

## INVITATION TO BID

### **ARMD/2023/11 - THE PROCUREMENT OF 2X VERTICAL VALVE GRINDING AND LAPPING MACHINES FOR ARMSCOR DOCKYARD IN SIMONS TOWN**

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#### PROPRIETARY INFORMATION

- Bid documents may **ONLY** be obtained from the Armscor Supply Chain Management Department.
- Bid documents obtained from Armscor may **NOT** be given to a third party.
- Bid proposals received from companies whose bid documents were **NOT** obtained from Armscor will **NOT** be considered.

***Bids must ONLY be submitted in hard copy; electronic bids submissions are NOT acceptable.***

**Kindly register on the National Treasury's Central Supplier Database (CSD) via [www.csd.gov.za](http://www.csd.gov.za)**

## RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted (Yes or No)	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	<input type="checkbox"/>	<input type="checkbox"/>
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Designated sectors: Local production and content, (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Originally certified copy of Identity Document for the Company representative	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Copy of latest audited financial statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Bid conditions acceptance form on KD17 ( Mandatory)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD  
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4500101169

**REQUEST FOR BID: ARMD/2023/11 - THE PROCUREMENT OF 2X  
VERTICAL VALVE GRINDING AND LAPPING MACHINES FOR ARMSCOR  
DOCKYARD IN SIMONS TOWN**

**1. INSTRUCTIONS ON SUBMISSION OF BIDS**

- 1.1 Bid Closing at **11:00 am** on **04/10/2023 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Dockyard, Cole Point Security gate, Simon's Town before the bid closing date and time addressed to:

The Divisional Manager                      Procurement & Logistics  
Armscor Dockyard

Postal address:                                  Armscor Dockyard  
Private Bag X3  
Simon's Town, 7995

Delivery address:                              Armscor Dockyard Tender Box  
Dockyard Security Entrance  
Cole Point Road  
Simon's Town

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Dockyard Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

**2. ENQUIRIES**

- 2.1 All queries regarding this bid must be addressed in writing to:  
The Procurement Division  
E-mail Address: **BambananiT@armscordy.co.za**

**3. BID VALIDITY PERIOD**

Bid proposals to remain valid for acceptance for a period of **hundred and twenty (120)** days counted from the closing date.

**NOTE:** Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022 , as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at [www.armscor.co.za](http://www.armscor.co.za).

**BID AWARD RESULTS:**

**Result on bid awarding information is not sent to unsuccessful bidders.**

**Particulars of successful bidders are also NOT published on the Armscor Acquisition Bulletin.**

**BIDDING STRUCTURE**

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

**Only fill the relevant category:**

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

<b>NB: Submit with the bid the following documents:</b>
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
In case of individual supply ID document for local and if foreigner supply passport number or identification as applicable in that country.
Latest copies of all share certificates, in case of a company or any other form of a legal entity.
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

**If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)**

Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

**NB: Submit with the bid the following documents:**

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

In case of individual supply ID document for local and if foreigner supply passport number or identification as applicable in that country.

Latest copies of all share certificates, in case of a company or any other form of a legal entity.

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

<b>If using subcontractors, indicate the following:</b>	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>Subcontractor Details:</b>	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents for both Prime and Sub-Contractors:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

<b>Other:</b>	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

## Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....  
Name

.....  
ID number

**BID CONDITIONS ACCEPTANCE FORM**

**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

**AUTHORISED SIGNATURE**

..... Date: .....

Name in block letters: .....

Capacity: .....

**NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.**



**SUPPLIER REGISTRATION**

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-

**The Security Registration**  
**Private Bag X337**  
**PRETORIA**  
**0001**

**E-mail:- register@armscor.co.za**

**ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:**

1. The pages of the KD17 document are numbered from one, and the final page bears the words "and last". Bidders should check the numbers of the pages as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
  - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
  - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
  - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
  - 2.4. indicate the prices quoted in the units shown and quote them per item;
  - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
  - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
  - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
  - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire (KD 18).
4. **Security:**
  - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
  - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

**5. Mandatory Requirements In Terms Of The 2019 Defence Sector Code (Where applicable)**

- 5.1 Bidders, excluding exempted entities, must comply with a minimum black equity ownership target of 35% in line with the Defence Sector Code, where applicable.
- 5.2 Mandatory requirements in terms of the defence sector code are applicable to all Department of Defence/Armcor requirements and all entities as envisaged in the Defence Sector Code.

**6. Advance payments:**

Bidders shall furnish the price without advance payment.

**7. Performance Guarantee:**

Armcor reserves the right to request the successful bidders to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

**8. Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bids.

**9. Compliance with Arms Control and Non-Proliferation requirements**

Any bidder responding to this Request for Proposal (RFP) shall comply with the following when dealing with defence matériel:

- 9.1 All relevant South African legislation, including, but not restricted to, the following:
- a) National Conventional Arms Control Act, Act No. 41 of 2002, and its implementing Regulations; and
  - b) Non-proliferation of Weapons of Mass Destruction Act, Act No. 87 of 1993, as amended, and its implementing Regulations.
- 9.2 Defence export legislation of supplier countries, i.e. countries from which defence matériel is exported to South Africa as well as countries of origin of the matériel.

- 9.3 It is the responsibility of the bidder to, when applicable, register with the Directorate Conventional Arms Control (DCAC), Defence Secretariat, in terms of section 13 of the National Conventional Arms Control Act and with the South African Council for the Non-Proliferation of Weapons of Mass Destruction Act.
- 9.4 If a contract with Armscor is being entered into, the Contractor shall comply with arms control and non-proliferation requirements as prescribed by the contract-

#### 10. Submission of a NCACC Permit

- 10.1 In terms of the National Conventional Arms Control Act (Act No 41 of 2002, Chapter II, section 13), no person may trade in conventional arms, unless that person is:
- a) Registered with the National Conventional Arms Control Committee (NCACC)
  - b) Is in possession of a permit authorised by the NCACC and issued by the Directorate Conventional Arms control (DCAC).

**NOTE: Local bidders who trade in Conventional Arms as set out above are required to submit a certified copy of a valid NCACC permit when submitting a bid.**

#### 11. Tax Compliance

The conditions detailed in the Instruction for Application for Tax Compliance (KD 25) must be adhered to. Armscor Suppliers /Bidders must remain tax compliant for the duration of their contracts.

#### 12. Defence Industrial Participation and National Industrial Participation

- 12.1 The DIP value threshold of foreign content is based on:

Any single agreement of which the foreign content exceeds USD 2 million; Multiple main agreements concluded within two years of each other, within the framework of a specific project or across different projects, for same and or similar products or services, awarded to the same Seller of which the aggregate value of the foreign content exceeds USD 2 million; Extensions or amendments to the main agreement within the active life of the agreement, which result in the aggregate foreign content value of the project exceeding USD 2 million; Where multiple suppliers are used to address a single Defence Acquisition for the same products or services and the value of the foreign content, in total, exceeds USD 2 million, each supplier shall incur pro rata 50% of the total DIP obligation.

- 12.2 Where a contract to the value of the equivalent of USD10 000 000 or more, is placed on a foreign company, a minimum of 30 % National Industrial Participation (NIP) shall be part of the foreign company's contractual obligations, in addition to the 50 % DIP. This condition is also applicable to all contracts placed on a local company, subcontracting a single foreign company to the aforesaid value or more.

14. **Awarding of Bids**

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000; Preferential Procurement Regulations, 2022 and Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

<b>Price: (Pp)</b>	<b>80 Points</b>
<b>Broad-Based Black Economic Empowerment:</b>	<b>20 Points</b>
	<b>Total: 100 Points</b>

The following formula must be used to calculate the points in respect of a bid up to a rand value of R 50 000 000, 00 (all applicable taxes included).

