6 000 000 = 4 points (v) R6 000 001 and above = 5 points 	30
<p>2. Certified qualification and experience of Project Manager assigned for the project:</p> <p>2.1 Qualification in the building or construction industry. (Attach certified copy not older than six months):</p> <ul style="list-style-type: none"> (i) No qualification = 1 point (ii) Qualification without NQF levels = 2 points (iii) NQF level 1 to 3 qualification = 3 points (iv) NQF level 4 to 6 qualification = 4 points (v) NQF level 7 and above = 5 points 	20
<p>2.2 Project Manager experience in building or construction industry. (Attach CV):</p> <ul style="list-style-type: none"> (i) No experience = 1 point (ii) 1 - 4 years = 2 points (iii) 5 - 8 years = 3 points (iv) 9-12 years = 4 points (v) 13 years & above = 5 points 	10
Total	100

NB: Bidders must score a minimum of 70 points on functionality to be subjected to evaluation criteria phase three.

8.1.4 PHASE FOUR: PRICE AND SPECIFIC GOALS

The applicable preference point system for this tender is the 80/20 preference point System:

Phase four - Price and Specific goals	100
Price	80
Specific goal	20

(a) Preference points will be awarded to a bidder for attaining the specific goal in accordance with the table below:

LEVEL	NUMBER OF POINTS
1. B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
2. B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
3. B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
4. B-BBEE Status Level 1 - 2 contributor	14
5. B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
6. B-BBEE Status Level 3 - 4 contributor	8
7. B-BBEE Status Level 5 - 8 contributor	4
NON-COMPLIANT CONTRIBUTOR	0

Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points. The highest points will be confirmed with the BBBEE Certificate / Sworn Affidavit submitted by bidder

(b) Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS) or a Sworn Affidavit signed by Emerging Micro Enterprise (EME)/Qualifying Small Enterprise (QSE) representative and attested by a Commissioner of Oath.

(c) Failure to submit a certificate from accredited verification agency, sworn affidavit or BBBEE Certificate substantiating the specific goals or is a non-compliant contributor, such bidder shall claim 0 points out of the allocated maximum points for specific goals.

9 BID CONDITIONS

- 9.1 Any misrepresentation of information will lead to disqualification of the bid.
- 9.2 The Agency reserves the right to appoint one (1) or more service providers or not to appoint any service provider at all.
- 9.3 The Agency reserves the right to award the bid in whole or only partially.
- 9.4 The Agency reserves the right to cancel this bid at any time.
- 9.5 The Agency reserves the right to negotiate the price with the successful bidders(s).
- 9.6 The Agency will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bid.
- 9.7 The Agency may conduct reference check to verify the information provided.
- 9.8 The service provider may be required to undergo security vetting.
- 9.9 The service provider will be expected to enter into a service level agreement with SASSA, which will form the basis of compliance monitoring.
- 9.10 The Agency intent to award the bid per office unless there are other justifiable reasons.

10 CONTRACT ADMINISTRATION

- 10.1 The service provider must report to the Project Manager immediately when he/she becomes aware of any unforeseeable circumstances that will adversely affect the execution of the contract.
- 10.2 Full details of such circumstances as well as the period of delay must be furnished to SASSA.

11 PROGRESS MEETINGS

The project manager of the appointed service provider must attend meetings organized by SASSA.

12 DELIVERY PERIOD

The project period is five months.

All requirements regarding the bid may be directed to the following:

For Technical Enquiries

Name: Mabote MJ

Tel: 015 291 7473

Email: JusticeMab@sassa.gov.za

For Bid Administration Enquiries

Name: Maleka C.J

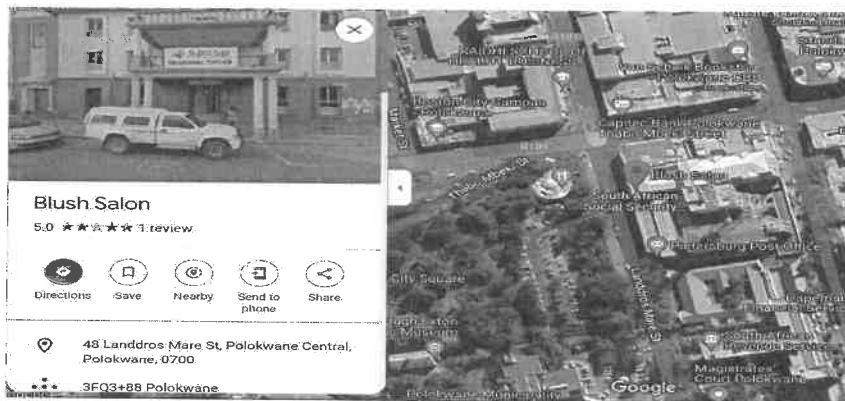
Tel: 013 265 6042

Email: Jimmyma@sassa.gov.za

All bid documents must be deposited in the tender box situated at:

SASSA Limpopo Regional Office
48 Landros Mare Street CBD
Polokwane
0699

Coordinates: -23.911607110164347, 29.45331539945342



ANNEXURE A

- List of Offices and their physical addresses.

No	OFFICE NAME	PHYSICAL ADDRESS	CO-ORDINATES
01	Mokopane Local Office	34 Geyser Road, Potgietersrus, Mokopane,0601	S24.19416 E29.00936
02	Praktiseer Local Office	SASSA Praktiseer, Driekop, Gamarota, Next to Gamarota Exchange Building	S24.58224 E30.32343

ANNEXURE B

- **B1 and B2 attached**

B1

BILLS OF QUANTITIES

FOR MOKOPANE LOCAL OFFICE

LIMPOPO REGION

MATERIAL SCHEDULE FOR MOKOPANE LOCAL OFFICE

Item	Size	Quantity
Doors fitted cylinder locking systems		
- Double external aluminum glass door	1640 x 2040	02
- Double external aluminum glass door	1640 x 2040	01
- Single internal Chromadek door	832 x 2040	13
- Single bathroom doors	832x 1700	07
- Single special fire door	832 x 2040	01
Windows (All windows to be fitted with burglar bars)		
- Aluminum Window type 01	1200 x 1200	18
- Aluminum Window type 02	1200 x 900	01
- Aluminum Window type 03	900 x 900	01
- Aluminum Window type 04	600 x 600	10
Light with fittings		
- 1200mm recessed light fittings fitted with 3 LED tube lights	1200mm long	41
- External LED floodlights	Standard	8
Wall Plus and Switches		
- Plug	Double	16
6m Plugs Trucking's	Double plugs	6
- Switch	One-way	12
- Switch	Two-way	3

ITEM NO		UNIT	QUANTITY	RATE	AMOUNT
	<u>BILL NO. 1</u>				
	<u>PRELIMINARIES AND GENERAL</u>				
	<u>User note</u>				
	Currency				
	<i>Make it clear in which currency the pricing shall be where amounts are "carried forward", "brought forward" or elsewhere</i>				
	Preparation of Bill No 1				
	<i>The compiler of the bills of quantities is to prepare Bill No 1 (Preliminaries) in terms of and with reference to the relevant building agreement (building contract). Insert the following clause</i>				
	Applicable method of measurement				
	<i>It is to be clearly stated that the applicable method of measurement is the Standard System of Measuring Building Work (seventh edition) for projects within South Africa and the Standard Method of Measuring Building Work for Africa 2015 (first edition) for projects elsewhere in Africa. The content of both of these documents are identical</i>				
	Preambles for trades				
	<i>Insert the following clause where the Model Preambles for Trades 2008 as published by the Association of South African Quantity Surveyors is utilised</i>				
	<u>PREAMBLES FOR TRADES</u>				
	<i>The Model Preambles for Trades 2008 as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained</i>				
	<i>Supplementary preambles are incorporated in these bills of quantities to satisfy the requirements of this project. Such supplementary preambles shall take precedence over the provisions of the Model Preambles</i>				
	<i>The contractor's prices for all items throughout these bills of quantities shall take account of and include for all of the obligations, requirements and specifications given in the said Model Preambles and in any supplementary preambles</i>				
	<u>User note</u>				
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>				

*The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. **Where such model preambles are not applicable** (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications*

Insert the following clause

ABBREVIATED DESCRIPTIONS

The items in these bills of quantities utilise abbreviated descriptions. It is the intention that the abbreviated descriptions when read in conjunction with the applicable measuring system and the relevant preambles and/or specifications, shall represent the full descriptions. However, should the full intent and meaning of any description not be clear, the contractor shall, before submission of his tender, call for a written directive failing which it shall be assumed that the contractor has allowed in his pricing for materials and workmanship in terms of international best practise

1	Plant, Equipment, sheds and offices	Item	1
	The Contractor shall provide, maintain and remove on completion: a) All plant, equipment, scaffolding, tools and the like required by the Contractor for the due and proper fulfilment of the works. b) Temporary sheds for the proper storage of materials and the use of the Contractors workers.		
2	Main noticeboard	Item	1
	The Contractor shall provide a main noticeboard of an approved design with the title of the project and the names of the Employer, the Project Manager, the Agent and the Contractor sign written thereon. The project manager shall instruct the Contractor where the board is to be erected.		
3	Electricity and Lighting	Item	1
	The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of any portion of the Works and provide electric power for any purpose required in connection with Works, including for all electric light and power required by all Sub-Contractors. The Contractor shall give all notices and pay all fees in connection with temporary electrical connections and pay for all electricity consumed.		
4	Toilets	Item	1
	The Contractor shall provide separate mobile ablution facilities including toilet paper and hand wash soap for the workers, consultants and visitors and shall maintain the same in a thoroughly clean and tidy condition.		
5	Site Security-Works Information	Item	1

To maintain the integrity of the site during construction, it shall be necessary to implement security measures applicable to Contractor's employees. It is expected of the Contractor's Site Supervisors to exercise control over their staff and maintain order. The Contractor shall take all appropriate measures for general site security and shall ensure that the following requirements are always adhered to: a) All workers to be in company overalls, safety helmet, boots, etc b) SASSA shall not accept any responsibility for the theft or damage to the Contractor's equipment while on site. It is expected that the Contractor shall provide own site security service.

6 Occupational Health and Safety Act

Item

1

The contractor shall for the duration of this contract be deemed to be mandatory SASSA for the purpose of the Occupational Health and Safety Act No.85 of 1993, and he shall prior to taking occupation of the site satisfy SASSA by means of written representations that he has fully complied with the relevant requirement of the said act. Acceptance by SASSA of the Contractors written representations in terms of the above shall constitute an agreement in writing to the arrangements and procedures between the parties to ensure compliance by the contractor with the provision of the act referred to therein, for the purpose of section 37(2) of the said act. SASSA shall at all times have the right to summarily suspend the performance of the Contractor hereunder pending compliance by the Contractor with any requirement regulation and direction referred to. SASSA shall be entitled to set off against any amount owed by SASSA to the contractor hereunder any loss or damage suffered by it as a results of the suspension of the contractors performance in the circumstances envisaged above.

7 Safety Helmets and Protective Clothing

Item

1

The Contractor shall take all necessary steps to ensure that all workmen employed on the Works comply with regulations regarding the wearing of safety helmets and protective clothing. The Contractor shall provide and keep on site an adequate supply of clean safety helmets and protective clothing for the use of all Employer's agents and all authorized visitors. Notice board shall be erected warning all workmen and visitors to wear safety helmets on or about the Works.

8 Construction instructions

Item

1

Contract instructions issued on site are to be recorded in triplicate in a site instruction book which is to be maintained on site by the contractor. The Contractor shall supply and have available at the site of the works, the following site books: The Contractor shall supply and have available at the site of the works, the following site books: a) Construction Instruction Book: Receiving and recording instructions in a suitable A4 size triplicate book kept on site. Instructions issued shall be recorded by the Architect or other Employer's agent to whom the delegated Authority in the book. b) Daily Record Book The contractor shall record in triplicate in a suitable A4 size triplicate book kept at the site, a daily record book of work done , all site visit by the Project manager and other professional personnel and all events affecting the Works, such as progress, issue of plans ,breakdown of machinery, etc. The labour , plant and material on site shall be recorded as well as work performed. Entries must be made by the contractor and must be signed and forwarded to the Principal Agent for his counter-signature on a daily basis. Copies of these records shall be for the Architect, Quantity Surveyor and Contractor.

9 Guarantees, Maintenance Manuals and Compliance Certificates

Item

1

The Contractor shall obtain and hand over to the Project Manager on Practical Completion, all relevant guarantees, any operating and maintenance instruction manuals, data or instructions required by the Project Manager or provided by manufacturer's supplier or Sub-Contractors. The contractor shall ensure that all warranties and guarantees received are fully ceded to the Employer on Final Completion, failing which the release of the Construction Guarantee will be withheld until this is satisfactorily completed. All compliance certificates such as Certificate of Compliance (COC) for electricity, Foundation inspection report, Pest Control Certificate, Glazing Certificate, Roof certificate and Sewer Line Inspection/Drainage Inspection report must be handed over to the project manager at the end of the project. And the contractor must apply and obtain Occupational certificate from the local Municipality.

10 Safety and Health Environment (SHE) Requirements

Item

1

The contractor shall provide Safety Signs in English and Barricading material to any potentially dangerous areas on the site. The Safety sign must be entirely visible to persons in the area and the potential hazard must be completely barricaded with approved barricading material. The Contractor shall take the necessary provisions for an emergency. This includes First aid boxes, fire extinguisher and emergency alarm in the case of an emergency on site. These essentials must be stored in places that are easily accessible. The contractor is to appoint a competent person as a SHE Officer for the duration of the project. The SHE Officer must carry out all of the services and duties required.

