



ANNEXURE 3B – Eastern Cape Region

Scope of Work

The Scope of this project is set out to include the following outlined items:

Item	Description	Unit	Quantity	Rate	Amount
1.	Removal of Existing Items				
	Take Out and Remove Door, Windows, Etc. and Build Up Opening Including Making Good Cement Plaster on Both Side.				
	Glazed steel window size 1950 x 1300mm high.	M2	9		
	Take Out and Remove Sundry Joinery Work				
	Skirting and quadrant	M	92		
	Built in cupboard 1800 x 600 x 900mm high.	No	1		
	Build in cupboard 2500 x 600 x 900mm high with stainless steel sink.	No	1		
	Top build in cupboard 2500 x 450 x 900mm high.	No	1		
	Steel Gate size 1400 x 2100mm high.	No	1		
	Take Down and Remove Roofs, Paneling, Ceilings, Partitioning, ECT				
	Gypsum ceiling or fiber cement ceilings, etc.	M2	121		
	Gypsum cornice	m	129		
	3,1m High Partition including timbers doors.	m	31		
	Take Out and Remove Vinyl Covering, Carpets, etc.	H3			
	Carpets covering including preparing timber floors for new carpets	M2	99		
	Remove existing wall tiles and prepare walls to receive new tiles. (Kitchen).	M2	3		



	Take Out and Remove Ironmongery, ECT				
	Window blinds size 1560 x 1300	no	9		
	Pinning board size 2000 x 1200mm high	no	1		
	Hack Up/Off and Remove Ceramic Tiles from Concrete, Brickwork or Timber and prepare Surface to receive new floor coverings.				
	On floors glazed ceramic tiles	M2	22		
	On Walls glazed ceramics tiles	M2	3		
	PEPARATORY WORK TO EXISTING SURFACE				
	Remove blistered or peeling paint completely open and fill cracks with a suitable filler and skim existing plastered and painted walls.	M2	80		
	Break Out, Remove and Alter				
	Take out and remove existing non-functional aircon unit	No.	3		
	Break out to form opening and in one brick wall to insert Aluminum window size 900 x 900mm high, including installing lintel above window, window sill in and out and making good plaster on both sides.	No.	1		
	Remove existing 1560mm x1300mm window and frame and with replace new aluminum windows size 1260 x 900mm high, including breaking up on window side 300 x 900mm and bricking up 300 x 1300mm high above window inclusive of lintel and plastering.	No	1		
	Remove existing 1560mm x1300mm window and frame and with replace new aluminum windows size 1560 x 1300mm high.	No.	4		
	Remove existing 1560mm x1300mm window and brick up and make good with plaster and paint to match existing	No.	5		



2.	Aluminum Shopfronts: Frames are to be natural anodized aluminum sections, constructed and installed according to the manufacturer's specification. All joints between shop front window and walls to be silicone sealed.				
2.1	Aluminum Shopfront 1200 x 3100mm high consisting of head and bottom rails and mullions and glazed with frosted 6.38mm laminated safety glass and Prasa Branding	M2	16		
2.2	Aluminum Shopfront glazed and frosted Single door size 800mm x 2850mm	No	2		
3.	"Rhino Drywall" Steel stud partitioning with 12,5mm taper edge "Rhino board" on both sides and with joints butt jointed and finished with "Rhino tape" and suitable jointing compound, with bottom track plugged and top track fixed to underside of ceiling with new door and frame.	M2	28		
	Supply and Install 600 x 600 mirror to be fixed to walls by screws.	No	1		
4.	Flooring				
	Supply and install Tufted Multi scroll Loop pile, 100% Stainproof SDX solution dyed Nylon Nexbac Eco SABS Class 3 fire rating grade heavy commercial carpet tiles, size 500 x 500 x 8,5mm thick, all installed by approved installer in accordance with SANS 10186:2010, the code of practice for textile floor coverings.	M2	98		
	Supply and install 20 x 120mm solid meranti skirting. Prime with one coat Varnish with an overcoating time of 6 hours and finish with two coats Varnish with 6 hours drying time between coats.	M	92		
5.	Walls Finishes				
	Supply and Install 200 x 200mm high wall tiles	M2	45		
	Supply and apply two coats paint of	M2	272		



