

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE NATIONAL CLEANING SERVICES

SECTION 1 Section to be completed by bidder

BIDDER COMPANY NAME	
BIDDER CONTACT PERSON	
SUPPLIER NUMBER (CSD)	MAAA:
BIDDER CONTACT DETAILS	FAX : E-MAIL :
	TEL : CELL :

SECTION 2 Section to be completed by SCM

RFQ NUMBER:	RFQ 26-27-61 Maintenance Service and Repairs of fire protection equipment/ML	
OBJECTIVE OF BID:	To appoint a service provider for a Two (2) year Service and Repair of fire protection equipment. The roll out maintenance process will be on an 'as and when' service required basis, for a period of two (2) years renewable after each year.	
ISSUE DATE:	2026.08.14	
RFQ CLOSING DATE AND TIME:	2026/08/25	11:00
PROPOSAL TO BE HAND DELIVERED OR EMAILED TO	Cnr James Drive & Moreleta Street Silverton 0184 SAPORFQ@postoffice.co.za	
RFQ VALIDITY PERIOD:	120 DAYS (from closing date)	
ENQUIRIES: PROCUREMENT SPECIALIST	Martin Lekhuleni Tel: 012 845 2667 Email address: Martin.Lekhuleni@postoffice.co.za	

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SBD1 FORM

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ 26-27-61 Maintenance Service and Repairs of fire protection equipment/ML	CLOSING DATE:	2026/08/25	CLOSING TIME:	11:00am
DESCRIPTION	To appoint a service provider for a Two (2) year Service and Repair of fire protection equipment				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
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 DATA-BASE No:	MAAA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ 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:

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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.3.1 If so, furnish particulars:

.....

.....

.....

- 2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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 section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities

Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

Directors

Bidders to submit the list of Directors on the company letterhead as follows: ID copies and CIPC certificate must be attached

First Name		Middle Name (where applicable)	Surname	Gender	Race

Shareholders

Bidders to submit the list of Shareholders on the company letterhead as follows: ID copies and Share certificates must be attached

First Name	Middle Name (where applicable)	Surname	Gender	Race

A. SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. DESCRIPTION OF SERVICE

Maintenance Service and Repairs of fire protection equipment. The roll out maintenance process will be on an 'as and when' service required basis, for a period of two (2) years renewable after each year.

2. POINT OF DELIVERY OF SERVICES

NO	SAPO Region	Geographical Location
1	CENTRAL	Free State. Northern Cape. North West: Annexure A
2	EASTERN CAPE	Eastern Cape: Annexure B
3	GAUTENG	Gauteng: Annexure C
4	KWA-ZULU NATAL	KZN. Free State: Annexure D
5	NORTHERN	Limpopo. North West. Mpumalanga: Annexure E
6	WESTERN PROVINCE	Western Cape. Northern Cape: Annexure F

3. PRICE BASIS

4.

- 4.1 Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- 4.2 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 4.3 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.

5. PAYMENT

The Contract Price is the amount, agreed to by both parties during contract negotiation process, which the Post Office shall pay to the Service Provider for the Services rendered in terms of the Agreement. The Contract Price for the Services provided by the Service Provider to the Post Office shall be inclusive of VAT and payable 30 days upon statement date.

6. PROPOSAL DOCUMENTS

- 6.1 Bidders responding to this RFQ are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFQ.
- 6.2 Proposals can be submitted through email or Tender Box. It is the bidder's sole responsibility to ensure that the bid has been received by the Closing Date and Time.

- 6.3 Proposal documents must be completed in ink and any amendments to the proposal documents, whether erasures or by means of correction fluid (e.g. tippex), must be initialled by the bidder.
- 6.4 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- 6.5 Proposals must be compiled in the following manner:
- 6.5.1 One (1) original proposal (marked 'original') must be submitted in an arch lever file(s).
 - 6.5.2 Loose-leaf (not bound) proposal must be supplied, in the arch lever file(s).
 - 6.5.3 If the proposal is submitted by a Consortium / JV / Partnership, each company forming part of the Consortium / JV / Partnership must submit consolidated **BBBEE** Certificate for scoring point and proof of Consortium / JV / Partnership.. If a consolidated BBBEE Certificate is not submitted together with the proposal at closing date of the bid, the bidder will not be disqualified but receive zero (0) points for Specific Goals/Preference points. Bidder must submit a valid BBBEE Certificate, an expired BBBEE Certificate or Sworn affidavit will not be accepted. And must be valid at the bid closing date
- 6.6 Hand delivered proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal:
- 6.6.1 Name of bidder;
 - 6.6.2 Description of proposal;
 - 6.6.3 RFQ number;
 - 6.6.4 Closing date and time;
 - 6.6.5 Name of person for whose attention the proposal is intended; and
 - 6.6.6 The name and address of the Bidder must be written on the reverse side of the proposal/envelope.

7. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Martin Lekhuleni (Procurement Specialist)	South African Post Office Limited Supply Chain Management C/o James Drive and Moreleta Street Silverton 0184	(012) 845 2667 Martin.Lekhuleni@postoffice.co.za

8. CLARIFICATIONS

- 8.1 Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned above not later than **19 August 2026 at 16h00**. No further questions will be entertained after this period.
- 8.2 The SAPO will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- 8.3 Oral communication or instruction by SAPO or its representative shall have no standing in this RFQ unless and until they have been confirmed in writing.
- 8.4 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFQ.

9. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be **Hundred and Twenty (120)** days from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from the tender process.

With regard to the validity period of next highest ranked bidders, please refer to clause **10.3.11**

10. COST OF THE BID

Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

11. BIDDING CONDITIONS

- 11.1 The South African Post Office reserves the right to reject and /or disqualify any proposal:
 - 11.1.1 Received without all the data and information requested.
 - 11.1.2 Submitted after the stated submission deadline [closing date]
 - 11.1.3 Which does not conform to instructions and specifications detailed herein;
- 11.2 That fails to comply with the specification.
 - 11.2.1 That contains any information that is found to be incorrect or misleading in anyway.
 - 11.2.2 Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.
- 11.3 The South African Post Office reserves the right:
 - 11.3.1 Not to award or cancel this RFQ at any time and shall not be bound to accept the highest scoring or any bid.
 - 11.3.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
 - 11.3.3 To accept part of a bid rather than the whole bid.
 - 11.3.4 To split the award of the bid between two or more Bidders.
 - 11.3.5 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
 - 11.3.6 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidden for, whether before or after adjudication of the bid.
 - 11.3.7 Request audited financial statements or other documentation for the purposes of a due diligence exercise;

- 11.3.8 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
 - 11.3.9 To award the bid to a Bidder who is not the highest scoring Bidder, provided that an objective criteria was indicated in the evaluation criteria.
 - 11.3.10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
 - 11.3.11 To award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.
- 11.4 No attempts may be made, whether directly or indirectly, to canvass any member of SAPO staff before the award of the contract. Any enquiries must be referred, in writing, to the specified person(s).

12. JOINT VENTURES, CONSORTIUMS, PARTNERSHIPS AND TRUSTS

- 12.1 A trust, consortium or joint venture, will qualify for points for their specific goal as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 12.2 A trust, consortium or joint venture will qualify for points for their specific goal as an unincorporated or incorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 12.3 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SAPO will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 12.4 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

13. SAMPLES (If applicable)

SAPO shall not pay for samples provided and damaged / destroyed samples as a result of destruction testing.

14. CONDITIONS OF PURCHASE

The terms and conditions applicable to any order / contract that may result from this bid will be stated in the main contract between SAPO and appointed service provider.

B. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

1 DEFINITION

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Confidentiality Agreement, bear the meanings ascribed to them:

- 1.1 "Bidder" shall mean any person who attends the briefing session and/or any entity which is represented at the briefing session whose details and signature are set out in the attendance register;
- 1.2 "Confidentiality Agreement" shall mean this confidentiality Agreement; and
- 1.3 "Post Office" shall mean the South African Post Office, a public company with limited liability duly incorporated in accordance with company laws of the Republic of South Africa with registration number 1991/005477/06.