11 Development of office building drawings

Item

1

Develop of office building drawings and site drawing by a registered Architects as per the municipality requirement and submit for approval by the local municipality before the comerncement of the project

Carried to final summary

R

ITEM
NO

QUANTITY

RATE

AMOUNT

BILL NO. 2

EARTHWORKS (PROVISIONAL)

User note

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

The following are typical examples of descriptions of "nature of ground"

Nature of ground

The nature of the ground is assumed to be loose sandy material, therefore "earth", but possibly interspersed with "soft rock" or "hard rock"

The nature of the ground is assumed to be gravel, therefore "earth", but possibly interspersed with "soft rock" or "hard rock"

The nature of the ground is assumed to be silty clay with loose river boulders varying in size up to approximately 450mm diameter, all of which will be deemed as "earth", but possibly interspersed with "hard rock"

Trial holes indicate that the nature of the ground is silty clay to a depth of approximately 500mm with fine to medium loose sandy material below, therefore "earth"

A soils investigation has been carried out on the site by the engineer and the report is annexed to these bills of quantities. The soils report indicates that the ground varies between silty sand, reworked soil of mixed origin and residual shale, all of which will be deemed as "earth". All very hard unweathered shale, ironstone, etc, the removal of which necessitates the use of explosives or heavy duty hydraulic percussion hammers (peckers), will be classified as "hard rock"

User note

The following are typical examples of descriptions of "subterranean water"

Carting away of excavated material

	<p>Descriptions of carting away of excavated material shall be deemed to include loading excavated material onto trucks directly from the excavations or, alternatively, from stock piles situated on the building site</p> <p><u>Filling and layer work materials</u></p> <p>References such as "G1", "G2", etc and "C1", "C2", etc in descriptions of filling and layer work materials refer to corresponding references in the document "Guidelines for Road Construction Materials. TRH 14 : 1985" compiled by the Committee of State Road Authorities and the properties set out therein for each kind shall be applicable to the respective materials described hereinafter</p> <p><u>User note</u></p> <p><i>When no information regarding density and other tests is available the following preamble in respect of testing may be inserted</i></p> <p><u>Testing</u></p> <p>Prices for filling are to include for all necessary density and other tests</p> <p><u>SITE CLEARANCE</u></p> <p><u>User note</u></p> <p><i>Where the value is of significance, the removal of hedges etc shall be given separately in meters or in number</i></p> <p><u>Site clearance</u></p>			
12	<p>Digging up and removing rubbish, debris, vegetation, hedges, shrubs, bush, etc and trees not exceeding 200mm girth</p> <p><u>BULK EXCAVATION, FILLING, ETC</u></p> <p><u>User note</u></p> <p><i>This section is given as an alternative option and in the event of it being utilised, the excavation, filling, etc other than bulk is to be given in the later section under the appropriate heading If this alternative is not utilised then all excavation, filling, etc (bulk and otherwise) is to be given in the later section under the appropriate heading</i></p> <p><u>EXCAVATIONS ETC</u></p> <p><u>Digging up topsoil</u></p>	m2	1200	
13	<p>Digging up topsoil to an average depth of 150mm and preserving for use as filling</p> <p><u>FILLING ETC</u></p> <p><u>Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to 93% Mod AASHTO density</u></p>	m2	1200	
14	<p>Over site to make up levels</p> <p><u>Compaction of surfaces</u></p>	m3	264	

15	Compaction of natural or excavated ground surface over site by wetting and compacting with vibratory roller	m2	1200		
<u>TESTS</u>					
<u>Prescribed tests to determine degree of compaction or other properties of ground or filling</u>					
16	Modified AASHTO Density test	No	1		
<u>EXCAVATION, FILLING, ETC</u>					
<u>EXCAVATION, FILLING, ETC OTHER THAN BULK</u>					
<u>User note</u>					
<i>Only the appropriate one of the above two alternative headings is to be inserted, depending on whether the separate "bulk excavation, filling, etc" option is utilised or not</i>					
<u>EXCAVATIONS ETC</u>					
<u>Excavation in earth not exceeding 2m deep</u>					
17	Trenches	m3	66		
<u>Extra over bulk excavations in earth for excavation in</u>					
18	Soft rock	m3	30		
19	Hard rock	m3	36		
<u>Risk of collapse of excavations</u>					
20	Sides of trench and hole excavations exceeding 1,5m deep	m2	110		
<u>Keeping excavations free of water</u>					
21	Keeping excavations free of all water other than subterranean water	Item	1		
<u>FILLING ETC</u>					
<u>Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to 93% Mod AASHTO density</u>					
22	Backfilling to trenches, holes, etc	m3	28		
<u>WEED KILLERS, INSECTICIDES, ETC</u>					
<u>Weedkiller (active ingredients metalaclor 102,8 g/l, terbitilasien 248,6 g/l and atrisien 248,6 g/l) mixed in the proportion of 100 ml weedkiller to 100 l water and applied at a rate of 10 l/m²</u>					
23	Under paving etc	m2	150		

<p><u>User note</u></p> <p>Where SANS 5859 is not applicable, refer to other suitable construction standards or provide full specifications</p> <p>Soil insecticide in accordance with SANS 5859</p>				
24	Under floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	m2	300	
25	To bottoms and sides of trenches etc	m2	160	
Carried to final summary				R
ITEM NO		QUANTITY	RATE	AMOUNT
<u>BILL NO 3</u>				
<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
<p><u>User note</u></p> <p>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</p> <p>Take note that these Model Bills of Quantities utilise abbreviated descriptions</p> <p>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</p> <p>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</p>				
<u>UNREINFORCED CONCRETE</u>				
<u>UNREINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES</u>				
<u>No fines concrete</u>				
<u>Class II concrete</u>				
<u>15MPa/19mm concrete</u>				
26	Ramps and Aprons	m3	4	
<u>REINFORCED CONCRETE CAST ON/IN FORMWORK</u>				

<u>REINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES</u>			
<u>30MPa/19mm concrete</u>			
27	Strip footings	m3	33
28	Surface beds cast in panels on waterproofing	m3	72
<u>TEST CUBES</u>			
29	Making and testing 150 x 150 x 150mm concrete strength test cube (Provisional)	No	1
<u>User note</u>			
<i>In lieu of the above the requirements in respect of quality control can be described and the total volume of concrete subject to control given in cubic meters (normally the reinforced concrete only). There are specialist companies who offer a control service based on a rate per cubic meter</i>			
<u>CONCRETE SUNDRIES</u>			
<u>MOVEMENT JOINTS ETC</u>			
<u>Expansion joints with 12mm softboard (bitumen impregnated softboard) (closed cell expanded polyethylene) between vertical concrete and brick surfaces</u>			
30	Not exceeding 300mm high to edges of surface beds	m	175
<u>REINFORCEMENT</u>			
<u>REINFORCEMENT (PROVISIONAL)</u>			
<u>Mild steel reinforcement to structural concrete work</u>			
<u>Fabric reinforcement</u>			
<u>User note</u>			
<i>The following types of fabric reinforcement are normally specified: Types 100, 193, 245, 311 and 395</i>			
31	Type 193 fabric reinforcement in concrete surface beds, foundation footing etc	m2	400
Carried to final summary			R
ITEM NO		QUANTITY	RATE
<u>BILL NO 4</u>			AMOUNT
<u>MASONRY</u>			
<u>User note</u>			

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

BRICKWORK

Sizes in descriptions

Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick

User note

The following preamble generally applies for works in hot and humid coastal areas

Face bricks

Bricks shall be ordered timeously to obtain uniformity in size and colour

Pointing

Descriptions of recessed pointing to fair face brickwork and face brickwork shall be deemed to include square recessed, hollow recessed, weathered pointing, etc

BRICKWORK

FOUNDATIONS (PROVISIONAL)

SUPERSTRUCTURE

Brickwork of NFP bricks in class II mortar

Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar

Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar in loadbearing walls etc

Brickwork of concrete bricks in class II mortar

Brickwork of calcium silicate bricks in class II mortar

32	One brick walls	m2	130		
	<u>BRICKWORK SUNDRIES</u>				
	<u>FACE BRICKWORK</u>				
	Face bricks pointed with recessed horizontal and vertical joints				
	User note				
	Where the radius of circular work is less than 1m the use of header courses, cut bricks or specially made bricks is to be ascertained and described as such				
33	Extra over brickwork in foundations for face brickwork	m2	60		
	Carried to final summary			R	
ITEM NO		QUANTITY	RATE	AMOUNT	
	<u>BILL NO 5</u>				
	<u>WATERPROOFING</u>				
	User note				
	Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions				
	Take note that these Model Bills of Quantities utilise abbreviated descriptions				
	The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <u>Where such model preambles are not applicable</u> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications				
	Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008				
	<u>Waterproofing</u>				
	Waterproofing of roofs, basements, etc shall be laid under a ten year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs				
	<u>DAMPPROOFING OF WALLS AND FLOORS</u>				
	User note				

	<p>Where SANS 952-1985 in the following headings is not applicable, refer to other suitable construction standards or provide full specifications</p> <p><u>One layer type FV dampproof course</u></p> <p><u>One layer 375 micron embossed polyethylene dampproof course for 220mm wall (SANS 952-1985 type B)</u></p>			
34	In walls	m	70	
	<p><u>One layer 250 micron green polyethylene waterproof sheeting (SANS 952-1985 type C) sealed at laps with PVC self-adhesive tape</u></p>			
35	Under surface beds	m2	300	
	<p><u>WATERPROOFING TO ROOFS ETC</u></p> <p><u>One layer 4mm special polyester fully bonded waterproof membrane comprising a matrix modified with polypropylene dual reinforced with non-woven polyester cloth and glass fibre tissue, laid with 75mm side and 100mm end laps</u></p> <p><u>One layer 1,7mm self-adhesive fully bonded waterproof membrane comprising 1,4mm rubberised asphalt and a layer of heat-resistant woven polypropylene mesh, laid with 75mm side and 100mm end laps</u></p> <p><u>Prime with one coat bitumen primer and one layer 4mm fully bonded waterproof membrane comprising two bitumen layers reinforced with woven spunbonded polyester fabric and coated with polyethelene film for heat bonding, laid with 100mm side and 150mm end laps</u></p> <p><u>Cementitious waterproofing system (suitable for tiling) comprising primer coat plasticised modified acrylic (PMA) (consisting of 5l PMA, 5 litres water and 16,5kg cement (32,5N), one layer pre-cut polypropylene fabric fully saturated in PMA slurry and two full coats PMA slurry</u></p> <p><u>Cementitious waterproofing system (suitable for tiling) comprising patching defects with polymer modified flexible (PMF) waterproofing slurry and three full coats PMF waterproofing slurry applied with a brush to a final dry film thickness of 2 to 3mm</u></p>			
36	On sloping roofs with 15 degrees pitch	m2	420	
	<p>Carried to final summary</p>			R
ITEM NO		QUANTITY	RATE	AMOUNT
	<p><u>BILL NO 6</u></p> <p><u>SUPERSTRUCTURE</u></p> <p><u>User note</u></p> <p><i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i></p> <p><i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i></p>			

	<p>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <u>Where such model preambles are not applicable</u> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</p> <p>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</p> <p><u>Th assembly of the Prefabricated Structure</u></p>			
37	<p>Supply, deliver and assemble of Chromadek Prefabricated office structure with Aluminium windows and double doors plus chomadek single doors as per the approved drawing plans and windows and doors schedules. (See the attached drawing plan sample and windows plus doors schedule)</p>	Item	1	
	Carried to final summary		R	
ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 7</u>			
	<u>ROOF COVERINGS, CLADDINGS, ETC</u>			
	<u>User note</u>			
	<p>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</p> <p>Take note that these Model Bills of Quantities utilise abbreviated descriptions</p> <p>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <u>Where such model preambles are not applicable</u> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</p> <p>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</p> <p>Where battens for roof coverings form part of the plate nailed timber roof truss design it shall be included under the roof construction in the "Carpentry and Joinery" trade and not under this trade</p>			
	<u>PROFILED METAL SHEETING AND ACCESSORIES</u>			
	<u>User note</u>			

ITEM NO	<p><i>Profiled metal sheeting is available in various thicknesses. Usually Z275 spelter galvanising is used in inland areas and Z600 spelter galvanising for coastal areas. However galvanised sheeting is generally not used in coastal areas. When the pitch of troughed roof covering is less than 5 degrees or if dustproofing is required then the description of roof coverings "with side laps sealed" is to be used.</i></p> <p><i>Where roof coverings are fixed on top of rigid board insulation to purlins etc they are to be described as such. Note that besides galvanised steel, sheeting is also available in corten steel, stainless steel, copper and aluminium.</i></p> <p><u>Chromadek IBR 0.5mm Z686 spelter galvanised steel sheets fixed to steel purlins or rails</u></p>				
	38	Roof covering plus ridges and valley with pitches not exceeding 25 degrees	m2	420	
		<u>ROOF AND WALL INSULATION</u>			
		<p><u>User note</u></p> <p><i>Where SANS 1381-4 and SANS 0177-3 in the following heading is not applicable, refer to other suitable construction standards or provide full specifications.</i></p> <p><u>Multi-layered reinforced double-sided aluminium foil sheeting in accordance with SANS 1381-4 with a mass of not less than 293g/m² and a Class I fire rating in accordance with SANS 0177-3.</u></p>			
	39	Insulation sheeting fixed to underside of rafters with 150mm stapled laps including galvanised steel straining wires at not exceeding 400mm centres and double-sided tape at edges where required	m2	420	
		Carried to final summary			R
		<u>BILL NO 8</u>			
		<u>CEILINGS, PARTITIONS AND ACCESS FLOORING</u>			
		<p><u>User note</u></p> <p><i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions.</i></p> <p><i>Take note that these Model Bills of Quantities utilise abbreviated descriptions.</i></p>			
			QUANTITY	RATE	AMOUNT

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

Fixing

Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins, or to be shot-pinned, to brickwork or concrete

Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 500mm centres, and where described as "bolted", the bolts have been given elsewhere

Ceilings

Unless otherwise described ceilings shall be deemed to be horizontal

Bulkheads

Unless otherwise described bulkheads shall be deemed to be horizontal along the length

Steel components

All steel components for ceilings, partitions, etc are to be galvanised in accordance with SANS 121

SUSPENDED CEILINGS

SUPPLEMENTARY PREAMBLES

Proprietary suspended ceilings

Hangers, suspension grids, "lay-in" panels, etc are to be in accordance with the manufacturers' recommendations

User note

The following preamble to be included in the bills of quantities after confirmation of the basic design of the ceilings, lighting, air conditioning, etc

Electrical light fittings, diffusers, panels etc are generally "lay-in" units of the same dimensions as the suspension grid described and allowance must be made in the rates accordingly for their support inclusive of any flexibility in setting out that may be required (ceiling panels have not been deducted and pricing is to take cognisance thereof)

	<u>Flush plastered gypsum plasterboard suspended ceilings</u>				
	Ceilings shall comprise 9,5mm (12,5mm?) gypsum plasterboard boards screwed to and including screw-up suspension grid consisting of main tees at 1200mm centres and galvanised steel capped cross tees at 400mm centres and with tape fixed over joints and the whole finished with gypsum plaster trowelled to a smooth polished surface				
	The grid shall be suspended by means of galvanised steel L-section hangers at suitable centres, securely shot-pinned or screwed to concrete, steel or wood				
	<u>Flush plastered gypsum plasterboard suspended bulkheads</u>				
	Bulkheads shall comprise galvanised steel studding of 63,5mm top and bottom tracks with vertical studs at maximum 400mm centres, pop-riveted to the top and bottom tracks with similar additional vertical studs as necessary at abutments, ends, etc and covered as described with plasterboard screwed to studding with drywall screws at maximum 300mm centres. Boards shall be butt jointed and finished with tape and jointing compound and the whole finished with gypsum plaster trowelled to a smooth polished surface to the thickness recommended by the manufacturer				
	Descriptions shall be deemed to include any additional studs at ends and intersections, corner beads, cornices at junctions with ceilings, jointing compound, tape, etc				
	<u>Pre-painted acoustic panels on exposed suspension grid system including hangers, necessary hold-down clips and wedges, etc</u>				
40	Suspended ceiling with 2 600mm X 600mm trap doors not exceeding 1m below steel purlins at trusses	m2	300		
	Carried to final summary			R	
ITEM NO		QUANTITY	RATE	AMOUNT	
	<u>BILL NO 9</u>				
	<u>IRONMONGERY</u>				
	<u>User note</u>				
	Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions				
	Take note that these Model Bills of Quantities utilise abbreviated descriptions				

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

Proprietary items

Where applicable the manufacturers' names or product catalogue titles are given in sub-headings preceding the items Prices are to be based on the specific products/articles specified. If tenderers wish to offer alternative products/articles for certain items, these items are to be clearly marked and the alternative specification given with supporting brochures etc clarifying the features of the products/articles offered On request returnable samples are to be provided to the principal agent for consideration

LETTERS, NAMEPLATES, ETC

In accordance with "A" catalogue

41	Plastic plate with male or female symbol	No	4
42	Plastic plate with paraplegic symbol	No	1
43	Plastic plate with fire exit, fire extinguisher, fire hose reel or fire hydrant symbol	No	4
	exit doors	No	3

BATHROOM FITTINGS

In accordance with "A" catalogue

44	Toilet roll holder, plugged	No	8
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PROPRIETARY TYPE KITCHEN CUPBOARDS

SUPPLEMENTARY PREAMBLES

Steel Kitchen cupboards with four doors and double bowl sink and hot and cold water mixture tap and tops are to be steel.

Drawers are to be fitted with telescopic runners

Kitchen cupboards, plugged

45	Four door floor Kitchen unit	No	1
----	------------------------------	----	---

PINNING BOARDS, WRITING BOARDS, PROJECTION SCREENS, ETC					
In accordance with "A" catalogue					
46	Pinning board 900 x 1200mm high, plugged	No	2		
Carried to final summary				R	
ITEM NO			QUANTITY	RATE	AMOUNT
BILL NO 10					
METALWORK					
User note					
Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions					
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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008					
<u>Descriptions of bolts, anchors, etc</u>					
Descriptions of bolts shall be deemed to include nuts and washers					
Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete					
Items described as "holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described					
Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 600mm centres					
<u>Aluminium doors, windows, etc</u>					

Doors and windows shall comply with AAAMSA design criteria Glazing shall comply with SAGGA regulations. Glass shall be type ? laminated performance glass as shown on the window schedules/drawings appended to these bills of quantities (as described in the headings to window descriptions?). Glass thickness shall comply with SAGGA regulations irrespective of thicknesses shown on the schedules/drawings Doors and windows shall be supplied with protective tape and plastic and shall be removed only once surrounding trades have been completed For purpose made windows and doors, refer to drawings annexed to (issued separately with?) these bills of quantities

The following certificates shall be provided prior to commencement of site work:1A copy of the relevant AAAMSA Performance Test Certificate from the manufacturer/contractor supplying the architectural aluminium product 2A Certificate of Conformance confirming that anodising or powder coating has been processed in accordance with SANS 999 and SANS 1796 respectively

3A powder guarantee of not less than 15 years issued by the powder manufacturer. The specific conditions contained in this guarantee shall form part of the powder coating process 4A Certificate of Conformance confirming that glazing has been installed in accordance with SANS 0137, ensuring that safety glazing materials have been installed in the mandatory areas and that each individual pane of safety glazing materials has been permanently marked 5A warranty from the manufacturer of the laminated safety glass and/or hermetically sealed glazing units guaranteeing the products against delamination and colour degradation for a period of not less than five years

STEEL HANDRAILS

STEEL BALUSTRADING

GALVANISED STEEL BALUSTRADING

Welded balustrading to walkways

- | | | | |
|----|---|---|----|
| 47 | Horizontal balustrading to walkways of flat section continuous top rail, flat section continuous bottom rail, section intermediate balusters at centres between top and bottom rails and section posts at approximately centres each with flat section base plate bolted to walls (bolts elsewhere) | m | 12 |
|----|---|---|----|

STEEL GATES, SCREENS, ETC

ALUMINIUM GATES, SCREENS, BURGLERS ETC

Aluminium screens and gates to Windows

- | | | | |
|----|---|----|---|
| 48 | Single gate 810 x 1032mm high flat section outer frame welded fixed to wall with bolts and fitted with a pair of suitable hinges welded to frame and with lockable sliding bolt with keep in gate post | No | 1 |
| 49 | Double gate 1620 x 1032mm high flat section outer frame welded fixed to wall with bolts and fitted with a pair of suitable hinges welded to frame and with lockable sliding bolt with keep in gate post | No | 2 |

ITEM NO	Carried to final summary	QUANTITY	RATE	AMOUNT
BILL NO 11				
<u>TILING</u>				
<u>User note</u>				
<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>				
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<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i>				
<u>Patterns</u>				
Unless otherwise described, tiles shall be laid with continuous joints in both directions				
<u>Fixing</u>				
Unless described as "fixed with adhesive to plaster (plaster elsewhere)" descriptions of tiling on brick or concrete walls, columns, etc shall be deemed to include 1:4 cement plaster backing and descriptions of tiling on concrete floors etc shall be deemed to include 1:3 plaster bedding				
Tiling described as "fixed with adhesive on power floated concrete" shall be deemed to include for approved tiling key-coat				
Ceramic, porcelain, marble and granite tiles are to be fixed and grouted with suitable adhesives and grouts as recommended by the manufacturer of the tiles				
<u>FLOOR TILING</u>				
<u>User note</u>				
<i>Waterproof grout is normally used in showers, on balconies, etc. Epoxy grout is used in kitchens, butcheries, etc, where floors are frequently washed with detergents</i>				

	Matt glazed ceramic floor tiles on 5mm bedding on concrete and flush pointed with tinted waterproof grout			
50	On floors and landings	m2	350	
	Carried to final summary			R
ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 12			
	PLUMBING AND DRAINAGE			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
	<i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i>			
	<u>Wire gratings</u>			
	Descriptions of gutter outlets etc shall be deemed to include wire balloon gratings			
	<u>Stormwater channels</u>			
	Descriptions of channels shall be deemed to include necessary excavation, surface preparation, compaction, etc, and disposal of surplus material on site			
	<u>French drains</u>			
	Descriptions of french drains shall be deemed to include excavation, stone filling graded from 300mm diameter at bottom to 75mm diameter at top, geofabric filter blanket over stone, 300mm earthfilling over and disposal of surplus material on site			
	<u>Septic tanks</u>			
	Descriptions of proprietary type septic tanks shall be deemed to include excavation, bedding and jointing, concrete base slabs, jointing to drains and backfilling, compaction, etc all in accordance with the manufacturer's instructions and disposal of surplus material on site			

Stainless steel basins, sinks, wash troughs, urinals, etc

Stainless steel for economy basins, domestic sinks and worktops shall be Type 430 (17/0) Stainless steel for urinals, basins, quality sinks, wash troughs, institutional equipment, etc shall be Type 304 (18/8) Stainless steel for laboratory sinks, photographic equipment, etc shall be Type 316 (18/8) Units shall have standard aprons on all exposed edges and tiling keys against walls where applicable

Sealing of edges

Outer edges of sinks, basins, baths, urinals, etc are to be sealed against adjacent surfaces with approved silicone

PVC-U pipes and fittings

Sewer and drainage pipes and fittings shall be jointed and sealed with butyl rubber rings Soil, waste and vent pipes and fittings shall be solvent weld jointed or sealed with butyl rubber rings

PVC-U pressure pipes and fittings

Pipes of 50mm diameter and smaller shall be plain ended with solvent welded PVC-U loose sockets and fittings Pipes of 63mm diameter and greater shall have sockets and spigots with push-in type integral rubber ring joints. Bends shall be PVC-U and all other fittings shall be cast iron, all with similar push-in type joints

High density polyethylene (HDPE) pipes and fittings

Pipes shall be type IV and of the class specified with compression fittings

Polypropylene pipes

Polypropylene pipes 54mm diameter and smaller shall be seamless copper coloured Class 16 pipes jointed with heat welded thermoplastic or where so described compression fittings Pipes shall be firmly fixed to walls, etc with coloured nylon snap-in pipe clips with provision for accommodating thermal movement and jointed and fixed strictly in accordance with the manufacturer's instructions

Copper pipes

Pipes shall be hard drawn and half-hard pipes of the class described. Class 0 (thin walled hard drawn) pipes shall not be bent. Class 1 (thin walled half-hard), Class 2 (half-hard) and Class 3 (heavy walled half-hard) pipes shall only be bent with benders with inner and outer formers. Fittings to copper waste, vent and anti-siphon pipes, capillary solder fittings and compression fittings shall be "P" type. Capillary solder fittings shall comply with ISO 2016

Copper pipes are to be installed in accordance with the latest revision of the Code of Practice for Copper Plumbing soldering techniques. Flux, solder, etc to be strictly in accordance with the manufacturer's requirements with special attention to copper flux composition

Reducing fittings

Where fittings have reducing ends or branches they are described as "reducing" and only the largest end or branch size is given. Should the contractor wish to use other fittings and bushes or reducers he may do so on the understanding that no claim in this regard will be entertained

Fixing of pipes

Unless specifically otherwise stated, descriptions of pipes shall be deemed to include fixing to walls, etc, casting in, building in or suspending not exceeding 1m below suspension level

Paper wrapping to pipes

Pipes chased into brickwork must be wrapped with two layers of stout brown paper tied with wire. Rates are to include for wrapping around joints and fittings

Disinfection of water pipework

Water pipework is to be disinfected at completion

Petrolatum anti-corrosion tape

Pipes to be taped shall be coated with the appropriate primer and the tape shall be applied in the appropriate widths and with 75% overlaps Couplings and fittings to pipes shall be taped in strict accordance with the manufacturer's instructions

Prices for wrapping of pipes shall include for all work as described to couplings in the length

Laying, backfilling, bedding, etc of pipes

Pipes shall be laid and bedded in accordance with manufacturers' instructions and trenches shall be carefully backfilled

Where no manufacturers' instructions exist, pipes shall be laid in accordance with the relevant section of SANS 2001

General

Descriptions of cast iron roof outlets shall be deemed to include joints to pipes and casting into concrete (adaptors for joints to PVC pipes, etc are given separately) Descriptions of overflow pipes where measured in number, shall be deemed to include joints to cisterns and splay cut ends

Descriptions of pipes laid in and including trenches and of inspection chambers, catchpits, etc shall be deemed to include excavation, bedding, backfilling, compaction to a minimum of 90% Mod AASHTO density and disposal of surplus material on site

Descriptions of service pipes and flexible connecting pipes shall be deemed to include connections to taps, cisterns, etc and to steel pipes (adaptors for connections to copper pipes, etc are given separately)

Descriptions of WC pans, slop hoppers, etc shall be deemed to include for joints to soil pipes (pan connectors are separately measured)

SANITARY FITTINGS

Ceremic

51	Wash hand basin with cold and cold and hot water taps	No	7
52	Curved back urinal with inlet for flush valve (flush valve elsewhere) sparge pipes and hinged domical grating	No	4
53	WC suite comprising WC pan with double flap heavy duty plastic seat and matching 9 litre cistern with flush pipe	No	7
54	Paraplegic WC pan with cradle bracket and legs and double flap white epoxy painted wooden seat (flush valve and flush pipe elsewhere)	No	1

ELECTRIC WATER HEATERS

Electric Geyser

55	150l Geyser connected to water	No	1
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FIRE APPLIANCES ETC