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 bid under consideration
$P_t$	=	Price of bid under consideration
$P_{min}$	=	Price of lowest acceptable bid

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN SA CURRENCY	SUBTOTAL (QTY X Unit Price)
1	Price to procure, supply, deliver, install, and commission 2x Vertical Valve Grinding and Lapping Machines as per RFB, Annexure A-(User Requirement Specification: Procurement, Supply, Delivery, Installation and Commissioning of 2x Vertical Valve Grinding and Lapping Machines – Ref: 7104-11-TENDER DOCUMENTATION-URS)	02			
2	Price to provide Training support for 2x Vertical Valve Grinding and Lapping Machines as per RFB, Annexure A-(User Requirement Specification: Procurement, Supply, Delivery, Installation and Commissioning of 2x Vertical Valve Grinding and Lapping Machines – Ref: 7104-11-TENDER DOCUMENTATION-URS)	01			
	TOTAL (excluding VAT)				
	VAT				
	TOTAL (including VAT)				

1. Delivery address: .....
2. \* Period required for commencement of delivery, after receipt of order: .....
3. \* Rate of delivery: .....
4. \* Period required for completion of order, after receipt thereof: .....

\*Must be completed by Bidder if not completed by Armscor.

**NOTE: - PRICE BREAKDOWN**

Please provide a breakdown of the price in terms of the following:

- Material/Equipment: R\_\_\_\_\_
- Delivery of items/material to Client site (if applicable): R\_\_\_\_\_
- Transport rate per km: \_\_\_\_\_ R/km
- Labour cost: R\_\_\_\_\_, against the utilised labour classes, their rates and hours to be utilised:

	R/Hour	Hours
- Labourers		
- Artisans		
- Technicians		
- Engineers		
- Others		
-		

- Mark-up percentage \_\_\_\_\_ %

Breakdown of Mark-up percentage (e.g. financing cost, profit, etc.):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**ARMAMENTS CORPORATION OF SOUTH AFRICA LTD  
(ARMSCOR)**

**QUESTIONNAIRE**

**REPLIES**

1. What is the request for bids number?

.....

2. Price basis of bids (if deviating from **Delivered into store**):

.....

3. Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed

☐

4. The delivery period shall be fixed

5. Are you the accredited agent in the RSA for the manufacturer of the supplies quoted by you?

.....

**WHERE SUPPLIES OFFERED ARE TO BE IMPORTED OR ARE OFFERED EX BONDED WAREHOUSE, THE ATTACHED SECURITY QUESTIONNAIRE (KD 22) MUST BE COMPLETED AND THE FOLLOWING QUESTIONS ANSWERED:**

6. Is a special import permit required?

.....

If not, state your imports permit number

.....

7. What are the names and addresses of your overseas suppliers? (Give particulars in KD 22)

.....

8. Foreign content:

8.1 What amount in foreign currency must be remitted? overseas?

.....

8.2 What is the rate of exchange used in converting the ZAR1, 00 =.....

amount into SA Rand and the date on which this is based? DATE: .....

9. Statutory costs:

9.1 Are the goods quoted on subject to customs duty, ad valorem customs or surcharge?

.....

.../2

-2-

9.2 If so, what is the amount payable in respect of

a) Customs duty .....

b) Ad valorem customs duty? .....

### PRICE BREAKDOWN

10. The following particulars must be furnished, failure of which may invalidate the bids.

	AMOUNT	% OF TOTAL PRICE
10.1 FOB/FCA cost of item		
10.2 Sea/Air freight		
10.3 Insurance charges		
10.4 Clearance charges		
10.5 Customs duties		
10.6 Ad valorem customs duties		
10.7 Delivery costs from port/airport to your premises		
10.8 Local content (excluding (10.10)		
10.9 Delivery costs from your premises into store		
10.10 Balance (detail to be submitted)		
<b>TOTAL</b>		

.....  
DATE

.....  
BIDDER'S SIGNATURE



-1-

**ARMAMENTS CORPORATION OF S.A. LIMITED  
(ARMSCOR)**

**PREVIOUS PURCHASES**

**LAST TWO BIDS**

If any similar or identical equipment has been supplied to ARMSCOR,  
or to any of ARMSCOR'S subsidiaries or the South African National Defence  
Force, the completion of this form by bidders is compulsory.

DATE OF BIDS	ORGANIZATION	ORDER NO.	ITEMS PURCHASED	UNIT PRICE	MOTIVATION FOR PRICE DIFFERENCES

<b>BIDDER:</b>	
<b>SURNAME AND INITIALS:</b>	
<b>DATE:</b>	
<b>SIGNATURE:</b>	

-1-

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED  
(ARMSCOR)**

**SECURITY QUESTIONNAIRE ON THE IMPORTED CONTENT OF BIDS**

1. In all cases where the supplies quoted are imported (either in full or in part), bidders shall furnish the following particulars (if space is insufficient, use additional pages):

1.1 COUNTRY OF ORIGIN:

Item No(s).	Country
.....	.....
.....	.....
.....	.....
.....	.....

1.2 NAME OF MANUFACTURER(S)/SUPPLIER(S)/STOCKIST(S):

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.3 NAME OF INTERMEDIARY (IES) (WHEN THERE IS NO DIRECT CONTACT WITH THE FIRMS LISTED IN 1.2):

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.4 NAME OF AGENTS RESPONSIBLE FOR SHIPPING AND CLEARANCE:

Item No(s)	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.5 NAME OF BANK ARRANGING TRANSFER OF FUNDS OVERSEAS:

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

.../2

1.6 IS AN END-USER CERTIFICATE REQUIRED? YES/NO

If yes:-

Item No. (s).

.....  
.....  
.....  
.....

1.7 ARE THE ITEMS SUBJECT TO ANY SPECIAL EXPORT REQUIREMENTS? YES/NO

If Yes:-

Item No. (s).

Requirements

.....	.....
.....	.....
.....	.....
.....	.....

2. Failure to furnish the information requested may render the bid invalid.

.....  
NAME

.....  
DATE

.....  
BIDDER'S SIGNATURE

## BROAD-BASED BLACK ECONOMIC EMPOWERMENT

### ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

### 1. MANDATORY REQUIREMENTS IN TERMS OF THE 2019 DEFENCE SECTOR CODE

- 1.1 Bidders, excluding exempted entities, must comply with a minimum black equity ownership target of 35%) in line with the Defence Sector Code, where applicable.
- 1.2 Mandatory requirements in terms of the defence sector code are applicable to all Department of Defence/Armcor requirements and all entities as envisaged in the Defence Sector Code.

## 2. PREFERENCE POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 2.1 The following preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022; Armscor Preference Point System of the Preferential Procurement Regulations, 2022.
- 2.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 2.3 Preference points for this bid shall be awarded for:
- |   |     |
|---|-----|
| PRICE   | 80  |
| B-BBEE STATUS                                     | 20  |
| Total points for Price and B-BBEE must not exceed | 100 |
- 2.4 Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points.

## 3. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS

- 3.1 The preference points for specific goals will be allocated according to the table below, for acquisition of services, works or goods with a value of up to R50 000 000, 00. B-BBEE Points claimed must be in accordance with the table below and must be substantiated by means of a valid proof of B-BBEE.

(Specific Goals) B-BBEE status level	Points Allocated
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant	0

- 3.2 The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

**4. PRINCIPLES****4.1 Valid proof of B-BBEE status is either of the following:****4.1.1 A B-BBEE Sworn Affidavit fully completed and**

- 4.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths
- 4.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 4.1.1.3 Commissioner of Oaths credentials and signature are reflected.

**4.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency****4.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.****4.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.**

**B-BBEE DECLARATION****1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover (As at the latest financial year end)	R.	Period Starting (Day, Month, Year)	
		Period Ending (Day, Month, Year)	

**2. Confirmation of Subcontractors involved in the execution of the order:**

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

\*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

**3. Confirmation of Suppliers involved in the execution of the order:**

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

**AUTHORISED SIGNATURE** : ..... Date: .....

Name in block letters : .....