	professional superior low sheen				
6.	Ceiling				
	600 x 600 x 12,5mm vinyl faced ceiling panels laid on tees and adjustable hanger system.	M2	121		
7.	Doors Supply and install solid door sized 813mmx 2065mm Type: wooden door.	No	2		
8.	Electrical Finishes				
	Supply and install new fully recessed low brightness luminaires with double parabolic louvre`s. Output to be min 3x14W T5 for 600x600mm fittings. Fittings to comply with SANS 60598-2-1 and bear the SANS mark. An IP20 rating is required.	No	12		
	Three Compartment powder coated steel electric trucking / Power Skirting 160mm high with power, telecoms & data outlets.	M	66		
	Install additional switches for Lights	No	8		
9.	Airconditioning Units				
	Supply and install wall mounted air-conditioner, 18000 BTU complete air conditioning split unit with condenser.	No.	2		
10.	Blinds				
	Aluminum venetian blind, size to fit 1250mm x 1950mm window with 25 x 0,21mm thick slats including 25 x 25mm high matching aluminum powder coated top and bottom tracks with stainless steel separator pins, cordlock and roller pins, blinds to be fitted inside reveal to lintel.	No	5		
	Aluminum venetian blind, size to fit 900mm x 900mm window with 25 x 0,21mm thick slats including 25 x 25mm high matching aluminum	No	1		



	powder coated top and bottom tracks with stainless steel separator pins, cord lock and roller pins, blinds to be fitted inside reveal to lintel.				
11.	Furniture				
	Supply Meeting room tables: Work top finish: 22mm Particle board with Iceberg White Deccon recessed for plugs. Edging: Matching PVC flat edge 2mm Leg frame: Metal leg. 10-12 -seater, Size 2400x 3200mm	No	2		
	Supply Ergonomic high-back office Chairs: Back: Black netting	No	20		
	Supply and deliver Single settee chairs	No	2		
	Supply rectangular coffee table	No	1		
	Supply and install 170L Refrigerator. Color: Matt Dark Grey. Size: 608cm(L) x 504cm(W) x 1,420cm(H)	No.	1		
	Supply and install 28L Microwave oven. Color: Mirror finish. Size: 385mm(L) x 517mm(W) x 297mm(H)	No.	1		
	Install 2500 x 600 x 900mm high built in cupboard with granite top including an opening for a single sink.				
12.	Biometric System				
	Supply and install a fully functional Biometric system inclusive of 4 (entry and exit) biometric readers and maglocks, fingerprint enrollment station and functional software. Enrollment to be done in Ground floor control room.	Sum	1		
13.	Door Closers Supply and install Grade 304 Stainless Steel Rack and Cam Pinion door closer with sliding track arm. Non handed with a maximum 180 degree non hold opening as standard. Power adjustable by spring, latching and damping action.	No	5		