2 INTRODUCTION

- 2.1 The Bidder has attended a briefing session which is hosted by the Post Office, at which the Post Office shall provide information to Bidders who wish to enter into discussions with the Post Office concerning a number of issues pertaining to the possible provision of services by the Bidder to the Post Office, which discussions may or may not result in the Post Office and the Bidder entering into an agreement, arrangements, discussions or alliances.
- 2.2 During the briefing session and in negotiating the business relations, the Post Office shall disclose confidential information relating to its business to the Bidder.
- 2.3 The Bidder agrees to be bound by the terms and to be subject to the conditions of this Confidentiality Agreement.

3 CONFIDENTIAL INFORMATION

Confidential Information in respect of this Confidentiality Agreement shall include, but not be limited to, all oral, written, printed, photographic and recorded information of all types that is:

- 3.1 Confidential or secret information relating to the commercial and financial activities of the Post Office, which would include legal, financial, contractual or commercial arrangements between the Post Office group of companies, customers and/or third parties;
- 3.2 Confidential information and details concerning current or prospective customers, suppliers, commercial associates and other parties with whom the Post Office enjoys a commercial relationship;
- 3.3 Proposed, impending or actual commercial transactions, arrangements, ventures, agreements or opportunities which are of a confidential or secret nature;
- 3.4 Trade secrets, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names, trademarks, know how, techniques, technology, copyright, and all goodwill relating to the business and any other existing intellectual property rights or any intellectual property created as a result of the provision of services;
- 3.5 Confidential or privileged information concerning disputes, claims, litigation or similar actions in which any party is or may become involved; and
- 3.6 Any other information surrounding the nature of the discussions giving rise to this Confidentiality Agreement.

4 EXCLUDED INFORMATION

There will be no obligation of confidentiality or restriction on the use of information where:

- 4.1 The information is publicly available, or becomes publicly available otherwise than by action of the Bidder; or
- 4.2 The information was already known to the Bidder (as evidenced by its written records) prior to its receipt under this or any previous confidentiality agreement between the parties or their affiliates; or

4.3 The information was received from another party not in breach of an obligation of confidentiality.

5 NON-DISCLOSURE

5.1 The Bidder acknowledges that the Confidential Information is a valuable and unique asset proprietary to the Post Office.

5.2 The Bidder agrees that it shall not disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Post Office.

5.3 The Bidder may disclose the Confidential Information only to its directors and other officers, employees and professional advisors agents and consultants only on a strictly need-to-know basis and on the terms and conditions provided for in this Confidentiality Agreement.

5.4 The Bidder undertakes not to use the Confidential Information for any purpose other than:

5.4.1 That for which it is disclosed; and

5.4.2 in accordance with the provisions of this Confidentiality Agreement.

5.5 The Bidder undertakes to ensure that their employees will observe and comply with their obligations in respect thereof, whether or not they remain employees of the Bidder.

5.6 The Bidder agrees that it shall only, where necessary, disclose the Confidential Information to its professional advisers, agents and consultants, provided that such professional advisers, agents and consultants sign a similar undertaking and that they are aware of the confidential nature of the information being made available to them.

5.7 The Bidder shall takes all steps necessary to procure that such professional advisers, agents and consultants agree to abide by the terms of this Confidentiality Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties.

6 OWNERSHIP

6.1 All Confidential Information disclosed by the Post Office to the Bidder is acknowledged by the Bidder to be proprietary to the Post Office who shall retain all right, title and interest in and to that information.

6.2 The possession of the Confidential Information by the Bidder does not to confer any rights of whatever nature in such Confidential Information to the Bidder.

6.3 No provision in this Confidentiality Agreement shall be interpreted to confer any right of license under any trademark, patent or copyright, or any applications for such a trademark, patent or copyright which may be pending now or in the future to the Bidder.

7 STANDARD OF CARE

The Bidder agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Confidentiality Agreement using the same standard of care that it applies to its own proprietary, secret or confidential information, but in any event not less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorized disclosure thereof.

8 RETURN OF CONFIDENTIAL INFORMATION

8.1 The Post Office may at any time request the return of the Confidential Information disclosed to the Bidder. Upon the return of the Confidential Information, the Bidder shall submit a written statement to the Post Office confirming that the Bidder has not retained in its possession or under its control, either directly or indirectly, any Confidential Information.