Capacity : .....

**It is a condition of bids that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25**

1. In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
3. The Tax compliance PIN letter shall be submitted with the bids, with an authorisation letter for Armscor to use the PIN code for verification of tax compliance status of the bidder.
4. In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
5. In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bids.
6. Tax compliance is done via e-filing on the SARS website [www.sars.gov.za](http://www.sars.gov.za).

**NOTE: Armscor Suppliers/ Bidders and Subcontractors must remain tax compliant for the duration of their contracts.**



**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

- 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:

.....  
 .....

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

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED  
(ARMSCOR)**

**INTELLECTUAL PROPERTY REQUIREMENTS**

**1 INTRODUCTION**

**1.1 What is Intellectual Property?**

Intellectual Property (or "IP") means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a "recipe".

**1.2 How is IP manifested?**

IP is typically manifested and embodied in Data Items or Documents.

"Data items or Documents" means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

**NOTE:**

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

**1.3 What is Background IP?**

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Background IP" belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

#### 1.4 What is Historic IP?

"Historic IP" is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

#### 1.5 What is Foreground IP?

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Foreground IP" is new intellectual property that is created during the execution of the order.

#### 1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Shared" or "Jointly Owned" or "Co-owned" IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

### 2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

#### 2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

#### 2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
  - Order Number on which Historic IP was generated
  - Master record index (MRI) reference
  - Original Supplier
  - Cost of Establishment
  - Percentage Ownership (DOD)
  - Associated Milestone / Line item on the order under which the IP was established

### 2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

**Note 1:** The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to proper manage such IP;

**Note 2:** To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

## 3. SAFEGUARDING OF IP

### 3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

### 3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

### 3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

### 3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

#### 4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

##### 4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website ([www.armscor.co.za/Downloads/Download.asp](http://www.armscor.co.za/Downloads/Download.asp)) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- "Background IP" provides a form to capture all background IP information
- "Historic IP" provides a form to capture all historic IP information.
- "Foreground IP" provides a form to capture all foreground IP information.

##### 4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

**5. INTELLECTUAL PROPERTY QUESTIONNAIRE**

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

**This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.**

WITNESSES:

1 \_\_\_\_\_

2 \_\_\_\_\_

SIGNATURES OF BIDDER(S)

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

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

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

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



# ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black people living with disabilities % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less.
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

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

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

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

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

**DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE**

I, the undersigned,

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

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

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

3. I hereby declare under Oath that:

- The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black people living with disabilities % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

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

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 1 TO KD25

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR</b>							
BID NUMBER:		CLOSING DATE:		CLOSING TIME:			
DESCRIPTION							
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :</b>							
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON		Mr. A.L Mmbengwa		CONTACT PERSON		Mr. A.L Mmbengwa	
TELEPHONE NUMBER		012 428 3610		TELEPHONE NUMBER		012 428 3610	
FACSIMILE NUMBER		N/A		FACSIMILE NUMBER		N/A	
E-MAIL ADDRESS		scmbids@armscor.co.za		E-MAIL ADDRESS		scmbids@armscor.co.za	
<b>SUPPLIER INFORMATION</b>							
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	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>							
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.							

ANNEXURE 1 TO KD25

**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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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](http://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 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:

.....



**RFB NUMBER: ARMD/2023/11**  
**7104-11- TENDER DOCUMENTS RFB**

**PROCUREMENT OF 2X VERTICAL VALVE GRINDING AND LAPPING MACHINES  
FOR ARMSCOR DOCKYARD IN SIMONS TOWN**

---

**SUMMARY:** THIS DOCUMENT ESTABLISHES THE USER REQUIREMENTS FOR  
THE PROCUREMENT OF 2X VERTICAL VALVE GRINDING AND  
LAPPING MACHINES FOR ARMSCOR DOCKYARD, SIMON'S TOWN.

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**DATE OF ISSUE : SEPTEMBER 2023**

AMENDMENT HISTORY		
DOCUMENT ISSUE	DATE	CHECKED BY
01	SEPTEMBER	MR JUSTICE RAMAKOKOVHU

DISTRIBUTION PAGE	
COPY NUMBER	DISTRIBUTION
01 (Master Copy)	Mr J Relihan      Armscor Dockyard Procurement Secretariat



## DEFINITIONS

The following non-standard terms have been used in this document, which are explained as follows:

Client	Armcor Dockyard
Contractor	The company contracted by Armcor to supply as per Specification
RFB	Request For Bid

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## 1. INTRODUCTION

### 1.1 Instruction to Bidder

The Bidder must strictly adhere to the requirements stipulated in this Request for Bid (RFB). The onus rests on the Bidder to submit an unambiguous bid in order to enable Armscor to carry out a transparent and fair bid evaluation.

### 1.2 Scope

The scope of this RFB covers the requirement for the procurement, supply, delivery, installation and commissioning of 2x Vertical Valve Grinding and Lapping Machines to Armscor Dockyard in Simon's Town, as set out in paragraph 5.4 in this document.

## 2. DOCUMENTS

Armscor documents are available on the Armscor Website <http://www.armscor.co.za>. The following documents are applicable to this RFB to the extent specified herein:

### 2.1 Applicable Documents

No	Document No	Title
1	A-PROC-9053	Supplier Sourcing Procedure
2	A-DOC-9046	Terms of Reference for the Bid Specification Committee
3	A-DOC-9045	Terms of Reference for the Bid Evaluation Committee
4	A-PRAC-4011	B-BBEE Practice, Issue 007
5	Signed URS dated (31 Aug 2023)	USER REQUIREMENTS SPECIFICATION - VERTICAL VALVE GRINDING AND LAPPING MACHINES
6	Occupational health and Safety	Occupational health and Safety Act 85 of 1993 and General Safety Regulations section 2
7	A-STD-0010	Rules Applicable to prospective Contractors, Issue 2, 21 April 2014.
8	A-STD-0020	Armscor's General Conditions of Contract, Issue: 005, 22 June 2022.
9	A-STD-61 Part 5	Contract Conditions, Technical, Standard for Commercial Off-the-Shelf (COTS) Procurement

## 2.2 Reference documents

No	Document No	Title
1	A-STD-0061 Part 5	Contract Conditions, Technical Standard for Commercial Off-the-Shelf (COTS) Procurement
2	AA-GUID-1014	Critical Criteria Guideline
3	Act 5 of 2000	Preferential Procurement Policy Framework Act (PPPFA) No.5
4	Act 52 of 2003	Broad-Based Black Economic Empowerment Act, as amended
5	Defence Sector Code	Codes of Good Practice on Broad based Black Economic Empowerment as Gazetted
6	PPPFA Regulations of 2017	Preferential Procurement Regulations, 2017

## 3. BID REQUIREMENTS

### 3.1 General

The bid shall address each and every requirement of the RFB in a comprehensive and logical way. The following information and communication is to be observed:

#### 3.1.1 Armscor Registration

In order to qualify as a potential supplier, prospective Bidders must be registered with Armscor as a supplier. Bidders that are not registered shall undertake to register before the bid submission closing date. Registration must take place prior to any contract placement.

#### 3.1.2 Communication

- 3.1.2.1 All communication with Armscor shall be made to: The Procurement Secretariat, E-mail address: [BambananiT@armscordy.co.za](mailto:BambananiT@armscordy.co.za) Tel: +27 (021) 787 3941.
- 3.1.2.2 The Bidder shall appoint a single person for communication with Armscor. Communication shall not take place via an agent or representative other than a fulltime employee of the Bidder.
- 3.1.2.3 All enquiries regarding the RFB shall be directed to the Procurement Secretariat and the RFB reference number shall be used in all correspondence.
- 3.1.2.4 No direct contact or communication with Armscor or the Department of Defence personnel shall be allowed, unless through formally arranged meetings or briefing sessions if and when required by the prospective Bidders.