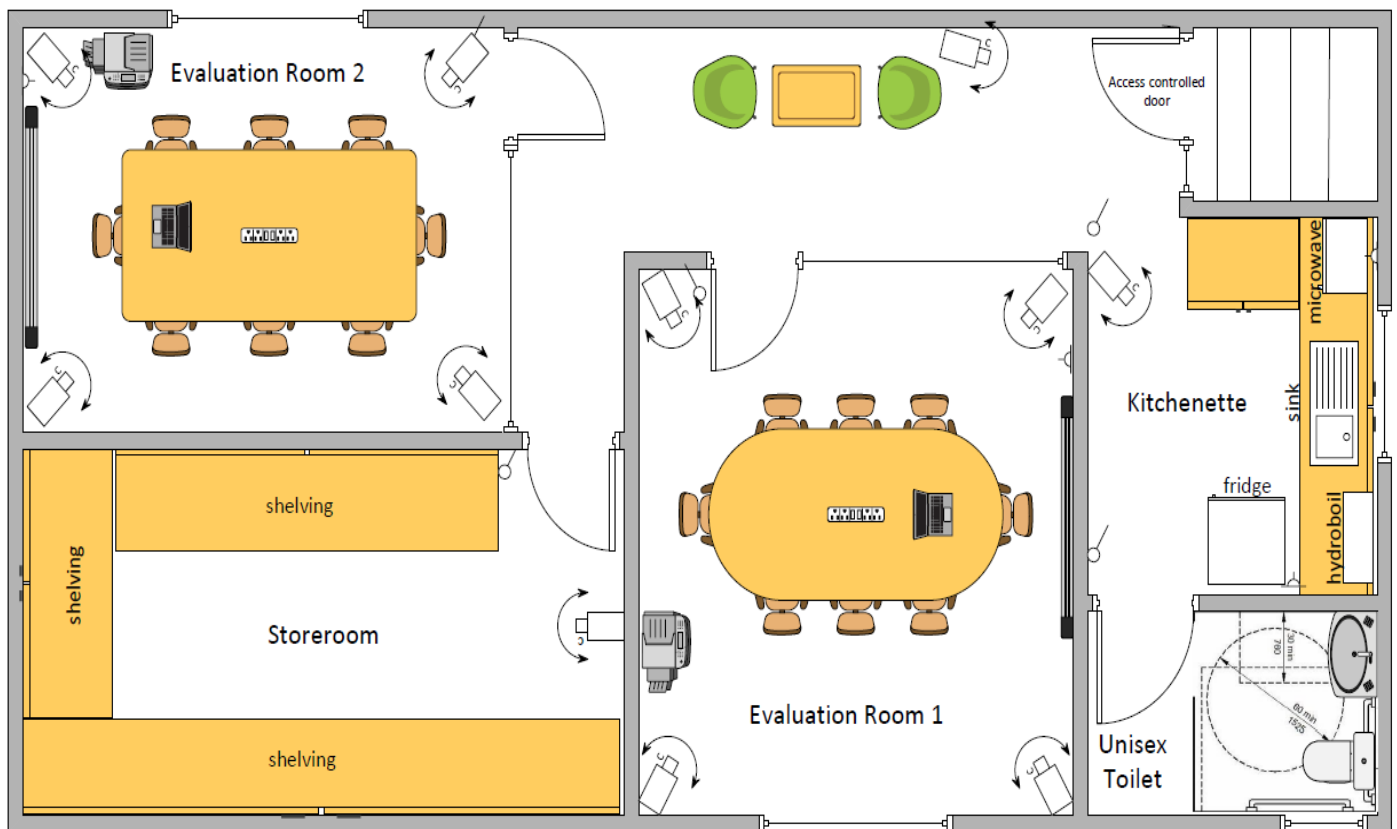
14.	CCTV System Supply and install to full functionality a closed-circuit television (CCTV) system comprising of 11 IP Dome Cameras . a functional Camera monitoring software, A 55-inch footage monitoring screen and compatible PC. Footage to be monitored in Ground floor	Sum	1		
15.	Voice recorders				
	Supply and install noise reduction voice activated voice recorders with 360-degree Meeting Microphone	No	2		
16.	Steel coded lockers				
	Supply and install a 15 compartment Steel Cellphone Locker- comprising of combination locks for each compartment therein.	No.	2		
17.	Supply and install Bolted Heavy-duty shelving, four tiers with Solid Pine Decking. (2000mm H x 2000mm W x 600mm D)	No	5		
18.	Allowance for making good, removal of waste and disposal.	Item	1		
19.	Contractor to allow for all works to be carried out under JBCC Principal Building Agreement 6.2 May 2018 edition. All works as per general standard conditions of contract.	Sum	1	1200	1200
20.	Safety file & Contract: Provide risk assessment safety file according to PRASA requirements. Ensure all insurances including liability cover are in place prior to commencement of works. Safety file to be always kept on site during work execution.	No	1		
	Allow sum of R 1200 000.00 (One Million Rands for the supply and installation of Prefabricated Structure complete	PS	1	1 200 000	1 200 000
	Allow the sum of R 30 000.00 (Thirty Thousand for Additional Electrical Work)	PS	1	30 000	30 000
	Allow sum of R 60 000.00 (Sixty Thousand	PS	1	60 000	60 000