8.2 Alternatively to the return of the material contemplated in clause 8.1 above, the Bidder shall, at the request of the Post Office, destroy the Confidential Information and furnish the Post Office with a written statement to the effect that all Confidential Information in the possession or under the control of the Bidder has been destroyed.

8.3 The Bidder shall comply with the request in terms of this clause 8 within forty-eight hours of receipt of such a request.

9 BREACH

9.1 Any breach of any obligation or undertaking by the Bidder will constitute a material breach of this Confidentiality Agreement.

9.2 The Bidder shall be liable to pay the Post Office all costs incurred in the protection of its interests in terms of this Confidentiality Agreement on an attorney and own client scale.

9.3 The Bidder acknowledges that the Post Office shall be entitled to apply to court for an interdict or other appropriate relief against the Bidder, should the Post Office have any reasonable basis to believe that the Bidder is or may be in breach of this Confidentiality Agreement and thus endangering the proprietary interests of the Post Office.

10 DURATION

The obligations undertaken by the Bidder in terms of this Confidentiality Agreement shall endure notwithstanding the termination of this Confidentiality Agreement or notwithstanding that either party decides at any time, whether before or after the commencement of this Confidentiality Agreement, not to pursue the discussions to enter into a business relationship or that the relationship between the parties pursuant to those discussions is terminated for any reason whatsoever

11 GENERAL

11.1 This Confidentiality Agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.

11.2 No addition to, variation of, or agreed cancellation of this Confidentiality Agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.

11.3 No relaxation or indulgence which the Post Office may grant to the Bidder shall constitute a waiver of the rights of the Post Office and shall not preclude the Post Office from exercising any rights which may have arisen in the past or which might arise in future.

11.4 The Bidder agrees and confirm by their signature to the RFQ Documents that any present and/or previous discussions or correspondence shall, for purposes of this Confidentiality Agreement, be considered to be Confidential Information.

11.5 An approval or consent given by a party under this Confidentiality Agreement shall only be valid if in writing and shall not relieve the other party from responsibility for complying with the requirements of this Confidentiality Agreement nor shall it be construed as a waiver of any rights under this Confidentiality Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Confidentiality Agreement.

SIGNATURE

.....

NAME OF DELEGATED SIGNATORY

.....

(PRINT)

in his capacity of

DESIGNATION OF SIGNATORY

.....

(PRINT)

who warrants his authority to sign on behalf of

NAME OF BIDDER (COMPANY)

.....

DATE

.....

C. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS

I/We of do hereby certify (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The South African Post Office for carrying out of the proposed works.

SIGNED AT on this day of 20.....

SIGNATURE :

NAME OF DELEGATED SIGNATORY :
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :
(PRINT) who warrants his authority to sign on behalf of the bidding company



**NATIONAL POST OFFICES BUILDINGS
SERVICE AND REPAIRS OF FIRE PROTECTION EQUIPMENT:
SPECIFICATION**

SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. BACKGROUND

- 1.1. The South African Post Office Limited requires suppliers to provide service maintenance and repairs of fire protection equipment at all national Post Offices buildings as specified in these specifications.

2. OBJECTIVES

- 2.1 To appoint a service provider for a Two (2) year Service and Repair of fire protection equipment.

3. DESCRIPTION OF SERVICE

- 3.1 Maintenance Service and Repairs of fire protection equipment.

4. POINTS OF DELIVERY OF SERVICES

No	SAPO REGION	GEOGRAPHICAL LOCATION
1	CENTRAL	Free State. Northern Cape. North West: Annexure A
2	EASTERN CAPE	Eastern Cape: Annexure B
3	GAUTENG	Gauteng: Annexure C
4	KWA-ZULU NATAL	KZN. Free State: Annexure D
5	NORTHERN	Limpopo. North West. Mpumalanga: Annexure E
6	WESTERN PROVINCE	Western Cape. Northern Cape: Annexure F

5. SPECIAL CONDITIONS

5.1 Legislative Requirements

- 5.1.1 The service provider will be responsible for the provision of service and repair of fire equipment in accordance with these specifications, applicable legislation and regulations and industry standards.

5.1.2 The service provider must comply in full with all legislative requirements relating to the provision of maintenance of fire equipment service.