56	Fire hose reel with 30m plastic/rubber hose, chromium plated stopcock, shut-off nozzle and mounted wall	No	1
57	9kg dry chemical powder fire extinguisher mounted to the wall	No	3

Carried to final summary

R

ITEM
NO

QUANTITY

RATE

AMOUNT

BILL NO 13

MECHANICAL WORK

User note

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

Users are to note that no provision has been made in the "Model Preambles for Trades 2008" published by the Association of South African Quantity Surveyors for mechanical work. Users are advised to include the engineer's comprehensive mechanical project specification in these bills of quantities and to insert relevant supplementary preambles where necessary or to refer to suitable construction standards

Supplementary preambles hereafter are given as examples only, reproduced from typical bills of quantities where some of the preambles may have been specifically required

The range of items provided in this bill is an example of typical items with (or without) trade names to show possible ways of describing such items. Users must take special care that only items relevant to the specific project are to be included and that descriptions should be adapted as necessary to suit the particular circumstances

Headings and descriptions of items in this bill assume that the specification and/or supplementary preambles fully describe materials to be used, methods of fixing, etc

SUPPLEMENTARY PREAMBLES

Ductwork

Descriptions of ducts shall be deemed to include stiffeners, jointing materials, sealants, couplers in the running length and access/inspection panels in accordance with the specification

Dampers

Descriptions of smoke and fire dampers shall be deemed to include fusible links, sleeves, frames, supports and access openings in ducts

Air diffusion

Descriptions of air terminals, grilles, louvres and the like shall be deemed to include necks, frames, supports and flexible connections

Fans

Descriptions of fan assemblies shall be deemed to include supports from the structure, flexible or other connections to ductwork, vibration isolation mountings and airtight inspection doors

Sound attenuators

Descriptions of sound attenuators shall be deemed to include flanged or flexible connections to ducts and supports from the structure

Fan coil units, fan air terminals and fan heaters

Descriptions of fan coil units, fan air terminals and fan heaters shall be deemed to include connection points for water, air and electrical supply, for air grilles, dust trays, condensate trays and vibration isolation mountings. Flexible ducts, flexible hose and connecting cables for connecting these units to each other or to water pipe, and electrical supply are separately measured

Major equipment

Descriptions of major equipment such as chillers, air handling units and the like shall be deemed to include connections to water, air and electrical supply and/or discharge points, supports, bearers, vibration insulation mountings, filters, insulation, inspection ladders and gangways, access doors and panels and painting etc as specified

ITEM NO	<u>Piping</u>					
	Pipe diameters are nominal internal unless otherwise stated Where fittings have reducing ends or branches they are described as "reducing". In the case of pipes with diameters not exceeding 60mm only the largest end or branch diameter is given. Should the contractor wish to use other fittings and bushes or reducers he may do so on the understanding that no claim in this regard will be entertained. In the case of pipes with diameters exceeding 60mm all diameters are given and no claim for extra bushes, reducers, etc will be entertained					
	<u>Fixing of pipes</u>					
	Unless otherwise stated, descriptions of pipes shall be deemed to include fixing to walls etc, casting in, building in or suspending not exceeding 1m below suspension level					
	<u>Pump sets</u>					
	Descriptions of pumps shall be deemed to include connections to water and electrical supply and/or discharge points, vibration insulation mountings, insulation, drip trays with outlets, pressure gauges, etc					
	<u>Valves</u>					
	Descriptions of valves shall be deemed to include flanged or screwed connections to pipes, reducers, supports, etc					
	<u>Insulation</u>					
	Descriptions of insulation shall be deemed to include priming the pipes with zinc chromate primer before the insulation is applied, painting the insulation when completed and applying vapour barrier where specified					
	<u>AIR CONDITIONING INSTALLATION</u>					
	<u>SPLIT TYPE UNITS</u>					
58	9kW Wall mounted unit with condensor section mounted on external wall	No	6			
59	24kW Ceiling mounted unit with refrigerant and drain piping, with condensor section mounted on external wall	No	3			
60	18kW Ceiling mounted unit with refrigerant and drain piping, with condensor section mounted on external wall		1			
	Carried to final summary				R	
				QUANTITY	RATE	AMOUNT
	<u>BILL NO 14</u>					
	<u>EXTERNAL WORK</u>					
	<u>User note</u>					

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

LANDSCAPING

Landscaping specification

Refer to the landscape architect's specification annexed to these bills of quantities which is supplementary to and shall take precedence over the "Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors"

Excavate in earth and dispose on site

61	Not exceeding 150mm deep to remove humps, form shallow ditches, etc <u>Ground preparation</u>	m2	1
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62	Cultivation and preparation of areas to be planted	m2	1
----	--	----	---

Shrubs, bulbs and plants

63	Abelia postrata (4l container)	No	4
----	--------------------------------	----	---

64	Agapanthus spp "Blue" (2l container)	No	4
----	--------------------------------------	----	---

65	Bauhinia galpinii (4l container)	No	4
----	----------------------------------	----	---

Trees

66	Acer palmatum 1000mm high	No	3
----	---------------------------	----	---

67	Acacia melanoxylon 1000mm high	No	3
----	--------------------------------	----	---

ROADWORK, PARKING AREAS AND PAVING

User note

Where SABS 1200 or SANS preambles are not applicable, refer to other suitable construction standards or provide full description

<u>Testing of material and filling</u>		
Descriptions of earth filling, compaction, etc shall be deemed to include for all necessary testing required in accordance with the SABS 1200 series		
<u>Precast concrete block road surfacing</u>		
Paving shall be laid in accordance with SABS 1200 MJ, SANS 1058 and the Concrete Masonry Association's specifications		
Paving shall be laid to herringbone pattern on 20mm thick (thickness after final compaction) clean river sand (preparation of ground or filling elsewhere)		
Clean sand shall be swept into joints between roadstones at completion		
<u>Open face excavation in earth over sloping site</u>		
68	Open face excavation to form platforms under parking areas etc and depositing excavated material over site, including haulage not exceeding 1m from perimeter of excavations	m3 33
69	Compaction of ground surfaces under pavings etc, including scarifying for a depth of 150mm, breaking down oversize material, adding suitable material where necessary and compacting to 92% Mod AASHTO density	m2 160
<u>LAYER WORK</u>		
<u>Selected earth filling obtained from the excavations and/or prescribed stock piles on site</u>		
<u>Filling supplied by the contractor under parking areas, roadways, etc</u>		
70	G9 gravel-soil material compacted to 90% Mod AASHTO density	m3 30
<u>User note</u>		
<i>Where SANS 1058 in the following heading is not applicable, refer to other suitable construction standards or provide full specifications</i>		
<u>Precast concrete interlocking block paving of grey paving blocks in accordance with SANS 1058, laid to falls on and including sand layer with joints filled in with sand, compacted with a vibration compactor</u>		
71	Paving to parking and sidewalks areas etc to falls, including necessary straight edge blocks	m2 150
72	150 x 300mm High kerbs (SANS 927 fig 3) with 150 x 150 x 300mm unreinforced concrete haunching at back of each joint, including excavation, backfilling, etc	m 68
<u>Paintwork</u>		
<u>Two coats reflective road marking paint on tarmacadam</u>		
<u>Etching primer and two coats reflective road marking paint on concrete</u>		

73	Line 50mm wide	m	30	
	Carried to final summary			R
ITEM NO			QUANTITY	RATE
	BILL NO 15			
	CARPENTRY AND JOINERY			
	<u>Vertical blinds made of fully washable fabric fitted with aluminin headrails and stainless steel spacer links including all fixing brackets fixed to the wall</u>			
74	Vertical blinds 1200 x 1200	n	18	
75	Vertical blinds 900 x 900	n	1	
76	Vertical blinds 1200 x 900	n	1	
ITEM NO			QUANTITY	RATE
	BILL NO 16			
	PROVISIONAL SUMS			
	<u>User note</u>			
	Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions			
	Take note that these Model Bills of Quantities utilise abbreviated descriptions			
	<i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<u>General</u>			
	Work for which budgetary allowances are provided will be measured and valued in accordance with the relevant building agreement and deducted in whole or in part if not required without any compensation for loss of profit on the said allowances			
	Prime cost amounts and provisional sums are net. Prime cost amounts shall include for delivery to site of all articles concerned Provisional sums are for material and equipment supplied and installed complete by firms of specialists			
	<u>Profit</u>			

Where stated, the contractor may allow for profit if required

User note

Refer hereunder to "nominated subcontractors" or "selected subcontractors" or both as the case may be and in accordance with the relevant building agreement (building contract) Where "attendance" is defined in the relevant subcontract agreement/subcontract, the user is to refer thereto and is to ensure that the designations therein are used. Where "attendance" is not defined in the relevant subcontract agreement/subcontract, the user is to provide a detailed description of the "attendance" required from the contractor

General attendance on nominated/selected subcontractors

User note

Use the following descriptions where the JBCC N/S Subcontract Agreement is applicable

The item "attendance" which follows each provisional sum for nominated/selected subcontractors' work, shall be deemed to cover all the contractor's costs incurred in providing free of charge to the nominated/selected subcontractors the contractor's duties as described in clause 12.2 of the JBCC N/S Subcontract Agreement

Special attendance on nominated/selected subcontractors

Where "special attendance" such as unloading, storing, placing in position, providing special power supplies, specific hoisting, crane and scaffolding requirements, provision of temporary casing and/or other specific protection of the works, special security and clearing away rubbish is required, a separate item describing the specific requirements in detail is to be provided for the pricing of such requirements

Builder's work

Builder's work in connection with specialist services is given elsewhere in these bills of quantities

PROVISIONAL SUMS FOR NOMINATED/SELECTED SUBCONTRACT WORKS

Steel Structural roof trusses fixed to the metal roof covering

77	Provide the sum of R450 000,00 for steel structural roof trusses fixed to sheet metal roof coverings, side cladding, etc	Item	1
78	Profit 15%	Item	1
79	Attendance 5%	Item	1

General cold and hot water Plumbing and drainage system including sanitary equipment, pipes and fitting as per the approved drawing plans

80	Provide the sum R70 000, 00 for plumbing and drainage	Item	1
----	---	------	---

81	Profit 15%	Item	1		
82	Attendance 5%	Item	1		
	<u>General electrical installation including distribution board, wiring, fitting (Plugs, switches, lights LED Tube lights and bulbs, floodlights) and accessories as per the approved drawing plans</u>				
83	Provide the sum R120 000, 00 for general electrical installation	Item	1		
84	Profit	Item	1		
85	Attendance	Item	1		
86	Supply and connect of 95mm ² 3-core PEX cable with stranded copper conductors and 70mm ² bare copper earth conductor to existing 11kV ring main supply cable, including required terminations and cable joints and making the necessary arrangements with the local authority	Item	1		
	<u>Wifi and TV-cable installation</u>				
87	Provide the sum for Wifi and TV-cable installation	Item	1		
88	Profit	Item	1		
89	Attendance	Item	1		
	<u>Municipal connection</u>				
	<u>Sewer and water connection</u>				
90	Provide the sum R10 000, 00 for municipal sewer and water connection	Item	1		
91	Profit 15%	Item	1		
92	Attendance 5%	Item	1		
	<u>Electrical connection</u>				
93	Provide the sum R10 000,00 for municipal / eskom electrical connection	Item	1		
94	Profit 15%	Item	1		
95	Attendance				
	<u>Branding</u>				
96	Provide the sum R50 000, 00 for internal and external branding	Item	1		
97	Profit 15%	Item	1		
99	Attendance	Item	1		

Carried to final summary

R

SUMMARY

Preliminaries	Bill no 1
Earthworks (provisional)	Bill no 2
Concrete, formwork and reinforcement	Bill no 3
Masonry	Bill no 4
Waterproofing	Bill no 5
Superstructure	Bill no 6
Roof coverings, claddings, etc	Bill no 7
Ceilings, partitions and access flooring	Bill no 8
Ironmongery	Bill no 9
Metalwork	Bill no 10
Tiling	Bill no 11
Plumbing and drainage	Bill no 12
Rcarpentry and joinery	Bill no 13
Mechanical work	Bill no 14
External work	Bill no 15
Provisional sums	Bill no 16

Total

R

Contingency Amount

Allow 10% of the above sub-total for contingencies to be used as directed Item 1

Sub-Total

R

Value Added Tax

Allow 15% of the above sub-total for Value Added Tax Item 1

R

Mokopane Total Bid Price

R

B2

BILLS OF QUANTITIES

FOR PRAKTISEER LOCAL OFFICE

LIMPOPO REGION

MATERIAL SCHEDULE FOR PRAKTISEER LOCAL OFFICE

Item	Size	Quantity
Doors fitted with cylinder locking systems		
- Double external Aluminium Glass doors	1640 x 2040	02
- Double internal Aluminium Glass doors	1640 x 2040	01
- Single internal Chromadek door	832x 2040	13
- Single bathroom Chromadek door	832 x 1700	07
- Single special fire door	832x 2040	01
Windows fitted with burglar bars		
- Aluminum Window type 01	1200 x 1200	18
- Aluminum Window type 02	1200 x 900	01
- Aluminum Window type 03	900 x 900	01
- Aluminum Window types 04	600 x 600	10
Light with fitting		
- 1200mm Recessed Light Fitting fitted with 3 x LED tubes Lights	1200mm long	41
- External LED floods lights	Standard	8
Wall Plus and Switches		
- Plug	Double	16
- 6m Plugs Trunking	Double plug	4
- Switch	One-way	12
- Switch	Two-way	3