### **3.1.3 Submission of Bids**

**Partial Bids:** Armscor shall only consider a bid for the total requirement. Partial bids shall not be considered.

### **3.1.4 Validity of Bids**

The validity of the bid shall be one hundred and twenty (120) days after the tender closing date.

### **3.1.5 Confidentiality of information**

The information contained in this RFB, as well as the response received shall be treated as "Company Confidential" between Armscor and the Bidder submitting the response. The receiver of this RFB may not disclose any information in connection with this RFB to the media or any third party, or allow information to be disclosed without prior written approval of Armscor. The potential Bidder shall ensure that any confidentiality arrangements between themselves and Armscor apply *mutatis mutandis* to partners and/or subcontractors or agents of the Bidder.

### **3.1.6 Submission of offer documentation**

The original offer and two (2) copies thereof together with any supporting documentation such as brochures, handbooks and drawings shall be submitted to Armscor. The original must be marked as the original and each copy must be marked with a copy number. The original shall take precedence over any copy in the event of discrepancies.

## **3.2 Minimum requirements**

The following is the minimum prescribed requirements of the bid:

### **3.2.1 Covering letter**

The covering letter shall give a brief introduction to the bid and briefly summarise the implementation methodology, timescale and the total cost. The letter shall also state any other aspects the Bidder deems necessary and important. The Bidder shall use the company's official letterhead when providing the covering letter.

### **3.2.2 Appendices**

The Bidder shall complete and include the following with their offer:

**ANNEXURE A: APPENDIX A: ACCEPTANCE MATRIX**  
**ANNEXURE B – OHS&A ACT AGREEMENT**

### **3.2.3 Forms to be completed**

The following forms shall be completed by the Bidder and submitted as part of the bid:

Commercial Bid: All Armscor KD forms as per Armscor Procurement Secretariat requirements.

**3.2.4** The Bidder shall **demonstrate**, as part of their bid and with the necessary **evidence**, that they have the necessary resources and appropriate expertise to supply the deliverables should they be awarded the contract.

***Note:** The Armscor Dockyard retains the right to perform an audit to confirm the integrity of the content of the bids received.*

### **3.3 Registration of E-portal bids**

In the case where potential bidders have downloaded the bid documents or obtained it from a party that downloaded it from the E-portal, or from any other tender notification service provider, they are requested to inform the following person:

Ms Bambanani T, E-mail address: BambananiT@armscordy.co.za Tel: +27 (021) 787 3941.

By doing so, they will ensure that they are captured on the list of potential bidders and receive tender related correspondence such as bidders briefing minutes etc. Failure to register as such may invalid the bidders bid as their bid may exclude updated information issued by means of Bidders briefing minutes or updates.

### **3.4 Bidders conference**

A **NON - COMPULSORY** bidder's conference shall be held at Armscor Dockyard, Simon's Town on 26/09/2023 at 11:00 am. Potential bidders are required to RSVP with Ms Bambanani Tiso at telephone number (021) 787 3941/ E-mail address: BambananiT@armscordy.co.za no later than 22/09/2023.

## **4. BID EVALUATION**

### **4.1 Bids received**

Bids received will be evaluated in accordance with an approved value model that was developed in accordance with A-DOC-9045, A-DOC-9046 and A-PROC-9053, and such value model consists of mandatory and critical criteria that are reflected in this RFB. Failure by a Bidder to comply with a single critical criterion will result in immediate elimination from the adjudication process.

### **4.2 Awarding Of Bids**

The received bids will be evaluated in terms of the 80/20 Preference Point System as follows:

The applicable PPS points are:

- **Price:** 80 points
- **BBBEE:** 20 points

### **4.3 MANDATORY CRITERIA**

#### **4.3.1 TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the successful bidder must be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. (Not applicable to foreign companies).

4.3.1.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit offers.

4.3.1.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.

4.3.1.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armscor to use the PIN code for verification of tax compliance status of the supplier.

4.3.1.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.

4.3.1.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

4.3.1.6 Tax compliance is done via e-filing on the SARS website [www.sars.gov.za](http://www.sars.gov.za).

4.3.1.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

**NOTE: Armscor Suppliers/ Bidders and Subcontractors must remain tax compliant for the duration of their contracts.**

#### 4.4 BID EVALUATION PROCESS

Each received bid will be evaluated in 2-stages. A bid that does not comply with the requirements of Stage 1 will be eliminated from the evaluation process.

The bids will be evaluated in evaluation criteria that are reflected in this RFB. Failure by a Bidder to comply with any single critical criterion will result in immediate elimination from the evaluation process.

<b>STAGE 1</b>	<b>CRITICAL CRITERIA</b>
<b>STAGE 2</b>	<b>PREFERENCE POINT SYSTEM</b>

##### 4.4.1. STAGE 1: CRITICAL CRITERIA

Should the bidder fail to comply with any one of the critical criteria, the bid will be eliminated from the evaluation process resulting in it not being eligible for the awarding of a bid.

#### Critical Criteria

Criterion 1	
<p><b><u>Requirement:</u></b></p> <p>The Bidder shall supply the 2x Vertical Valve Grinding and Lapping Machines as per RFB, Annexure A-(User Requirement Specification: Procurement of 2x Vertical Valve Grinding and Lapping Machines – Ref: ARMD/2023/11) with specific reference to paragraph 3.1.1, 3.1.2, 3.1.3, and paragraph 3.1.4.</p>	<p><b><u>Compliance Evidence:</u></b></p> <p>The Bidder shall supply technical specification sheets and/or brochures/catalogues confirming that:</p> <p>(a) The offered machine conforms to all the mentioned parameters listed in paragraph 3.1.1, paragraph 3.1.2, paragraph 3.1.3 and paragraph 3.1.4.</p> <p>(b) In the case where any of the technical specification elements as listed are not covered in the specification sheet and/or brochures/catalogues provided, the Bidder shall ensure the provision of a declaration letter signed by the bidder and the Original Equipment Manufacturer (OEM) or accredited agent/supplier (on the letter head of the OEM or accredited agent/supplier) confirming that the elements in (a) meet the specification i.e listed in paragraph 3.1.1, paragraph 3.1.2, paragraph 3.1.3 and paragraph 3.1.4.</p>



Criterion 2	
<p><b><u>Requirement:</u></b></p> <p>The Bidder shall submit a completed and signed acceptance matrix of the RFB, Appendix A – (Acceptance Matrix) of Annexure A–(User Requirement Specification: Procurement of 2x Vertical Valve Grinding and Lapping Machines) - Ref: ARMD/2023/11) with specific reference to paragraph 3.1.5.</p>	<p><b><u>Compliance Evidence:</u></b></p> <p>The Bidder shall provide the following and submit with the bid: A completed and signed <b>ACCEPTANCE MATRIX OF THE RFB – APPENDIX A – (ACCEPTANCE MATRIX) OF ANNEXURE A – (User Requirement Specification: Procurement of 2x Vertical Valve Grinding and Lapping Machines).</b></p>

Criterion 3	
<p><b><u>Requirement:</u></b></p> <p>The Bidder shall confirm and declare full compliance to RFB, Annexure A–(User Requirement Specification: Procurement of 2x Vertical Valve Grinding and Lapping Machines – Ref: ARMD/2023/11) with specific reference from paragraph 3.1.6, 3.1.7, 3.1.8, 3.4 and paragraph 3.5.</p>	<p><b><u>Compliance Evidence:</u></b></p> <p>The Bidder shall provide the following and submit with the bid: -A completed and signed <b>BID CONDITIONS ACCEPTANCE FORM</b> as found on page 7 of the KD17 document.</p>

#### 4.4.2. STAGE 2: PREFERENCE POINT SYSTEM

Each bid that complies with all the critical criteria that have been set for the RFB shall be further evaluated in term of the 80 / 20 Preference Point System (PPS). A maximum of 80 points shall be awarded for Price and a maximum of 20 points shall be awarded for Specific Goals.