5.1.3 The workmanship under this contract must be in compliance with applicable S.A.B.S. standards, the Occupational Health and Safety Act. 85 of 1993, Fire Department and Local Authority By-Law's.

5.1.4 The bidder must be registered for specialist "fire prevention works" with the Construction Industry Development Board (CIDB). The minimum grading and classification is Grade 1 SF.

5.1.5 The bidder's procedures for the procurement, storage, handling, transporting, application and general use of chemicals, equipment and tools must comply with applicable fire protection equipment maintenance legislation, regulations, and minimum industry standards, the latter set out in the next section.

5.2 Industry Standards

5.2.1 Inspections and service requirements for extinguishers, hose reels and hydrants, as per these specifications, should take account of at least the below mentioned standards, as they apply to each equipment type:

5.2.1.1	SANS 1475 – Part 1 & 2
5.2.1.2	SANS 10105 – Part
5.2.1.3	SANS 543
5.2.1.4	SANS 1128 - 1
5.2.1.5	SANS 1151
5.2.1.6	SANS 1322
5.2.1.7	SANS 1567
5.2.1.8	SANS 1825
5.2.1.9	SANS 1910
5.2.1.10	SANS 10019
5.2.1.11	SANS10400 - T
5.2.1.12	SANS 10400 - W
5.2.1.13	OSH Act 85 of 1993 (Pressure Equipment Regulations 19 (1) & 2.

5.2.2 In instances where a bidder has to replace and install any fire gaseous extinguishing systems which follows nationally recognised codes and standards, the following applies:

- 5.2.2.1 SANS 369 – Operation of Fire Protection Measures
- 5.2.2.2 SANS 306 – Carbon Dioxide Fire Extinguishing Installations
- 5.2.2.3 SANS 14520 – Gaseous Fire Extinguishing Systems (Clean Agents).

5.3 Performance

5.3.1 Fire protection equipment maintenance activities and findings must be recorded by the bidder. The bidder must promptly submit to SAPO the worksheets and/or job cards of maintenance activities at offices attended to. Proof of sign-off of service by duly authorised SAPO officials must be maintained.

5.3.2 Quality control mechanisms which must include thorough checks, inspections and a signed inspection report detailing the equipment positioning, condition, due replacement and functionality and next service interval per item of equipment at each specific site must be provided.

5.3.3 All defects identified in the maintained equipment must promptly be reported to the duly authorised SAPO official, in writing.

5.3.4 Service and repair of fire equipment must be completely rendered within two months of 'next service due date' as recorded on equipment. A SAPO representative will co-ordinate with the supplier, the equipment next service due dates on appointment and during project hand over process.

5.3.5 The service provider must issue a project plan upon award in accordance to clause (5.3.4) above and as per offices Annexures.

5.4 Repairs and Replacements

5.4.1 Emergency unforeseen repairs discovered by the bidder must promptly be reported to the designated SAPO official for a decision to address the matter.

5.5 Company Experience and Contactable References

5.5.1 The bidder must have successfully executed maintenance of fire protection equipment project at other institutions. The bidder must provide full details regarding recently executed project(s) and contactable references per project. Bidders must respond to the requirements of experience and contactable references in the format provided in the bid document.

5.6 Key Resources

5.6.1 The bidder's key resource must have been approved and registered by SAQCC (Fire) South African Qualifications and Certification Committee.

5.7 Security and Employment Vetting

5.7.1 The bidder's personnel, who render services at SAPO sensitive security areas, must, at the cost of the bidder, be cleared up to the level of "CONFIDENTIAL" by SAPO.

5.7.2 Bidder personnel must be clearly identifiable via uniforms and security identification cards.

5.8 Consumables and Equipment to be Used on Site

5.8.1 The bidder must be responsible for the provision of all consumables needed to render an efficient service. SAPO reserves the right to approve or not approve these consumables and applicable pricing, prior to their use.

5.8.2 The bidder must utilise its own equipment, transport, at its own cost for the proper provision of the maintenance service at SAPO sites.

5.8.3 The bidder must comply with all applicable provision of legislation, regulations, and minimum industry standards for the procurement, storage, handling, transporting, application and general use of chemicals and equipment or tools.