	Rands) for installation of Plumbing items supplied, deliver and fixed complete.				
	SUBTOTAL Amount (Excl. VAT)				
	Allow for Preliminaries				
	Allow 10% Contingency amount				
	SUBTOTAL Amount, Including Contingencies				
	VAT @ 15%				
	Grand Total Amount				

Notes:

- Paint Specs and Colors as per Prasa Blueprint Documents **(Attached as Annexure) or Similar**
- All Signage as per Prasa Blueprint Document **(Attached as Annexure) or Similar**
- All Samples and equipment to be installed, must be approved my PM before installation.
- All works must be confirmed on Site with Prasa Project manager before the start of all sections of works.
- All works to be made good (repair plaster, tiles and paint etc). For all of the works and in all areas worked



Sketch 5: ECR Proposed boardrooms Layout.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

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

a) The applicable preference point system for this tender is the **80/20** preference point



system.

- b) The **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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 points is allocated for price on the following basis:

80/20

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

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	Acceptable Evidence	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 contributor status of at least level 2	BEE Certificate / Affidavit (In case of a JV consolidated scorecard will be accepted)	4	
51 % Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/	4	
EME or QSE 51% Black owned	Audited annual financial/BBBEE Certificate/Affidavit	4	
51% Women owned	Certified copy of ID document of the owners	4	
51% Youth owned	Certified copy of ID document of the owners	4	
TOTAL		20	



DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of



that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
<p>NAME _____</p>	
<p>DATE _____</p>	

TENDER FORM

FORM C

CURRENT TENDER DETAILS

Request number:	BID NUMBER:
Request for Tender:	REQUEST FOR PROPOSAL - REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A CONTRACTOR FOR THE REFURBISHMENT OF PRASA BOARDROOMS FOR A CIDB GRADING OF 4 GB OR HIGHER IN EASTERN CAPE REGIONAL OFFICE FOR A PERIOD of 3 MONTHS.

I / We _____

(Insert Name of Tendering Entity)

of _____

(Full address)

Conducting business under the style or title of:

Represented by:



in my capacity as:

_____ being duly authorised thereto by
 a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case
 may be, dated _____, a certified copy of which is annexed hereto, hereby offer to
 undertake and complete the above-mentioned work (hereinafter called “the WORKS”) at the prices
 quoted in the bills of quantities / schedule of quantities or, where these do not form part of the
 contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s)
 reference _____ and dated _____ (if any) and the documents listed in the
 accompanying schedule of tender documents for the sum of **R**

_____ (amount in words), (All applicable taxes included)

- N.B.** (i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.
- (ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than architectural building work are incorrectly extended arithmetically, the unit rate will be treated as decisive.
- (iii) In tenders for architectural building work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of



correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen's Compensation, Securities and Insurance within **30 (thirty)** working days of notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the **WORKS** within _____

(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.

Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the penalty is out of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds well until _____ **(a minimum period of 90 Business days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive) if requested by PRASA. A retention will be kept by PRASA.

I / We declare that being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.



The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above will constitute a material breach of contract and provide PRASA with cause for cancellation.

THUS, DONE and SIGNED at _____ on this _____ day of _____			
DULY AUTHORISED SIGNATORY(IES)		WITNESSES	
1.		1.	
2.		2.	
3.		3.	