4.2.1 For this RFB, the applicable Specific Goal will be BBBEE Level. Points scored for Price and Specific Goal shall be added together to the maximum of 100 points and rounded off to the nearest two decimal points.

4.2.2 The bid shall be awarded to the bidder which scores the highest points in terms of 80 / 20 PPS.

4.2.3 The Bidder shall submit with the Bid documents the BEE certificate (BBBEE certificate issued by a SANAS accredited verification agency), CIPC BBBEE certificate and or completed BBBEE Sworn affidavit as a proof of compliance to claim preference points. If the Bidder is an unincorporated Joint Venture (JV) or Consortium, the Bidder shall submit with the Bid, a consolidated proof of B-BBEE status.

SPECIFIC GOALS B-BBEE Level	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

The awarding of bids will be in terms Preference Point System (PPS). All bids conforming to the stated critical criteria will be evaluated in terms of the following PPS:

The applicable PPS points are:

Price:	80 points
BBBEE:	20 points

#### 4.5 Qualifying Threshold

Not Applicable.

## **5. REQUIREMENT STATEMENT**

### **5.1 Introduction**

This section provides the necessary information on the Specification for this contract.

### **5.2 Purpose**

The Purpose of this Request for Bid is to appoint (a) Provider/s to procure, supply, deliver, install and commission 2x Vertical Valve Grinding and Lapping Machines to Armscor Dockyard, Simon's Town as set out in paragraph 5.4 in this document.

### **5.3 Background**

Armscor Dockyard constantly reviews its capabilities to meet its client's maintenance and repair requirements. A feasibility study for establishing Vertical Valve Grinding and Lapping capability in the Dockyard was conducted. The study indicated that the capability should be housed in the Mechanical Section where Valves are mainly Maintained, Repaired and Overhauled (MRO). Valves sealing faces are currently being lapped manually and this process prolongs the Valve throughput and the lead -time for executing maintenance or repairs on each Valve.

Therefore, in order to improve the Valve throughput and reduce the valve lead-time for executing maintenance or repairs on each Valve, two (2x) Vertical Valve Grinding and Lapping Machines were recommended as the potential process improvement solution. A Vertical Valve Grinding and Lapping is a machine developed for machining of sealing faces in gate valves, valves, safety valves, and non-return valves.

### **5.4 Specification**

See Attached **ANNEXURE A - USER REQUIREMENT STATEMENT: PROCUREMENT OF VERTICAL VALVE GRINDING AND LAPPING MACHINES FOR ARMSCOR DOCKYARD – 7104-11-TENDER DOCUMENTATION-URS.**

## SECTION 2

### A - ADDITIONAL CONDITIONS

#### 1. ACCESS TO THE PREMISES

The Client shall grant the Contractor and/or his employees the necessary access at all reasonable times, in order to meet the obligations in terms of this Agreement, subject, however, to the Client's security arrangements. Access to the Client's premises may be refused under appropriate circumstances.

#### 2. SECURITY

- 2.1 The Contractor shall be subject to the security rules and regulations as in place on any Client property he enters. These regulations shall be in line with Department of Defence unit security regulations. This includes controlled access through a security gate and prohibition of carrying photographic equipment (including cell phones with cameras), firearms, explosives, unlawful narcotics, etc. onto client property.
- 2.2 While on any Client property, the Contractor employees and vehicles may at all times be subjected to security searches by the security forces.
- 2.3 Transgression of any security rules and regulations can lead to detention by security and subsequent prosecution.

#### 3. SAFETY

- 3.1 While on client property related to this contract, the contractor shall be responsible for the safety of his employees.
- 3.2 Should any of the contractor's employees sustain an injury, while on client property, through the contractor's action, the contractor shall be responsible for rendering medical attention.
- 3.3 The contractor enters client property at own risk. Treatment for any injury sustained by contractor's employee, caused by client action, but not due to negligence or malicious intent on the part of the client, shall be the responsibility of the contractor.
- 3.4 In any case, the client can, according to its discretion, render limited medical attention to the contractor, but the client will not accept any liability for the outcome of such medical assistance rendered. Furthermore, the client can, according to its discretion, charge the contractor for such service rendered.
- 3.5 The signed **Appendix C, OHASA ACT AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, NO 85 OF 1993 (AS AMENDED)**, as submitted by the contractor as part of his tender, shall become a binding agreement between the contractor and the client on award of the contract.

#### **4. IDENTIFICATION**

The Contractor shall at all times, on site, positively identify all his employees and subcontractors by visually standardized dress/overalls and conspicuously attaching workers' respective name tags thereto.

#### **5. CONTRACTOR'S STATUS AND RESPONSIBILITIES**

- 5.1 The contractor shall not permit any worker to perform any task for which such worker has not been trained.
- 5.2 Under no circumstances may the contractor's employees litter, roam, sleep or prepare food on site, unless otherwise arranged and agreed to by the client.
- 5.3 Under no circumstances may the contractor's employees accept tasks (with or without payment) from the client's personnel or any other instruction/request that is not part of this contract.
- 5.4 The contractor shall see to it that his employees do not interfere in any way with the client's employees or with occupants of the premises.
- 5.5 The contractor shall comply with the client's security requirements.
- 5.6 The contractor shall not damage the property of the client or his employees.
- 5.7 The contractor shall leave all areas where work has been executed in a clean and neat condition.
- 5.8 The contractor shall not erect any signs or advertisements on site.
- 5.9 The contractor shall not unreasonably encumber the site with his materials and equipment, and shall make such provisions and carry out his operations in such a manner that will permit continuous, safe traffic and pedestrian circulation, and he shall provide and maintain safe access to all buildings within the work boundaries.
- 5.10 The contractor shall confine his equipment, tools, and the operations of his employees as indicated by the client and within the limits of statutory requirements.

## **B. MAINTENANCE CONDITIONS**

### **1. WORKING HOURS**

All work on the Client's site shall take place during the Client's normal working hours, except when instructed by the Project Manager.

Normal working hours are:

Monday – Thursday: 07:15 - 16:30

Friday: 07:15 - 12:15

Should there be a requirement to work outside of the Client's normal working hours, sufficient notification and approval is required from the Project Manager.

### **2. ADVERSE CONDITIONS AND DEFECTS**

- 2.1 The Contractor shall report in writing to the Client any adverse conditions prior to delivery, which may adversely affect delivery.
- 2.2 The Contractor shall not commence or continue with delivery until such adverse conditions have been investigated and corrected, unless otherwise instructed in writing by the Client.



## **ANNEXURE A**

### **SPECIFICATION**

#### **PROCUREMENT OF VERTICAL VALVE GRINDING AND LAPPING MACHINES FOR ARMSCOR DOCKYARD**

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**SUMMARY:** THIS DOCUMENT ESTABLISHES THE USER REQUIREMENTS FOR  
THE PROCUREMENT OF VERTICAL VALVE GRINDING AND  
LAPPING MACHINES FOR ARMSCOR DOCKYARD SIMON'S TOWN

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**DATE OF ORIGINAL ISSUE: AUGUST 2023**

## AMENDMENT HISTORY

Doc Issue	Date	Amendments	Doc change proposal No.	CM Conformance	
				Name	Initials
001	August 2023	First Issue	N/a	Lewele	K



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## **1. INTRODUCTION**

### **1.1. Purpose**

This document stipulates the requirement for the procurement, supply, delivery, installation and commissioning of Vertical Valve Grinding and Lapping Machines to Armscor Dockyard in Simon's Town.