6 SPECIFICATION

6.1 GENERIC SPECIFICATIONS (GENERAL SCOPE OF WORK) FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT

6.1.1 The scope of work for the maintenance of fire protection equipment, is as follows:

6.1.2 Inspection and maintenance of fire Hoses, Cylinders & All Portable Fire Equipment

6.1.2.1 Fire Hose Reel

No	Description
6.1.2.1.1	Check the fire hose reel frame and mounting bolts for corrosion and physical damage.
6.1.2.1.2	Check whether the frame is mounted securely and whether the reel operates freely.
6.1.2.1.3	Unwind the fire hose completely and inspect all components for corrosion and physical damage.
6.1.2.1.4	Check that the water control fittings (i.e. the inlet control valve and the outlet control nozzle) are operative.
6.1.2.1.5	With the outlet nozzle closed and the inlet control valve open, check whether the fire hose is in an acceptable condition and acceptably fitted and whether it can withstand the pressure in the supply main.
6.1.2.1.6	While the hose is completely unwound, check whether it is of the standard prescribed length of 30 m or other prescribed length for that specific site.
6.1.2.1.7	While the hose is under pressure check all water seals for leakage and replace any damaged seals that cannot be adjusted effectively.
6.1.2.1.8	On completion of service maintenance procedures, complete and fit inner and outer service labels.
6.1.2.1.9	Check and record water pressure (kPa)
6.1.2.1.10	Report a lack of water supply or low water pressure to the responsible SAPO official.

6.1.2.2 Inspection and maintenance of fire hydrants installed above ground

No	Description
6.1.2.2.1	Fit a blank cap assembly complete with a pressure gauge and ball-cock, to the hydrant.
6.1.2.2.2	Open the hydrant slowly.
6.1.2.2.3	Open the blank cap assembly ball-cock and drain the stagnant water into a bucket to ensure that the water is flowing and that there is no air in the blank cap assembly.
6.1.2.2.4	Close the blank cap assembly ball-cock and check and record the static pressure
6.1.2.2.5	Close the hydrant valve.
6.1.2.2.6	Crack open the blank cap assembly ball-cock and drain the remaining water into a bucket.
6.1.2.2.7	Remove the blank cap assembly.
6.1.2.2.8	Check that the clack washer is not leaking.
6.1.2.2.9	Check that the hydrant valve stem gland is not leaking.
6.1.2.2.10	Lubricate the hydrant spindle with water resistant grease.
6.1.2.2.11	Remove the lip seal washer and check that it is in good condition.

No	Description
6.1.2.2.12	Refit the lip seal washer after spraying it with silicone to prevent perishing.
6.1.2.2.13	Check that the pawl assembly operates freely and will retain the male hose coupling in place when the hose is coupled to the hydrant.
6.1.2.2.14	Seal the hydrant hand wheel to the hydrant using an approved safety seal.
6.1.2.2.15	Report a lack of water supply or low pressure to the responsible SAPO official.
6.1.2.2.16	Ensure that any tamperproof hydrants have the correct type of hydrant key available to open and close the hydrant.
6.1.2.2.17	On completion of service maintenance procedures, complete and fit service labels

No	Description
6.1.2.2.18	Check that the access manhole is not damaged and is painted red for identification.
6.1.2.2.19	Check that the underground valve is free of mud, dirty water or other debris.
6.1.2.2.20	Check that the connection for the standpipe is not damaged.
6.1.2.2.21	Check that the valve is not leaking.
6.1.2.2.22	Fit a standpipe, fitted with a blank cap assembly complete with a pressure gauge and ball-cock.
6.1.2.2.23	Using the correct key and poker, open the hydrant slowly.
6.1.2.2.24	Open the blank cap assembly ball-cock and drain the stagnant water into a bucket to ensure that the water is flowing and that there is no air in the blank cap assembly.
6.1.2.2.25	Close the blank cap assembly ball-cock and check and record the static pressure.
6.1.2.2.26	Close the hydrant with the key and poker.
6.1.2.2.27	Crack open the blank cap assembly ball-cock and drain the remaining water into a bucket
6.1.2.2.28	Remove the standpipe and blank cap assembly.
6.1.2.2.29	Check the valve again for leaks.
6.1.2.2.30	Check water supply and water pressure.
6.1.2.2.31	On completion of service maintenance procedures, complete and fit service labels.