ITEM NO	UNIT	QUANTITY	RATE	AMOUNT
<u>BILL NO. 1</u>				
<u>PRELIMINARIES AND GENERAL</u>				
<u>User note</u>				
Currency				
<i>Make it clear in which currency the pricing shall be where amounts are "carried forward", "brought forward" or elsewhere</i>				
Preparation of Bill No 1				
<i>The compiler of the bills of quantities is to prepare Bill No 1 (Preliminaries) in terms of and with reference to the relevant building agreement (building contract). Insert the following clause</i>				
Applicable method of measurement				
<i>It is to be clearly stated that the applicable method of measurement is the Standard System of Measuring Building Work (seventh edition) for projects within South Africa and the Standard Method of Measuring Building Work for Africa 2015 (first edition) for projects elsewhere in Africa. The content of both of these documents are identical</i>				
Preambles for trades				
<i>Insert the following clause where the Model Preambles for Trades 2008 as published by the Association of South African Quantity Surveyors is utilised</i>				
<u>PREAMBLES FOR TRADES</u>				
<p>The Model Preambles for Trades 2008 as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained</p> <p>Supplementary preambles are incorporated in these bills of quantities to satisfy the requirements of this project. Such supplementary preambles shall take precedence over the provisions of the Model Preambles</p> <p>The contractor's prices for all items throughout these bills of quantities shall take account of and include for all of the obligations, requirements and specifications given in the said Model Preambles and in any supplementary preambles</p>				
<u>User note</u>				
<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>				

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Insert the following clause

ABBREVIATED DESCRIPTIONS

The items in these bills of quantities utilise abbreviated descriptions. It is the intention that the abbreviated descriptions when read in conjunction with the applicable measuring system and the relevant preambles and/or specifications, shall represent the full descriptions. However, should the full intent and meaning of any description not be clear, the contractor shall, before submission of his tender, call for a written directive failing which it shall be assumed that the contractor has allowed in his pricing for materials and workmanship in terms of international best practise

1	Plant, Equipment, sheds and offices	Item	1
	The Contractor shall provide, maintain and remove on completion: a) All plant, equipment, scaffolding, tools and the like required by the Contractor for the due and proper fulfilment of the works. b) Temporary sheds for the proper storage of materials and the use of the Contractors workers.		
2	Main noticeboard	Item	1
	The Contractor shall provide a main noticeboard of an approved design with the title of the project and the names of the Employer, the Project Manager, the Agent and the Contractor sign written thereon. The project manager shall instruct the Contractor where the board is to be erected.		
3	Electricity and Lighting	Item	1
	The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of any portion of the Works and provide electric power for any purpose required in connection with Works, including for all electric light and power required by all Sub-Contractors. The Contractor shall give all notices and pay all fees in connection with temporary electrical connections and pay for all electricity consumed.		
4	Toilets	Item	1
	The Contractor shall provide separate mobile ablution facilities including toilet paper and hand wash soap for the workers, consultants and visitors and shall maintain the same in a thoroughly clean and tidy condition.		
5	Site Security-Works Information	Item	1

To maintain the integrity of the site during construction, it shall be necessary to implement security measures applicable to Contractor's employees. It is expected of the Contractor's Site Supervisors to exercise control over their staff and maintain order. The Contractor shall take all appropriate measures for general site security and shall ensure that the following requirements are always adhered to: a) All workers to be in company overalls, safety helmet, boots, etc b) SASSA shall not accept any responsibility for the theft or damage to the Contractor's equipment while on site. It is expected that the Contractor shall provide own side security service.

6 Occupational Health and Safety Act

Item

1

The contractor shall for the duration of this contract be deemed to be mandatory SASSA for the purpose of the Occupational Health and Safety Act No.85 of 1993, and he shall prior to taking occupation of the site satisfy SASSA by means of written representations that he has fully complied with the relevant requirement of the said act. Acceptance by SASSA of the Contractors written representations in terms of the above shall constitute an agreement in writing to the arrangements and procedures between the parties to ensure compliance by the contractor with the provision of the act referred to therein, for the purpose of section 37(2) of the said act. SASSA shall at all times have the right to summarily suspend the performance of the Contractor hereunder pending compliance by the Contractor with any requirement regulation and direction referred to. SASSA shall be entitled to set off against any amount owed by SASSA to the contractor hereunder any loss or damage suffered by it as a results of the suspension of the contractors performance in the circumstances envisaged above.

7 Safety Helmets and Protective Clothing

Item

1

The Contractor shall take all necessary steps to ensure that all workmen employed on the Works comply with regulations regarding the wearing of safety helmets and protective clothing. The Contractor shall provide and keep on site an adequate supply of clean safety helmets and protective clothing for the use of all Employer's agents and all authorized visitors. Notice board shall be erected warning all workmen and visitors to wear safety helmets on or about the Works.

8 Construction instructions

Item

1

Contract instructions issued on site are to be recorded in triplicate in a site instruction book which is to be maintained on site by the contractor. The Contractor shall supply and have available at the site of the works, the following site books: The Contractor shall supply and have available at the site of the works, the following site books: a) Construction Instruction Book: Receiving and recording instructions in a suitable A4 size triplicate book kept on site. Instructions issued shall be recorded by the Architect or other Employer's agent to whom the delegated Authority in the book. b) Daily Record Book The contractor shall record in triplicate in a suitable A4 size triplicate book kept at the site, a daily record book of work done , all site visit by the Project manager and other professional personnel and all events affecting the Works, such as progress, issue of plans ,breakdown of machinery, etc. The labour , plant and material on site shall be recorded as well as work performed. Entries must be made by the contractor and must be signed and forwarded to the Principal Agent for his counter-signature on a daily basis. Copies of these records shall be for the Architect, Quantity Surveyor and Contractor.

9 Guarantees, Maintenance Manuals and Compliance Certificates

Item

1

The Contractor shall obtain and hand over to the Project Manager on Practical Completion, all relevant guarantees, any operating and maintenance instruction manuals, data or instructions required by the Project Manager or provided by manufacturer's supplier or Sub-Contractors. The contractor shall ensure that all warranties and guarantees received are fully ceded to the Employer on Final Completion, failing which the release of the Construction Guarantee will be withheld until this is satisfactorily completed. All compliance certificates such as Certificate of Compliance (COC) for electricity, Foundation inspection report, Pest Control Certificate, Glazing Certificate, Roof certificate and Sewer Line Inspection/Drainage Inspection report must be handed over to the project manager at the end of the project. And the contractor must apply and obtain Occupational certificate from the local Municipality.

10 Safety and Health Environment (SHE) Requirements

Item

1

The contractor shall provide Safety Signs in English and Barricading material to any potentially dangerous areas on the site. The Safety sign must be entirely visible to persons in the area and the potential hazard must be completely barricaded with approved barricading material. The Contractor shall take the necessary provisions for an emergency. This includes First aid boxes, fire extinguisher and emergency alarm in the case of an emergency on site. These essentials must be stored in places that are easily accessible. The contractor is to appoint a competent person as a SHE Officer for the duration of the project. The SHE Officer must carry out all of the services and duties required.

11 Development of office building drawings

Item

1

Develop of office building drawings and site drawing by a Registered Architects as per the local municipality requirement and submit for approval by the local municipality before the commencement of the project

Carried to final summary

R

ITEM
NO

QUANTITY

RATE

AMOUNT

BILL NO. 2

EARTHWORKS (PROVISIONAL)

User note

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

The following are typical examples of descriptions of "nature of ground"

Nature of ground

The nature of the ground is assumed to be loose sandy material, therefore "earth", but possibly interspersed with "soft rock" or "hard rock"

The nature of the ground is assumed to be gravel, therefore "earth", but possibly interspersed with "soft rock" or "hard rock"

The nature of the ground is assumed to be silty clay with loose river boulders varying in size up to approximately 450mm diameter, all of which will be deemed as "earth", but possibly interspersed with "hard rock"

Trial holes indicate that the nature of the ground is silty clay to a depth of approximately 500mm with fine to medium loose sandy material below, therefore "earth"

A soils investigation has been carried out on the site by the engineer and the report is annexed to these bills of quantities. The soils report indicates that the ground varies between silty sand, reworked soil of mixed origin and residual shale, all of which will be deemed as "earth". All very hard unweathered shale, ironstone, etc, the removal of which necessitates the use of explosives or heavy duty hydraulic percussion hammers (peckers), will be classified as "hard rock"

User note

The following are typical examples of descriptions of "subterranean water"

Carting away of excavated material

Descriptions of carting away of excavated material shall be deemed to include loading excavated material onto trucks directly from the excavations or, alternatively, from stock piles situated on the building site

Filling and layer work materials

References such as "G1", "G2", etc and "C1", "C2", etc in descriptions of filling and layer work materials refer to corresponding references in the document "Guidelines for Road Construction Materials. TRH 14 : 1985" compiled by the Committee of State Road Authorities and the properties set out therein for each kind shall be applicable to the respective materials described hereinafter

User note

When no information regarding density and other tests is available the following preamble in respect of testing may be inserted

Testing

Prices for filling are to include for all necessary density and other tests

SITE CLEARANCE

User note

Where the value is of significance, the removal of hedges etc shall be given separately in meters or in number

Site clearance

- | | | | |
|----|--|----|------|
| 12 | Digging up and removing rubbish, debris, vegetation, hedges, shrubs, bush, etc and trees not exceeding 200mm girth | m2 | 1200 |
|----|--|----|------|

BULK EXCAVATION, FILLING, ETC

User note

This section is given as an alternative option and in the event of it being utilised, the excavation, filling, etc other than bulk is to be given in the later section under the appropriate heading If this alternative is not utilised then all excavation, filling, etc (bulk and otherwise) is to be given in the later section under the appropriate heading

EXCAVATIONS ETC

Digging up topsoil

- | | | | |
|----|---|----|------|
| 13 | Digging up topsoil to an average depth of 150mm and preserving for use as filling | m2 | 1200 |
|----|---|----|------|

FILLING ETC

Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to 93% Mod AASHTO density

- | | | | |
|----|-----------------------------|----|-----|
| 14 | Over site to make up levels | m3 | 264 |
|----|-----------------------------|----|-----|

Compaction of surfaces

15	Compaction of natural or excavated ground surface over site by wetting and compacting with vibratory roller	m2	1200		
<u>TESTS</u>					
<u>Prescribed tests to determine degree of compaction or other properties of ground or filling</u>					
16	Modified AASHTO Density test	No	1		
<u>EXCAVATION, FILLING, ETC</u>					
<u>EXCAVATION, FILLING, ETC OTHER THAN BULK</u>					
<u>User note</u>					
<i>Only the appropriate one of the above two alternative headings is to be inserted, depending on whether the separate "bulk excavation, filling, etc" option is utilised or not</i>					
<u>EXCAVATIONS ETC</u>					
<u>Excavation in earth not exceeding 2m deep</u>					
17	Trenches	m3	66		
<u>Extra over bulk excavations in earth for excavation in</u>					
18	Soft rock	m3	30		
19	Hard rock	m3	36		
<u>Risk of collapse of excavations</u>					
20	Sides of trench and hole excavations exceeding 1,5m deep	m2	110		
<u>Keeping excavations free of water</u>					
21	Keeping excavations free of all water other than subterranean water	Item	1		
<u>FILLING ETC</u>					
<u>Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to 93% Mod AASHTO density</u>					
22	Backfilling to trenches, holes, etc	m3	28		
<u>WEED KILLERS, INSECTICIDES, ETC</u>					
<u>Weedkiller (active ingredients metalaclor 102,8 g/l, terbitilasien 248,6 g/l and atrasion 248,6 g/l) mixed in the proportion of 100 ml weedkiller to 100 l water and applied at a rate of 10 l/m²</u>					
23	Under paving etc	m2	150		

<u>User note</u>				
<i>Where SANS 5859 is not applicable, refer to other suitable construction standards or provide full specifications</i>				
<u>Soil insecticide in accordance with SANS 5859</u>				
24	Under floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	m2	300	
25	To bottoms and sides of trenches etc	m2	160	
Carried to final summary				R
ITEM NO		QUANTITY	RATE	AMOUNT
<u>BILL NO 3</u>				
<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
<u>User note</u>				
<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>				
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<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i>				
<u>UNREINFORCED CONCRETE</u>				
<u>UNREINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES</u>				
<u>No fines concrete</u>				
<u>Class II concrete</u>				
<u>15MPa/19mm concrete</u>				
26	Ramps and Aprons	m3	4	
<u>REINFORCED CONCRETE CAST ON/IN FORMWORK</u>				

REINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES					
<u>30MPa/19mm concrete</u>					
27	Strip footings	m3	33		
28	Surface beds cast in panels on waterproofing	m3	72		
TEST CUBES					
29	Making and testing 150 x 150 x 150mm concrete strength test cube (Provisional)	No	1		
<u>User note</u>					
<i>In lieu of the above the requirements in respect of quality control can be described and the total volume of concrete subject to control given in cubic meters (normally the reinforced concrete only). There are specialist companies who offer a control service based on a rate per cubic meter</i>					
CONCRETE SUNDRIES					
MOVEMENT JOINTS ETC					
<u>Expansion joints with 12mm softboard (bitumen impregnated softboard) (closed cell expanded polyethylene) between vertical concrete and brick surfaces</u>					
30	Not exceeding 300mm high to edges of surface beds	m	175		
REINFORCEMENT					
REINFORCEMENT (PROVISIONAL)					
<u>Mild steel reinforcement to structural concrete work</u>					
<u>Fabric reinforcement</u>					
<u>User note</u>					
<i>The following types of fabric reinforcement are normally specified: Types 100, 193, 245, 311 and 395</i>					
31	Type 193 fabric reinforcement in concrete surface beds, foundation footing etc	m2	400		
Carried to final summary				R	
ITEM NO		QUANTITY	RATE	AMOUNT	
BILL NO 4					
MASONRY					
<u>User note</u>					

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

BRICKWORK

Sizes in descriptions

Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick

User note

The following preamble generally applies for works in hot and humid coastal areas