### **1.2. Background**

Armscor Dockyard constantly reviews its capabilities to meet its client's maintenance and repair requirements. A feasibility study for establishing Vertical Valve Grinding and Lapping capability in the Dockyard was conducted. The study indicated that the capability should be housed in the Mechanical Section where Valves are mainly Maintained, Repaired and Overhauled (MRO). Valves sealing faces are currently being lapped manually and this process prolongs the Valve throughput and the lead -time for executing maintenance or repairs on each Valve.

Therefore, in order to improve the Valve throughput and reduce the valve lead-time for executing maintenance or repairs on each Valve, two (2x) Vertical Valve Grinding and Lapping Machines were recommended as the potential process improvement solution. A Vertical Valve Grinding and Lapping is a machine developed for machining of sealing faces in gate valves, valves, safety valves, and non-return valves.

## **2. ABBREVIATIONS, ACRONYMS, DEFINITIONS, APPLICABLE AND REFERENCE DOCUMENTS**

### **2.1. Abbreviations, Acronyms, and Definitions**

AD	Armcor Dockyard
APM	Armcor Project Manager
CIDB	Construction Industry Development Board
COC	Certificate of Conformance
DB	Distribution Box
DN	Diameter Nominal
HMI	Human Machine Interface
OEM	Original Equipment Manufacturer
OHASA	Occupational Health and Safety Act
V	Voltage
VVGALM	Vertical Valve Grinding And Lapping Machine
°	Degree
∅	Diameter

### **2.2. Reference Documents**

- a. Occupational Health and Safety Act 85 of 1993.
- b. Safety of machinery- Electrical equipment of machines, SANS 60204-1.
- c. The wiring of premises Part 1-2: Low Voltage installations, SANS 10142-1-2.

### 3. REQUIREMENTS

Armcor Dockyard in Simon's Town requires the procurement, supply, delivery, installation, commissioning of two (2x) Vertical Valve Grinding and Lapping Machines, including operator training.

#### 3.1. Machine Specification

##### 3.1.1 Working Range

- a. The machines shall include standard tools for DN 15 – DN 250 mm (0.4 - 9.8 inches).
- b. If the machines does not include a working range of up to DN 350 mm as a standard additional feature, then an additional attachment planet wheel to increase working range to up to DN 350 mm (13.8 inches) shall be supplied with the machines.
- c. The machines shall be suitable for a workpiece with a height of up to 600 mm.

##### 3.1.2 Spindle Head

Spindle speed	The machines shall be able to reach a maximum speed of up to 260 rev/min ( $\pm 40$ rev/min Tolerance). (Infinitely adjustable).
Spindle torque	The machines shall be able to reach a maximum torque of up to 20 Nm ( $\pm 5$ Nm Tolerance).
Vertical adjustment of spindle	Spindle shall be able to be adjusted to a maximum height of up to 600mm (+200mm Tolerance).
Swivelling range	The machines Spindle head shall be able to swivel between the machines Tilt table and Turntable, and execute grinding and lapping processes at each table efficiently.

##### 3.1.3 Tilt Table

Table dimensions	550 (+50mm Tolerance) x 550 mm (+50mm Tolerance) or 302 500 mm <sup>2</sup> (+57 500 mm <sup>2</sup> Tolerance).
Tilting range	$\pm 12^\circ$ ( $\pm 2^\circ$ Tolerance)
Weight of work piece	The machines tilt table shall be suitable for a work piece with a maximum weight of up 450 kg.

### 3.1.4 Turntable

Table diameter	550 mm (+50 mm Tolerance)
Table speed	The machines shall be able to reach a maximum speed of up to 24 rev/min ( $\pm 4$ rev/min). (Infinitely adjustable).
Weight of work piece	The machines turntable shall be suitable for a work piece with a maximum weight of up 450 kg.

### 3.1.5 Grinding and Lapping Tools (To be supplied with the machines)

Item No.	Grinding tools DN 15–DN 400	Item No.	Lapping tools and compound
1	4 of Flat abrasive disc DN 15, $\phi$ 25 mm	1	4 of Lapping disc DN 15, $\phi$ 25 mm
2	4 of Flat abrasive disc DN 25, $\phi$ 35 mm	2	4 of Lapping disc DN 20, $\phi$ 30 mm
3	4 of Flat abrasive disc DN 32, $\phi$ 45 mm	3	4 of Lapping disc DN 25, $\phi$ 35 mm
4	4 of Flat abrasive disc DN 40, $\phi$ 55 mm	4	4 of Lapping disc DN 25, $\phi$ 40 mm
5	4 of Flat abrasive disc DN 32, $\phi$ 45 mm	5	4 of Lapping disc DN 32, $\phi$ 45 mm
6	4 of Flat abrasive disc DN 40, $\phi$ 55 mm	6	4 of Lapping disc DN 40, $\phi$ 54 mm
7	4 of Flat abrasive disc DN 50, $\phi$ 65 mm	7	4 of Lapping disc DN 50, $\phi$ 64 mm
8	4 of Flat abrasive disc DN 65, $\phi$ 80 mm	8	4 of Lapping disc DN 65, $\phi$ 79 mm
9	4 of Flat abrasive disc DN 80, $\phi$ 100 mm	9	4 of Lapping disc DN 80, $\phi$ 98 mm
10	4 of Flat abrasive disc DN 100, $\phi$ 120 mm	10	4 of Lapping disc DN 100, $\phi$ 118 mm
11	4 of Flat abrasive disc DN 125, $\phi$ 140 mm	11	4 of Lapping disc DN 125, $\phi$ 140 mm
12	4 of Flat abrasive disc DN 150, $\phi$ 165 mm	12	4 of Lapping disc DN 150, $\phi$ 165 mm
13	4 of Flat abrasive disc DN 175, $\phi$ 200 mm	13	4 of Lapping disc DN 175, $\phi$ 200 mm
14	4 of Flat abrasive disc DN 200, $\phi$ 220 mm	14	4 of Lapping disc DN 200, $\phi$ 220 mm
15	4 of Flat abrasive disc DN 250, $\phi$ 270 mm	15	4 of Lapping disc DN 250, $\phi$ 270 mm
16	4 of Flat abrasive disc DN 25, $\phi$ 35 mm	16	12 of Lapping spindles, $\phi$ 30 mm
17	4 of Planetary disc DN 80–DN 225, $\phi$ 110 mm	17	24 of Lapping spindles, $\phi$ 50 mm
18	4 of Planetary disc DN 200–DN 450, $\phi$ 240 mm	18	24 of Lapping spindles, $\phi$ 80 mm
19	12 of Planetary arms 1S	19	8 pack Lapping paste grit 120 (500 g)
20	12 of Planetary arms 1M	20	8 pack Lapping paste 400 (500 g)
21	12 of Planetary arms 1L	21	8 pack Lapping paste 800 (500 g)
22	24 of Planetary arms 2S	22	8 pack Lapping paste 1000 (500 g)
23	24 of Planetary arms 2M	23	8 pack Lapping paste 1200 (500 g)
24	12 of Planetary arms 2L	24	8 pack Lapping paste 1500 (500 g)
25	24 of Abrasive spindles for paper and foil, $\phi$ 30 mm		
26	24 of Abrasive spindles for paper and foil, $\phi$ 50 mm		
27	24 of Abrasive spindles for paper and foil, $\phi$ 80 mm		

### 3.1.6 Abrasives

Item No.	Description
1	1900 of Abrasive paper rings ø 25 mm – ø 120 mm P80
2	1900 of Abrasive paper rings ø 25 mm – ø 120 mm P280
3	1900 of Abrasive paper rings ø 25 mm – ø 120 mm P500
4	2000 of Abrasive film rings ø 35 mm – ø 120 mm P280
5	1200 of Abrasive film segments 47 mm x 35 mm P280
6	2000 of Abrasive film rings ø 25 mm – ø 120 mm P500
7	1200 of Abrasive film segments 47 mm x 35 mm P500
8	2000 of Abrasive film rings ø 25 mm – ø 120 mm P1000
9	1200 of Abrasive film segments 47 mm x 35 mm P1000

### 3.1.7 Machine Clamping Accessories

Item No.	Description
1	4 set of clamping devices for turntables
2	4 set of clamping devices for inclined tables
3	4 set of insert pins ø 15 mm/ ø 8 mm
4	4 set of insert pins ø 15 mm/ ø 20 mm
5	4 set of insert pins ø 15 mm/ ø 25 mm
6	4 set of insert pins ø 15 mm/ ø 30 mm
7	4 set of fixing bolts

### 3.1.8 Machine Spindle Head Consumable

The supplier shall supply the following machine spindle head consumable:

- a. A total quantity of 15x Klüber Perfluoropolyether Grease 100 g Klübertemp GR UT 18 Tube.