6.1.2.3 Inspection and maintenance of water, water based, foam and powder type portable and wheeled (mobile) rechargeable fire extinguishers.

No	Description
6.1.2.3.1	Check the safety devices to determine whether the units are in good working order.
6.1.2.3.2	Verify and check pressure valves to ascertain whether correct internal pressure exists.

6.1.2.3.3	Examine the fire extinguisher externally for corrosion, dents or other damage.
6.1.2.3.4	Weigh the fire extinguisher and check and record total mass against last recorded weight
6.1.2.3.5	Check the condition of the discharge hose and nozzle to ensure that they are unobstructed and not cracked, worn or damaged.
6.1.2.3.6	Check the operating instructions for correctness and readability.
6.1.2.3.7	Open the fire extinguisher and check that the operating mechanism works properly.
6.1.2.3.8	Replace relevant O-rings, washers and hose diaphragms, as required.
6.1.2.3.9	Re-assemble and refill the fire extinguisher where required.
6.1.2.3.10	On completion of service maintenance procedures, complete and attach service labels to each respective item of equipment.

6.1.2.4 Inspection and maintenance of carbon dioxide (Co2) type portable and wheeled (mobile) re-chargeable fire extinguishers.

No	Description
6.1.2.4.1	Check the safety device and other indicating devices to determine whether units are in good working order.
6.1.2.4.2	Verify and check pressure valves to ascertain whether correct internal pressure exists.
6.1.2.4.3	Examine the fire extinguisher externally for corrosion, dents or other damage.
6.1.2.4.4	Weigh the fire extinguisher and check total mass against last recorded weight
6.1.2.4.5	Check the condition of the discharge hose and nozzle to ensure that they are unobstructed and not cracked, worn or damaged.
6.1.2.4.6	Check the discharge hose for any leakage.
6.1.2.4.7	Check the operating instructions for correctness and readability.
6.1.2.4.8	Check operating mechanism to ensure that it works properly.
6.1.2.4.9	Replace relevant O-rings, washers and hose diaphragms, as required.
6.1.2.4.10	Re-assemble and refill the fire extinguisher, as necessary.
6.1.2.4.11	On completion of service maintenance procedures, complete and attach service labels to each respective item of equipment.

6.1.2.5 Inspection, testing and maintenance of gas extinguishing systems.

No	Description
6.1.2.5.1	Examine and pressure test pipework; repair or replace pipework where corrosion or mechanical damage is noted.
6.1.2.5.2	Check all manual or automatic control valves to ensure that they are functioning correctly.

6.1.2.5.3	Externally examine gas containers for signs of damage or unauthorised modification, and for damage to system hoses.
6.1.2.5.4	Check contents of pilot containers. Liquefied gas type should be within 10% and non-liquefied within 5% of correct charge. Replace or refill containers showing a greater loss.
6.1.2.5.5	Carbon-dioxide containers should be weighed or a liquid level indicator used to verify correct content of containers. Replace or refill containers showing a loss of more than 10%
6.1.2.5.6	The following action is necessary:
Notes: i. All inspections, testing and maintenance of the Gas Extinguishing Systems must be completed in accordance with the manufacturer's instructions. ii. All mechanical parts of the system shall be thoroughly inspected and tested for proper operation by a competent person as described in SANS 10139: 2007 iii. Hoses must be tested and, where necessary pending approval, replaced and tagged annually	

EVALUATION CRITERIA

The bid will be evaluated as follows:

- **Phase 1:** Gatekeeping Criteria.
- **Phase 2:** Bid Conditions.
- **Phase 3:** Commercial - Price (80) and Specific Goal (20).

1. Phase 1: Gatekeeping Criteria

The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

1.1. Pricing schedule should be submitted.

2. Phase 2: Bid Conditions

The bidders must provide the following documentation with their bid proposals.

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within two (2) working days excluding statutory requirements that being tax compliance.

Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

2.1. Public Liability cover, insurance and compensation commission

The bidder must provide proof of Public Liability Insurance in the amount of R5m that is valid and active.