Face bricks

Bricks shall be ordered timeously to obtain uniformity in size and colour

Pointing

Descriptions of recessed pointing to fair face brickwork and face brickwork shall be deemed to include square recessed, hollow recessed, weathered pointing, etc

BRICKWORK

FOUNDATIONS (PROVISIONAL)

SUPERSTRUCTURE

Brickwork of NFP bricks in class II mortar

Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar

Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar in loadbearing walls etc

Brickwork of concrete bricks in class II mortar

Brickwork of calcium silicate bricks in class II mortar

32	One brick walls	m2	130		
	<u>BRICKWORK SUNDRIES</u>				
	<u>FACE BRICKWORK</u>				
	Face bricks pointed with recessed horizontal and vertical joints				
	User note				
	Where the radius of circular work is less than 1m the use of header courses, cut bricks or specially made bricks is to be ascertained and described as such				
33	Extra over brickwork in foundations for face brickwork	m2	60		
	Carried to final summary			R	
ITEM NO		QUANTITY	RATE		AMOUNT
	<u>BILL NO 5</u>				
	<u>WATERPROOFING</u>				
	User note				
	Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions				
	Take note that these Model Bills of Quantities utilise abbreviated descriptions				
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	Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008				
	<u>Waterproofing</u>				
	Waterproofing of roofs, basements, etc shall be laid under a ten year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs				
	<u>DAMPPROOFING OF WALLS AND FLOORS</u>				
	User note				

	Where SANS 952-1985 in the following headings is not applicable, refer to other suitable construction standards or provide full specifications			
	<u>One layer type FV dampproof course</u>			
	<u>One layer 375 micron embossed polyethylene dampproof course for 220mm wall (SANS 952-1985 type B)</u>			
34	In walls	m	70	
	<u>One layer 250 micron green polyethylene waterproof sheeting (SANS 952-1985 type C) sealed at laps with PVC self-adhesive tape</u>			
35	Under surface beds	m2	300	
	<u>WATERPROOFING TO ROOFS ETC</u>			
	<u>One layer 4mm special polyester fully bonded waterproof membrane comprising a matrix modified with polypropylene dual reinforced with non-woven polyester cloth and glass fibre tissue, laid with 75mm side and 100mm end laps</u>			
	<u>One layer 1,7mm self-adhesive fully bonded waterproof membrane comprising 1,4mm rubberised asphalt and a layer of heat-resistant woven polypropylene mesh, laid with 75mm side and 100mm end laps</u>			
	<u>Prime with one coat bitumen primer and one layer 4mm fully bonded waterproof membrane comprising two bitumen layers reinforced with woven spunbonded polyester fabric and coated with polyethelene film for heat bonding, laid with 100mm side and 150mm end laps</u>			
	<u>Cementitious waterproofing system (suitable for tiling) comprising primer coat plasticised modified acrylic (PMA) (consisting of 5l PMA, 5 litres water and 16,5kg cement (32,5N), one layer pre-cut polypropylene fabric fully saturated in PMA slurry and two full coats PMA slurry</u>			
	<u>Cementitious waterproofing system (suitable for tiling) comprising patching defects with polymer modified flexible (PMF) waterproofing slurry and three full coats PMF waterproofing slurry applied with a brush to a final dry film thickness of 2 to 3mm</u>			
36	On sloping roofs with 15 degrees pitch	m2	420	
	Carried to final summary			R
ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 6</u>			
	<u>SUPERSTRUCTURE</u>			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			

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37	<p>Supply, deliver and assembly of Chromadek Prefabricated Office Structure with Aluminium windows and double doors plus Chromadek single doors as per the approved drawing plans and windows and doors schedules. (See the attached drawing plan sample and windows plus doors schedule)</p>	Item	1	
	Carried to final summary		R	
ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 7</u>			
	<u>ROOF COVERINGS, CLADDINGS, ETC</u>			
	<u>User note</u>			
	Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions			
	Take note that these Model Bills of Quantities utilise abbreviated descriptions			
	<p>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <u>Where such model preambles are not applicable</u> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</p> <p>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</p> <p>Where battens for roof coverings form part of the plate nailed timber roof truss design it shall be included under the roof construction in the "Carpentry and Joinery" trade and not under this trade</p>			
	<u>PROFILED METAL SHEETING AND ACCESSORIES</u>			
	<u>User note</u>			

	<p><i>Profiled metal sheeting is available in various thicknesses. Usually Z275 spelter galvanising is used in inland areas and Z600 spelter galvanising for coastal areas. However galvanised sheeting is generally not used in coastal areas. When the pitch of troughed roof covering is less than 5 degrees or if dustproofing is required then the description of roof coverings "with side laps sealed" is to be used.</i></p> <p><i>Where roof coverings are fixed on top of rigid board insulation to purlins etc they are to be described as such. Note that besides galvanised steel, sheeting is also available in corten steel, stainless steel, copper and aluminium.</i></p> <p><u>Chromadek IBR 0,5mm Z686 spelter galvanised steel sheets fixed to steel purlins or rails</u></p>			
38	Roof covering plus ridges and valley with pitches not exceeding 25 degrees	m2	420	
	<u>ROOF AND WALL INSULATION</u>			
	<p><u>User note</u></p> <p><i>Where SANS 1381-4 and SANS 0177-3 in the following heading is not applicable, refer to other suitable construction standards or provide full specifications.</i></p> <p><u>Multi-layered reinforced double-sided aluminium foil sheeting in accordance with SANS 1381-4 with a mass of not less than 293g/m² and a Class I fire rating in accordance with SANS 0177-3</u></p>			
39	Insulation sheeting fixed to underside of rafters with 150mm stapled laps including galvanised steel straining wires at not exceeding 400mm centres and double-sided tape at edges where required	m2	420	
	Carried to final summary			R
ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 8</u>			
	<u>CEILINGS, PARTITIONS AND ACCESS FLOORING</u>			
	<p><u>User note</u></p> <p><i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions.</i></p> <p><i>Take note that these Model Bills of Quantities utilise abbreviated descriptions.</i></p>			

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

Fixing

Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins, or to be shot-pinned, to brickwork or concrete

Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 500mm centres, and where described as "bolted", the bolts have been given elsewhere

Ceilings

Unless otherwise described ceilings shall be deemed to be horizontal

Bulkheads

Unless otherwise described bulkheads shall be deemed to be horizontal along the length

Steel components

All steel components for ceilings, partitions, etc are to be galvanised in accordance with SANS 121

SUSPENDED CEILINGS

SUPPLEMENTARY PREAMBLES

Proprietary suspended ceilings

Hangers, suspension grids, "lay-in" panels, etc are to be in accordance with the manufacturers' recommendations

User note

The following preamble to be included in the bills of quantities after confirmation of the basic design of the ceilings, lighting, air conditioning, etc

Electrical light fittings, diffusers, panels etc are generally "lay-in" units of the same dimensions as the suspension grid described and allowance must be made in the rates accordingly for their support inclusive of any flexibility in setting out that may be required (ceiling panels have not been deducted and pricing is to take cognisance thereof)

	<u>Flush plastered gypsum plasterboard suspended ceilings</u>				
	Ceilings shall comprise 9,5mm (12,5mm?) gypsum plasterboard boards screwed to and including screw-up suspension grid consisting of main tees at 1 200mm centres and galvanised steel capped cross tees at 400mm centres and with tape fixed over joints and the whole finished with gypsum plaster trowelled to a smooth polished surface				
	The grid shall be suspended by means of galvanised steel L-section hangers at suitable centres, securely shot-pinned or screwed to concrete, steel or wood				
	<u>Flush plastered gypsum plasterboard suspended bulkheads</u>				
	Bulkheads shall comprise galvanised steel studding of 63,5mm top and bottom tracks with vertical studs at maximum 400mm centres, pop-riveted to the top and bottom tracks with similar additional vertical studs as necessary at abutments, ends, etc and covered as described with plasterboard screwed to studding with drywall screws at maximum 300mm centres. Boards shall be butt jointed and finished with tape and jointing compound and the whole finished with gypsum plaster trowelled to a smooth polished surface to the thickness recommended by the manufacturer				
	Descriptions shall be deemed to include any additional studs at ends and intersections, corner beads, cornices at junctions with ceilings, jointing compound, tape, etc				
	<u>Pre-painted acoustic panels on exposed suspension grid system including hangers, necessary hold-down clips and wedges, etc</u>				
40	Suspended ceiling not exceeding 1m below steel purlins at trusses with two 600mm x 600mm trap door	m2	300		
	Carried to final summary			R	
ITEM NO		QUANTITY	RATE		AMOUNT
	<u>BILL NO 9</u>				
	<u>IRONMONGERY</u>				
	<u>User note</u>				
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>				
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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

Proprietary items

Where applicable the manufacturers' names or product catalogue titles are given in sub-headings preceding the items. Prices are to be based on the specific products/articles specified. If tenderers wish to offer alternative products/articles for certain items, these items are to be clearly marked and the alternative specification given with supporting brochures etc clarifying the features of the products/articles offered. On request returnable samples are to be provided to the principal agent for consideration.

LETTERS, NAMEPLATES, ETC

In accordance with "A" catalogue

41	Plastic plate with male or female symbol	No	4
42	Plastic plate with paraplegic symbol	No	1
43	Plastic plate with fire exit, fire extinguisher, fire hose reel or fire hydrant symbol	No	4
44	Exit	No	3

BATHROOM FITTINGS

In accordance with "A" catalogue

45	Toilet roll holder, plugged	No	8
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PROPRIETARY TYPE KITCHEN CUPBOARDS

SUPPLEMENTARY PREAMBLES

Steel Kitchen cupboards with four doors and double bowl sink and hot and cold water mixture tap and tops are to be steel.

Drawers are to be fitted with telescopic runners

Kitchen cupboards, plugged

46	Four door floor Kitchen unit	No	1
----	------------------------------	----	---

PINNING BOARDS, WRITING BOARDS, PROJECTION SCREENS, ETC

In accordance with "A" catalogue

47 Pinning board 900 x 1200mm high, plugged

No

2

Carried to final summary

R

ITEM
NO

QUANTITY

RATE

AMOUNT

BILL NO 10

METALWORK

User note

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

Descriptions of bolts, anchors, etc

Descriptions of bolts shall be deemed to include nuts and washers

Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete

Items described as "holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described

Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 600mm centres

Aluminium doors, windows, etc

Doors and windows shall comply with AAAMSA design criteria Glazing shall comply with SAGGA regulations. Glass shall be type ? laminated performance glass as shown on the window schedules/drawings appended to these bills of quantities (as described in the headings to window descriptions?). Glass thickness shall comply with SAGGA regulations irrespective of thicknesses shown on the schedules/drawings Doors and windows shall be supplied with protective tape and plastic and shall be removed only once surrounding trades have been completed For purpose made windows and doors, refer to drawings annexed to (issued separately with?) these bills of quantities

The following certificates shall be provided prior to commencement of site work:1A copy of the relevant AAAMSA Performance Test Certificate from the manufacturer/contractor supplying the architectural aluminium product 2A Certificate of Conformance confirming that anodising or powder coating has been processed in accordance with SANS 999 and SANS 1796 respectively

3A powder guarantee of not less than 15 years issued by the powder manufacturer. The specific conditions contained in this guarantee shall form part of the powder coating process 4A Certificate of Conformance confirming that glazing has been installed in accordance with SANS 0137, ensuring that safety glazing materials have been installed in the mandatory areas and that each individual pane of safety glazing materials has been permanently marked 5A warranty from the manufacturer of the laminated safety glass and/or hermetically sealed glazing units guaranteeing the products against delamination and colour degradation for a period of not less than five years

STEEL HANDRAILS

STEEL BALUSTRADING

GALVANISED STEEL BALUSTRADING

Welded balustrading to walkways

- | | | | |
|----|---|---|----|
| 48 | Horizontal balustrading to walkways of flat section continuous top rail, flat section continuous bottom rail, section intermediate balusters at centres between top and bottom rails and section posts at approximately centres each with flat section base plate bolted to walls (bolts elsewhere) | m | 12 |
|----|---|---|----|

STEEL GATES, SCREENS, ETC

ALUMINIUM GATES, SCREENS, BURGLERS ETC

Aluminium screens and gates to Windows

- | | | | |
|----|---|----|---|
| 48 | Single gate 810 x 1032mm high flat section outer frame welded fixed to wall with bolts and fitted with a pair of suitable hinges welded to frame and with lockable sliding bolt with keep in gate post | No | 1 |
| 49 | Double gate 1620 x 1032mm high flat section outer frame welded fixed to wall with bolts and fitted with a pair of suitable hinges welded to frame and with lockable sliding bolt with keep in gate post | No | 2 |

ITEM NO	Carried to final summary	QUANTITY	RATE	AMOUNT
	BILL NO 11			
	<u>TILING</u>			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
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	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i>			
	<u>Patterns</u>			
	Unless otherwise described, tiles shall be laid with continuous joints in both directions			
	<u>Fixing</u>			
	Unless described as "fixed with adhesive to plaster (plaster elsewhere)" descriptions of tiling on brick or concrete walls, columns, etc shall be deemed to include 1:4 cement plaster backing and descriptions of tiling on concrete floors etc shall be deemed to include 1:3 plaster bedding			
	Tiling described as "fixed with adhesive on power floated concrete" shall be deemed to include for approved tiling key-coat			
	Ceramic, porcelain, marble and granite tiles are to be fixed and grouted with suitable adhesives and grouts as recommended by the manufacturer of the tiles			
	<u>FLOOR TILING</u>			
	<u>User note</u>			
	<i>Waterproof grout is normally used in showers, on balconies, etc. Epoxy grout is used in kitchens, butcheries, etc, where floors are frequently washed with detergents</i>			