## 3.2. Physical

### 3.2.1 Machine Weight

The largest transportation case or container housing for each machine shall not exceed 5000kg.

### 3.2.2 Machine Worktable

The machines worktable shall include a minimum of three drawers, which are suitable for a minimum load of 50 kg, and the worktable shall be suitable for a minimum load of 1250 kg. The machines worktables shall have maximum dimensions of 1550 (+50 mm Tolerance) (Width) x 650 (+50 mm Tolerance) (Height) x 700 (+50 mm Tolerance) (Depth) mm.

### 3.2.3 Machine Design

Operator's panel	The machines functions shall be operated via a compact control panel.
VVGALM type	Vertical adjustable spindle.
Mounting option	Free Standing(Table operated)

### 3.3. External Interface

#### 3.3.1 Electrical Interface

Each machine shall be supplied with 230V/380V 50Hz power that is at most 15 m away from the point of installation.

#### 3.3.2 Human Machine Interfaces

A single operator shall be required to operate each machine.

### 3.4. Installation and Commissioning

- a. The supplier shall deliver the two (2x) machines to Armscor Dockyard Simon's Town.
- b. The supplier shall assemble and commission two (2x) machines at Armscor Dockyard Simon's Town.
- c. All electrical installations shall be done in accordance to SAN 10142-1-2.
- d. The supplier shall provide the labour and material required to assemble, install and commission the two (2x) machines.
- e. Power supply for the two (2x) machines to be sourced from the nearest DB Box, which is at least 10 meters away from the location of the machine.
- f. The supplier need to install an isolator switch for each machine on the wall next to the electrical DB Box, an industrial breaker that suits the two (2x) machines current draw, the supplier shall provide all electrical accessories required to commission the two (2x) machines.
- g. If calibration is required, the supplier shall calibrate the two (2x) machines after installation and issue a calibration certificate.
- h. The supplier shall conform to the Armscor Dockyard SHE contractor Management Practice, document number AK-PRAC-11032 that will be made available to the supplier during the procurement process.
- i. The commissioned machines must comply with OHASA Act 85.

### **3.5. Logistic Support**

#### **3.5.1 Documentation**

The following documents shall accompany the delivery of the two (2x) Vertical Valve Grinding and Lapping Machines (final applicable documents to be negotiated during implementation), documents shall be in clear, grammatically correct English:

- a. Maintenance schedule and Calibration Schedule.
- b. System specification.
- c. Warranty and guarantee documents.
- d. Critical Spares List and local supplier for spares.
- e. User/operator manuals.
- f. Maintenance manuals.
- g. Circuit drawings.
- h. Machine drawings.
- i. Illustrated Parts Breakdown/Catalogue.
- j. Certificates of Compliance.

#### **3.5.2 Supply Support**

The supplier shall ensure that all spares are available and accessible locally in South Africa from the OEM or an accredited agent.

#### **3.5.3 Support and Test Equipment**

- a. The maintenance, repair, and calibration of the two (2x) machines shall be supported locally in South Africa by the OEM or an accredited agent.
- b. The two (2x) machines shall be delivered with a warranty of at least 12 months.



#### **3.5.4 Training and Training Support**

- a. The supplier shall provide structured training on the operation and maintenance of the two (2x) machines to at least five persons identified by Armscor Dockyard.
- b. Training shall be conducted at Armscor Dockyard Simon's Town.
- c. A training syllabus shall be supplied to Armscor Dockyard before the training.
- d. Training shall be accompanied by training manuals to be supplied in soft copy format.
- e. Certificates of competency to be supplied by the supplier to the trainees after the training.

#### **3.5.5 Acceptance Conditions**

- a. The Contractor shall ensure that installation and commissioning of the equipment offered to Armscor for release and payment conform to the requirements of the CONTRACT.
- b. The Certificate of Conformance shall be signed by the Contractor's Project Manager and/or their Quality Manager.
- c. Acceptance of installation shall be subject to the approval and acceptance of the documentation.
- d. The equipment and completed installation shall conform to the requirements of the relevant manufacturer's specifications.
- e. The warranty period shall only commence after successful completion of all deliverables by the bidder.
- f. Acceptance shall be performed by the Armscor Project Manager (APM) or his delegated representative and a representative from the Armscor Quality Department.
- g. Acceptance of accessories will be done by visual inspection in conjunction with an inspection of documentation supplied by the offeror.

## APPENDIX A: ACCEPTANCE MATRIX

The bidder shall submit a completed and signed acceptance matrix with specific reference to RFB, Annexure A, paragraph 3.1.5 - (User Requirement Specification: Procurement of 2x Vertical Valve Grinding and Lapping Machines):

Item No.	Grinding tools DN 15–DN 400	Comply/ Do Not Comply	Comment	Item No.	Lapping tools and compound	Comply/ Do Not Comply	Comment
1	4 of Flat abrasive disc DN 15, Ø 25 mm			1	4 of Lapping disc DN 15, Ø 25 mm		
2	4 of Flat abrasive disc DN 25, Ø 35 mm			2	4 of Lapping disc DN 20, Ø 30 mm		
3	4 of Flat abrasive disc DN 32, Ø 45 mm			3	4 of Lapping disc DN 25, Ø 35 mm		
4	4 of Flat abrasive disc DN 40, Ø 55 mm			4	4 of Lapping disc DN 25, Ø 40 mm		
5	4 of Flat abrasive disc DN 32, Ø 45 mm			5	4 of Lapping disc DN 32, Ø 45 mm		
6	4 of Flat abrasive disc DN 40, Ø 55 mm			6	4 of Lapping disc DN 40, Ø 54 mm		
7	4 of Flat abrasive disc DN 50, Ø 65 mm			7	4 of Lapping disc DN 50, Ø 64 mm		
8	4 of Flat abrasive disc DN 65, Ø 80 mm			8	4 of Lapping disc DN 65, Ø 79 mm		
9	4 of Flat abrasive disc DN 80, Ø 100 mm			9	4 of Lapping disc DN 80, Ø 98 mm		
10	4 of Flat abrasive disc DN 100, Ø 120 mm			10	4 of Lapping disc DN 100, Ø 118 mm		
11	4 of Flat abrasive disc DN 125, Ø 140 mm			11	4 of Lapping disc DN 125, Ø 140 mm		
12	4 of Flat abrasive disc DN 150, Ø 165 mm			12	4 of Lapping disc DN 150, Ø 165 mm		
13	4 of Flat abrasive disc DN 175, Ø 200 mm			13	4 of Lapping disc DN 175, Ø 200 mm		
14	4 of Flat abrasive disc DN 200, Ø 220 mm			14	4 of Lapping disc DN 200, Ø 220 mm		
15	4 of Flat abrasive disc DN 250, Ø 270 mm			15	4 of Lapping disc DN 250, Ø 270 mm		
16	4 of Flat abrasive disc DN 25, Ø 35 mm			16	12 of Lapping spindles, Ø 30 mm		
17	4 of Planetary disc DN 80–DN 225, Ø 110 mm			17	24 of Lapping spindles, Ø 50 mm		
18	4 of Planetary disc DN 200–DN 450, Ø 240 mm			18	24 of Lapping spindles, Ø 80 mm		
19	12 of Planetary arms 1S			19	8 pack Lapping paste grit 120 (500 g)		