Note: A quote from insurance company will not be accepted.

2.2. Letter of Good Standing [COIDA] Act No. 130 of 1993

The Bidder must submit proof that their company is registered for Compensation for Occupational Injuries which may be sustained to ensure that the medical expenses incurred will be covered. The certificate must valid and active. OR If the bidder is using the consultant /agent/third party i.e. the certificate submitted must indicate the Certificate no/CF Reg no The certificate must valid and active.

2.3. CIDB Certificate

- ✓ The service provider must be registered and in good standing with the Construction Industry Development Board (CIDB)
- ✓ The bidder must submit a valid CIDB minimum grade **1SF** the certificate/proof submitted of a CIDB minimum grade **1SF** accreditation must be valid and active or bidder can submit a valid CRS Number that is active and valid.

Note: SAPO will verify Certificate on the CIDB website

2.4. Experience and Contactable References

Bidders are required to provide a minimum of two (2) years' experience in providing maintenance on fire protection equipment services from their two (2) different clients. The bidder must provide full details regarding recently executed project(s) and contactable references per project.

Annexure BR should be used as a template for purposes of confirming the bidders two (2) years' experience in providing maintenance on fire protection equipment services from their two (2) different clients. The bidder has to provide the details/names of their two (2) client references/client company's including their contact details that will be used to verify the confirmation provided.

2.5. Central Supplier Database

Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required. Submit

2.6. Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

- A CSD MAAA number provided by the bidder on the SBD1 form, will enable SAPO to verify a bidder's tax compliance status.

2.7. SBD Forms

- Bidders must complete and submit SBD1
- Bidders must complete and submit SBD4

Note: SAPO shall disqualify bidders that are in the National Treasury list of restricted suppliers.

3. Phase 3: Commercial Evaluation

Specific Goals (The Preferential Point System) the specific goal that this project seeks is to appoint a service provider/s that are as follows;

- At least 51% Black owned or more.
- At least 51% Youth owned.
- At least $\geq 51\%$ Women owned.
- At least $\geq 1\%$ owned by disabled individual(s)

The following will **be used to assess the specific goal**;

- A SANAS accredited BEE Certificate OR
- Signed Sworn Affidavit attested by a Commissioner of Oaths (EMEs and QSEs) **OR**
- DTI BBBEE Certificate (EMEs and QSEs)

The Preferential Point System that will be used are **20/80** (20 Preferential Point and 80 Pricing).

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 20 for the specific goal.

The bid will be evaluated on 80/20 - **Price (80) and Specific Goals (20)**

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is 51% Black owned or more.	10	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is $\geq 51\%$ Youth owned	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is $\geq 51\%$ women owned.	3	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is $\geq 1\%$ owned by disabled person	2	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of

		oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
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E. PRICING SCHEDULE

NOTE: Bidders are required to use the attached **Annexure A, B, C, D, E, F and G** to complete pricing.

F. RETURNABLE DOCUMENT(S)

Returnable Documents means all the documents, and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids

Administrative Documents

Respondents are required to submit with their bid submissions the following Administrative Documents, and also confirm submission of these documents by so indicating [Yes or No] in the tables below:

Administrative Returnable Documents	Submitted [Yes or No]
Completed SBD 1	
Completed SBD 4	
Completed Confidentiality and Non-Disclosure	
Completed Certificate of Acquaintance with bid Requirements	
Latest CSD Report	

Evaluation Documents:

Gatekeeping Documents

The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

Gatekeeping Returnable Documents	Submitted [Yes or No]
Pricing Schedule –Annexure A,B,C,D,E,F and G	

Bid Condition Documents

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within two (2) working days excluding statutory requirements that being tax compliance.

Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

Bid Conditions Returnable Documents	Submitted [Yes or No]
Public Liability	
COIDA	
CIDB	
Annexure BR	

Specific Goals

Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 20 for the specific goal.

Required Documents to be submitted for evaluation	Submitted [Yes or No]
BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs) OR a DTI BBBEE Certificate (EMEs and QSEs).	
Joint Venture (i.e. incorporate/unincorporated a consolidated BEE certificate must be submitted to earn the relevant points.	