	Matt glazed ceramic floor tiles on 5mm bedding on concrete and flush pointed with tinted waterproof grout			
50	On floors and landings	m2	350	
	Carried to final summary			R
ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 12			
	PLUMBING AND DRAINAGE			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
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	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008</i>			
	<u>Wire gratings</u>			
	Descriptions of gutter outlets etc shall be deemed to include wire balloon gratings			
	<u>Stormwater channels</u>			
	Descriptions of channels shall be deemed to include necessary excavation, surface preparation, compaction, etc, and disposal of surplus material on site			
	<u>French drains</u>			
	Descriptions of french drains shall be deemed to include excavation, stone filling graded from 300mm diameter at bottom to 75mm diameter at top, geofabric filter blanket over stone, 300mm earthfilling over and disposal of surplus material on site			
	<u>Septic tanks</u>			
	Descriptions of proprietary type septic tanks shall be deemed to include excavation, bedding and jointing, concrete base slabs, jointing to drains and backfilling, compaction, etc all in accordance with the manufacturer's instructions and disposal of surplus material on site			

Stainless steel basins, sinks, wash troughs, urinals, etc

Stainless steel for economy basins, domestic sinks and worktops shall be Type 430 (17/0) Stainless steel for urinals, basins, quality sinks, wash troughs, institutional equipment, etc shall be Type 304 (18/8) Stainless steel for laboratory sinks, photographic equipment, etc shall be Type 316 (18/8) Units shall have standard aprons on all exposed edges and tiling keys against walls where applicable

Sealing of edges

Outer edges of sinks, basins, baths, urinals, etc are to be sealed against adjacent surfaces with approved silicone

PVC-U pipes and fittings

Sewer and drainage pipes and fittings shall be jointed and sealed with butyl rubber rings Soil, waste and vent pipes and fittings shall be solvent weld jointed or sealed with butyl rubber rings

PVC-U pressure pipes and fittings

Pipes of 50mm diameter and smaller shall be plain ended with solvent welded PVC-U loose sockets and fittings Pipes of 63mm diameter and greater shall have sockets and spigots with push-in type integral rubber ring joints. Bends shall be PVC-U and all other fittings shall be cast iron, all with similar push-in type joints

High density polyethylene (HDPE) pipes and fittings

Pipes shall be type IV and of the class specified with compression fittings
Polypropylene pipes

Polypropylene pipes 54mm diameter and smaller shall be seamless copper coloured Class 16 pipes jointed with heat welded thermoplastic or where so described compression fittings Pipes shall be firmly fixed to walls, etc with coloured nylon snap-in pipe clips with provision for accommodating thermal movement and jointed and fixed strictly in accordance with the manufacturer's instructions

Copper pipes

Pipes shall be hard drawn and half-hard pipes of the class described. Class 0 (thin walled hard drawn) pipes shall not be bent. Class 1 (thin walled half-hard), Class 2 (half-hard) and Class 3 (heavy walled half-hard) pipes shall only be bent with benders with inner and outer formers. Fittings to copper waste, vent and anti-syphon pipes, capillary solder fittings and compression fittings shall be "P" type. Capillary solder fittings shall comply with ISO 2016

Copper pipes are to be installed in accordance with the latest revision of the Code of Practice for Copper Plumbing soldering techniques. Flux, solder, etc to be strictly in accordance with the manufacturer's requirements with special attention to copper flux composition

Reducing fittings

Where fittings have reducing ends or branches they are described as "reducing" and only the largest end or branch size is given. Should the contractor wish to use other fittings and bushes or reducers he may do so on the understanding that no claim in this regard will be entertained

Fixing of pipes

Unless specifically otherwise stated, descriptions of pipes shall be deemed to include fixing to walls, etc, casting in, building in or suspending not exceeding 1m below suspension level

Paper wrapping to pipes

Pipes chased into brickwork must be wrapped with two layers of stout brown paper tied with wire. Rates are to include for wrapping around joints and fittings

Disinfection of water pipework

Water pipework is to be disinfected at completion

Petrolatum anti-corrosion tape

Pipes to be taped shall be coated with the appropriate primer and the tape shall be applied in the appropriate widths and with 75% overlaps. Couplings and fittings to pipes shall be taped in strict accordance with the manufacturer's instructions

Prices for wrapping of pipes shall include for all work as described to couplings in the length

Laying, backfilling, bedding, etc of pipes

Pipes shall be laid and bedded in accordance with manufacturers' instructions and trenches shall be carefully backfilled

Where no manufacturers' instructions exist, pipes shall be laid in accordance with the relevant section of SANS 2001

General

Descriptions of cast iron roof outlets shall be deemed to include joints to pipes and casting into concrete (adaptors for joints to PVC pipes, etc are given separately). Descriptions of overflow pipes where measured in number, shall be deemed to include joints to cisterns and splay cut ends

Descriptions of pipes laid in and including trenches and of inspection chambers, catchpits, etc shall be deemed to include excavation, bedding, backfilling, compaction to a minimum of 90% Mod AASHTO density and disposal of surplus material on site

Descriptions of service pipes and flexible connecting pipes shall be deemed to include connections to taps, cisterns, etc and to steel pipes (adaptors for connections to copper pipes, etc are given separately)

	Descriptions of WC pans, slop hoppers, etc shall be deemed to include for joints to soil pipes (pan connectors are separately measured)				
	<u>SANITARY FITTINGS</u>				
	<u>Ceremic</u>				
51	Wash hand basin with cold and hot water taps	No	7		
52	Curved back urinal with inlet for flush valve (flush valve elsewhere) sparge pipes and hinged domical grating	No	4		
53	WC suite comprising WC pan with double flap heavy duty plastic seat and matching 9 litre cistern with flush pipe	No	7		
54	Paraplegic WC pan with cradle bracket and legs and double flap white epoxy painted wooden seat (flush valve and flush pipe elsewhere)	No	1		
	<u>ELECTRIC WATER HEATERS</u>				
	<u>Electric Geyser connection to water</u>				
55	150l Geyser	No	1		
	<u>FIRE APPLIANCES ETC</u>				
56	Fire hose reel with 30m plastic rubber hose, chromium plated stopcock, shut-off nozzle and mounted to the wall bracket	No	1		
57	9kg dry chemical powder fire extinguisher mounted to the wall	No	3		
	Carried to final summary			R	
ITEM NO			QUANTITY	RATE	AMOUNT
	<u>BILL NO 13</u>				
	<u>MECHANICAL WORK</u>				
	<u>User note</u>				
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>				
	<i>Users are to note that no provision has been made in the "Model Preambles for Trades 2008" published by the Association of South African Quantity Surveyors for mechanical work. Users are advised to include the engineer's comprehensive mechanical project specification in these bills of quantities and to insert relevant supplementary preambles where necessary or to refer to suitable construction standards</i>				
	<i>Supplementary preambles hereafter are given as examples only, reproduced from typical bills of quantities where some of the preambles may have been specifically required</i>				

The range of items provided in this bill is an example of typical items with (or without) trade names to show possible ways of describing such items. Users must take special care that only items relevant to the specific project are to be included and that descriptions should be adapted as necessary to suit the particular circumstances

Headings and descriptions of items in this bill assume that the specification and/or supplementary preambles fully describe materials to be used, methods of fixing, etc

SUPPLEMENTARY PREAMBLES

Ductwork

Descriptions of ducts shall be deemed to include stiffeners, jointing materials, sealants, couplers in the running length and access/inspection panels in accordance with the specification

Dampers

Descriptions of smoke and fire dampers shall be deemed to include fusible links, sleeves, frames, supports and access openings in ducts

Air diffusion

Descriptions of air terminals, grilles, louvres and the like shall be deemed to include necks, frames, supports and flexible connections

Fans

Descriptions of fan assemblies shall be deemed to include supports from the structure, flexible or other connections to ductwork, vibration isolation mountings and airtight inspection doors

Sound attenuators

Descriptions of sound attenuators shall be deemed to include flanged or flexible connections to ducts and supports from the structure

Fan coil units, fan air terminals and fan heaters

Descriptions of fan coil units, fan air terminals and fan heaters shall be deemed to include connection points for water, air and electrical supply, for air grilles, dust trays, condensate trays and vibration isolation mountings. Flexible ducts, flexible hose and connecting cables for connecting these units to each other or to water pipe, and electrical supply are separately measured

Major equipment

Descriptions of major equipment such as chillers, air handling units and the like shall be deemed to include connections to water, air and electrical supply and/or discharge points, supports, bearers, vibration insulation mountings, filters, insulation, inspection ladders and gangways, access doors and panels and painting etc as specified

<u>Piping</u>			
Pipe diameters are nominal internal unless otherwise stated Where fittings have reducing ends or branches they are described as "reducing". In the case of pipes with diameters not exceeding 60mm only the largest end or branch diameter is given. Should the contractor wish to use other fittings and bushes or reducers he may do so on the understanding that no claim in this regard will be entertained. In the case of pipes with diameters exceeding 60mm all diameters are given and no claim for extra bushes, reducers, etc will be entertained			
<u>Fixing of pipes</u>			
Unless otherwise stated, descriptions of pipes shall be deemed to include fixing to walls etc, casting in, building in or suspending not exceeding 1m below suspension level			
<u>Pump sets</u>			
Descriptions of pumps shall be deemed to include connections to water and electrical supply and/or discharge points, vibration insulation mountings, insulation, drip trays with outlets, pressure gauges, etc			
<u>Valves</u>			
Descriptions of valves shall be deemed to include flanged or screwed connections to pipes, reducers, supports, etc			
<u>Insulation</u>			
Descriptions of insulation shall be deemed to include priming the pipes with zinc chromate primer before the insulation is applied, painting the insulation when completed and applying vapour barrier where specified			
<u>AIR CONDITIONING INSTALLATION</u>			
<u>SPLIT TYPE UNITS</u>			
58	9kW Wall mounted unit with condensor section mounted on external wall	No	6
59	24kW Ceiling mounted unit with refrigerant and drain piping, with condensor section mounted on external wall	No	4
60	18kW Ceiling mounted unit with refrigerant and drain piping, with condensor section mounted on external wall	No	1
Carried to final summary			R
ITEM NO		QUANTITY	RATE
			AMOUNT
<u>BILL NO 14</u>			
<u>EXTERNAL WORK</u>			
<u>User note</u>			

Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions

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Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2008

LANDSCAPING

Landscaping specification

Refer to the landscape architect's specification annexed to these bills of quantities which is supplementary to and shall take precedence over the "Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors"

Excavate in earth and dispose on site

61	Not exceeding 150mm deep to remove humps, form shallow ditches, etc <u>Ground preparation</u>	m2	1
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62	Cultivation and preparation of areas to be planted	m2	1
----	--	----	---

Shrubs, bulbs and plants

63	Abelia postrata (4l container)	No	4
----	--------------------------------	----	---

64	Agapanthus spp "Blue" (2l container)	No	4
----	--------------------------------------	----	---

65	Bauhinia galpinii (4l container)	No	4
----	----------------------------------	----	---

Trees

66	Acer palmatum 1000mm high	No	3
----	---------------------------	----	---

67	Acacia melanoxylon 1000mm high	No	3
----	--------------------------------	----	---

ROADWORK, PARKING AREAS AND PAVING

User note

Where SABS 1200 or SANS preambles are not applicable, refer to other suitable construction standards or provide full description

<u>Testing of material and filling</u>		
Descriptions of earth filling, compaction, etc shall be deemed to include for all necessary testing required in accordance with the SABS 1200 series		
<u>Precast concrete block road surfacing</u>		
Paving shall be laid in accordance with SABS 1200 MJ, SANS 1058 and the Concrete Masonry Association's specifications		
Paving shall be laid to herringbone pattern on 20mm thick (thickness after final compaction) clean river sand (preparation of ground or filling elsewhere)		
Clean sand shall be swept into joints between roadstones at completion		
<u>Open face excavation in earth over sloping site</u>		
68	Open face excavation to form platforms under parking areas etc and depositing excavated material over site, including haulage not exceeding 7m from perimeter of excavations	m3 33
69	Compaction of ground surfaces under pavings etc, including scarifying for a depth of 75mm, breaking down oversize material, adding suitable material where necessary and compacting to 92% Mod AASHTO density <u>LAYER WORK</u>	m2 160
<u>Selected earth filling obtained from the excavations and/or prescribed stock piles on site</u>		
<u>Filling supplied by the contractor under parking areas, roadways, etc</u>		
70	G9 gravel-soil material compacted to 90% Mod AASHTO density	m3 30
<u>User note</u>		
<i>Where SANS 1058 in the following heading is not applicable, refer to other suitable construction standards or provide full specifications</i>		
<u>Precast concrete interlocking block paving of grey paving blocks in accordance with SANS 1058, laid to falls on and including sand layer with joints filled in with sand, compacted with a vibration compactor</u>		
71	Paving to parking and sidewalks areas etc to falls, including necessary straight edge blocks	m2 150
72	150 x 300mm High kerbs (SANS 927 fig 3) with 150 x 150 x 300mm unreinforced concrete haunching at back of each joint, including excavation, backfilling, etc	m 68
<u>Paintwork</u>		
<u>Two coats reflective road marking paint on tarmacadam</u>		
<u>Etching primer and two coats reflective road marking paint on concrete</u>		

73	Line 50mm wide	m	30	
	Carried to final summary			R
ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 15			
	CARPENTRY AND JOINERY			
	Vertical blinds made of fully washable fabric fitted with Aluminium head rails and stainless steel spacer links including all fixing brackets fixed to the wall			
74	Vertical blinds 1200mm x 1200mm	no	18	
75	Vertical blinds 900mm x 900mm	no	1	
76	Vertical blinds 1200mm x 900mm	no	1	
ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 16			
	PROVISIONAL SUMS			
	<u>User note</u>			
	Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions			
	Take note that these Model Bills of Quantities utilise abbreviated descriptions			
	<i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<u>General</u>			
	Work for which budgetary allowances are provided will be measured and valued in accordance with the relevant building agreement and deducted in whole or in part if not required without any compensation for loss of profit on the said allowances			
	Prime cost amounts and provisional sums are net. Prime cost amounts shall include for delivery to site of all articles concerned Provisional sums are for material and equipment supplied and installed complete by firms of specialists			
	<u>Profit</u>			

Where stated, the contractor may allow for profit if required

User note

Refer hereunder to "nominated subcontractors" or "selected subcontractors" or both as the case may be and in accordance with the relevant building agreement (building contract) Where "attendance" is defined in the relevant subcontract agreement/subcontract, the user is to refer thereto and is to ensure that the designations therein are used. Where "attendance" is not defined in the relevant subcontract agreement/subcontract, the user is to provide a detailed description of the "attendance" required from the contractor

General attendance on nominated/selected subcontractors

User note

Use the following descriptions where the JBCC N/S Subcontract Agreement is applicable

The item "attendance" which follows each provisional sum for nominated/selected subcontractors' work, shall be deemed to cover all the contractor's costs incurred in providing free of charge to the nominated/selected subcontractors the contractor's duties as described in clause 12.2 of the JBCC N/S Subcontract Agreement

Special attendance on nominated/selected subcontractors

Where "special attendance" such as unloading, storing, placing in position, providing special power supplies, specific hoisting, craneage and scaffolding requirements, provision of temporary casing and/or other specific protection of the works, special security and clearing away rubbish is required, a separate item describing the specific requirements in detail is to be provided for the pricing of such requirements

Builder's work

Builder's work in connection with specialist services is given elsewhere in these bills of quantities

PROVISIONAL SUMS FOR NOMINATED/SELECTED SUBCONTRACT WORKS

Steel Structural roof trusses fixed to the metal roof coverings etc as per the approved drawings

77	Provide the sum of R450 000. 00 for steel structural roof trusses fixed to sheet metal roof coverings, side cladding, etc	Item	1
78	Profit 15%	Item	1
79	Attendance 5%	Item	1

1.6m High Anti-Cut Fence with 3m wide sliding gate and 1.2m wide single gate on 160m perimeter long fence with all necessary items

80	Provide the sum of R250 000.00 for fence and gates	Item	1
81	Profit 15%	Item	1
82	Attendance 5%	Item	1
<u>General cold and hot water plumbing and drainage system including sanitary equipment, pipes and fitting as per the approved drawing plans</u>			
83	Provide the sum of R80 000. 00 for plumbing and drainage	Item	1
84	Profit 15%	Item	1
85	Attendance 5%	Item	1
<u>General electrical installation including distribution board, wiring, fitting (plugs, switches, LED tubes lights and bulbs, flood lights etc) and accessories as per the approved drawing plans</u>			
86	Provide the sum of R120 000. 00 for general electrical installation	Item	1
87	Profit 15%	Item	1
88	Attendance 5%	Item	1
89	Supply and connection of 95mm ² 3-core PEX cable with stranded copper conductors and 70mm ² bare copper earth conductor to existing 11kV ring main supply cable, including required terminations and cable joints and making the necessary arrangements with the local authority	Item	1
<u>Wifi and TV-cable installation</u>			
90	Provide the sum of R15 000. 00 for Wifi and TV-cable installation	Item	1
91	Profit 15%	Item	1
92	Attendance 5%	Item	1
<u>Municipal Connection</u>			
Sewer and Water Connection			
	Provide the sum of R10 000. 00 for municipal water connection	Item	1
93	Profit 15%	Item	1
94	Attendance 5%	Item	1
Electrical Connection			
	Provide the sum of R10 000. 00 for municipal / eskom electrical connection	Item	1
95	Profit 15%	Item	1

96	Attendance 5%	Item	1	
	Branding			
97	Provide the sum of R50 000. 00 for internal and external branding connection	Item	1	
98	Profit 15%	Item	1	
99	Attendance 5%	Item	1	
	Carried to final summary			R
	SUMMARY			
100	Preliminaries and Generals	Bill 1		
101	Earthworks (provisional)	Bill 2		
102	Concrete, formwork and reinforcement	Bill 3		
103	Masonry	Bill 4		
104	Waterproofing	Bill 5		
105	Superstructure	Bill 6		
106	Roof coverings, claddings, etc	Bill 7		
107	Ceilings, partitions and access flooring	Bill 8		
108	Ironmongery	Bill 9		
109	Metalwork	Bill 10		
110	Tiling	Bill 11		
111	Plumbing and drainage	Bill 12		
112	Mechanical work	Bill 13		
113	External work	Bill 14		
114	Carpentry and Joinery	Bill 15		
115	Provisional sums	Bill 16		
	Total			R
	Contingency Amount			
	Allow 10% of the above sub-total for contingencies to be used as directed	Item	1	
	Sub-Total			R
	Value Added Tax			

Allow **15%** of the above sub-total for Value Added Tax

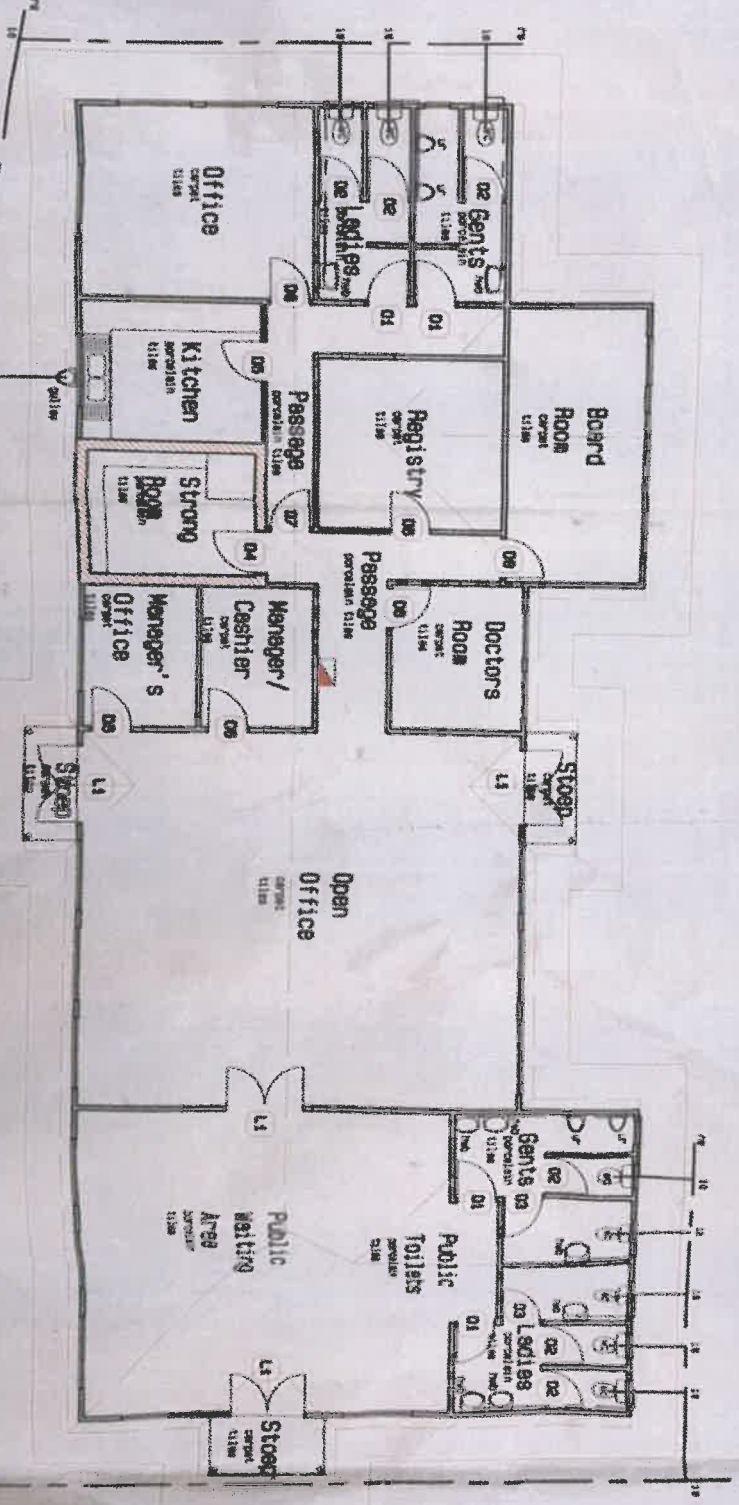
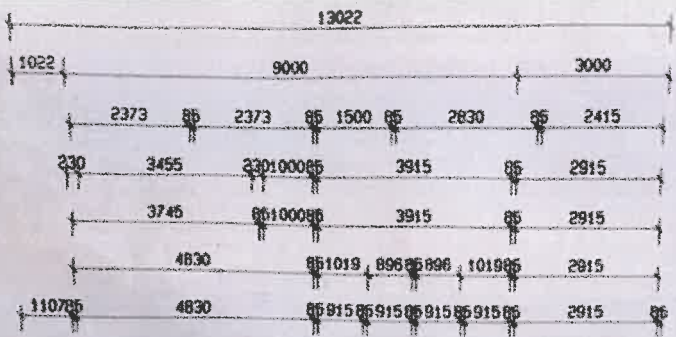
Item

1

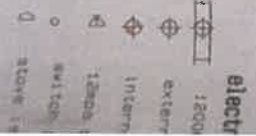
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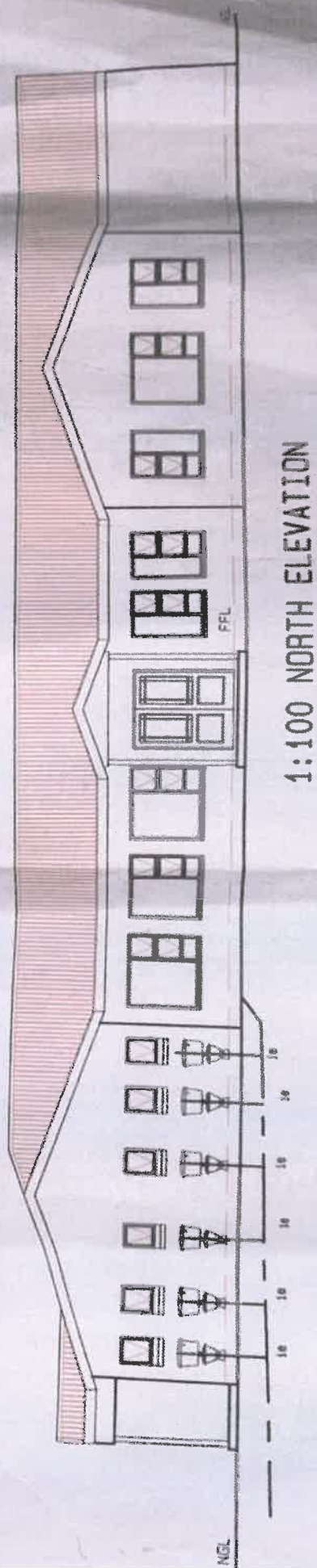
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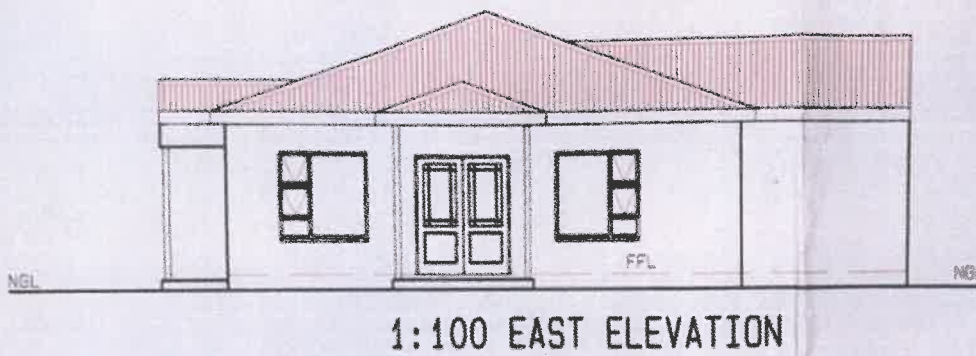
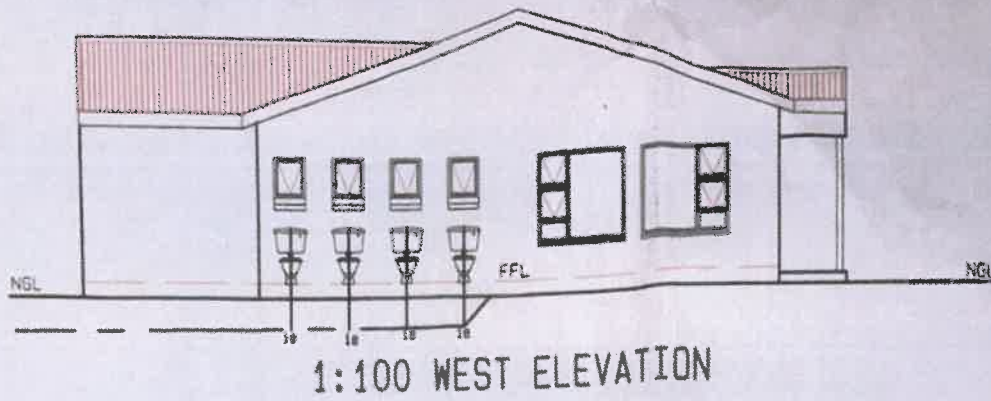
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1:100 GROUND PLAN







KLIP LOK Roof sheeting roof finish at 20° slope on
76x50mm SA pine purlins at 1200mm centres on
Gangnailed roof trusses by specialist