## APPENDIX A: ACCEPTANCE MATRIX

Item No.	Grinding tools DN 15–DN 400	Comply/ Do Not Comply	Comment	Item No.	Lapping tools and compound	Comply/ Do Not Comply	Comment
20	12 of Planetary arms 1M			20	8 pack Lapping paste 400 (500 g)		
21	12 of Planetary arms 1L			21	8 pack Lapping paste 800 (500 g)		
22	24 of Planetary arms 2S			22	8 pack Lapping paste 1000 (500 g)		
23	24 of Planetary arms 2M			23	8 pack Lapping paste 1200 (500 g)		
24	12 of Planetary arms 2L			24	8 pack Lapping paste 1500 (500 g)		
25	24 of Abrasive spindles for paper and foil, ø 30 mm						
26	24 of Abrasive spindles for paper and foil, ø 50 mm						
27	24 of Abrasive spindles for paper and foil, ø 80 mm						

Duly Completed by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Signature: \_\_\_\_\_

# **ANNEXURE B OHASA ACT AGREEMENT**

## **WRITTEN AGREEMENT ON OCCUPATIONAL HEALTH AND SAFETY**

**In accordance with the provisions of Section 37(2)  
Of the Occupational Health and Safety Act, Act No 85 of 1993**

**AS ENTERED INTO BY AND BETWEEN**

\_\_\_\_\_  
**(Hereinafter referred to as the "Employer")**

**and**

\_\_\_\_\_  
**(Hereinafter referred to as "the Contractor")**

**Contractor Compensation Fund Certificate Number:**

**Vendor Number:**

**Contract Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **DEFINITIONS**

*In this agreement, unless the context indicates otherwise –*

### **Contractor**

**Contractor** will be understood to represent the word "mandatory" as defined in the Construction Regulations of the Occupational Health and Safety Act, 85 of 1993

### **Employer**

**Employer** will be understood to represent the word "client" as defined in the Construction Regulations of the Occupational Health and Safety Act, 85 of 1993

### **Hazard**

*means a source of or exposure to danger;*

### **he/his/him/himself**

*will be used for the sake of expediency and is meant to incorporate the feminine.*

### **Mandatory**

*includes an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or a user as defined in the Occupational Health and Safety Act 85 of 1993*

### **Safe**

*means free from any hazard;*

### **Workplace**

*means any premises or place where a person performs work in the course of his employment;*

## **WARRANTY OF COMPLIANCE**

*In terms of this agreement the **Contractor** warrants agreement to the arrangements and procedures as prescribed by the **Employer** and as provided for in terms of Section 37(2) of the OHS Act for the purposes of compliance with the Act and its regulations.*

*The **Contractor** further accepts that this contract, made in terms of Section 37(2), shall be read with the Occupational Health and Safety Act and any Regulation made in terms of Section 43 and any Standard Incorporated in terms of Section 44.*

*The **Contractor** acknowledges that this agreement constitutes an agreement in terms of Section 37(2) of the OHS Act, whereby all responsibility for health and safety matters relating to the work that the **Contractor** and his employees are to perform on behalf of the **Employer** shall be the obligation of the **Contractor**.*

## **CONTRACTOR AS AN EMPLOYER**

*The **Contractor** shall be deemed to be an employer in its own right while engaged in the execution of the project. In terms of Section 16(1) of the OHS Act, the **Contractor** shall accordingly ensure that the requirements of the OHS Act are complied with by itself and/or its nominated Chief Executive Officer*

## **ENVIRONMENTAL COMPLIANCE**

The **Contractor** shall ensure that all National Environmental Management Act (NEMA) principles are considered. This shall not be considered in isolation but include the individual requirements of Specific Environmental Management Acts (SEMA's).

MSDS shall be available for all herbicides, pesticides, fertilisers and solvents where applicable, and sufficient safety briefings shall be conducted with appropriate employees regarding the risks associated with working with the aforementioned chemicals.

## **APPOINTMENTS AND TRAINING**

The **Contractor** undertakes to ensure that he and all staff that will perform any work on behalf of the **Employer** will undergo induction training before doing any work what so ever.

The **Contractor** shall appoint competent persons as per Section 16(2) of the OHS Act. Any such appointed person shall be trained on any occupational health and safety matter and the OHS Act provisions pertinent to the work that is to be performed under his responsibility. Copies of any appointments made by the **Contractor** shall immediately be provided to the **Employer**.

The **Contractor** shall further ensure that all his employees are trained on the health and safety aspects relating to the work and that they understand the hazards associated with such work being carried out. Without derogating from the foregoing, the **Contractor** shall, in particular, ensure that all operators and users of any vehicles, materials, machinery or equipment are properly trained in the use of such materials, machinery or equipment.

Notwithstanding the provisions of the above, the **Contractor** shall ensure that he, his appointed responsible persons and his employees are at all times familiar with the provisions of the OHS Act, and that they comply with the provisions of the Act.

## **SUPERVISION, DISCIPLINE AND REPORTING**

The **Contractor** shall ensure that all work performed is done under strict supervision and that no unsafe or unhealthy work practices are permitted. Discipline regarding health and safety matters shall be strictly enforced against any of his employees regarding non-compliance by such employee with any health and safety matters.

The **Contractor** shall further ensure that his employees report to him all unsafe or unhealthy work situations immediately after they become aware of them and that he in turn immediately reports these to the **Employer** and/or his representative.

## **ACCESS TO THE OHS ACT**

The **Contractor** shall ensure that he has an updated copy of the OHS Act on site at all times and that this is accessible to his appointed responsible persons and employees.

## **CO-OPERATION**

The **Contractor** and/or his responsible persons and employees shall provide full co-operation and information if and when the **Employer** or its representative inquiries into occupational health and safety issues concerning the **Contractor**. It is hereby recorded that the **Employer** and its representatives shall at all times be entitled to make such enquiry.

Without derogating from the generality of the above, the **Contractor** and his responsible persons shall make available to the **Employer** and its representative, on request, all and any checklists and inspection registers required to be kept in respect of any of machinery or equipment.

## **WORK PROCEDURES**

The **Contractor** shall implement safe work practices and shall ensure that his responsible persons and employees are made conversant with and adhere to such safe work practices.

## **HEALTH AND SAFETY MEETINGS**

In terms of the OHS Act, as applicable, the **Contractor** shall establish his own health and safety committee(s) and ensure that his employees, being the committee members, hold health and safety meetings as often as may be required and at least once every 3 months should it be required in terms of the Act.

## **COMPENSATION REGISTRATION**

The **Contractor** shall ensure that he has a valid registration with the Compensation Commissioner, as required in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, and that all payments owing to the Commissioner are discharged. The **Contractor** shall further ensure that the cover shall remain in force while any such employee is present on the premises. Certified copies of valid letters of good standing shall be submitted to the employer before work commences.

## **MEDICAL EXAMINATIONS**

The **Employer** reserves the right to compel the **Contractor** to ensure that all his employees undergo routine medical examinations, and that they are medically fit for the purposes of the work they are to perform.

## **INCIDENT REPORTING AND INVESTIGATION**

All incidents referred to in Section 24 of the OHS Act shall be reported by the **Contractor** to the Department of Labour and to the **Employer**. The **Employer** shall further be provided with copies of any written documentation relating to any incident occurring in the execution of work under contract or agreement with the **Employer**.

The **Employer** retains an interest in the reporting of any incident as described above as well as in any formal investigation and/or inquiry conducted in terms of Section 32 of the OHS-Act into such incident.

## **FIRE PRECAUTIONS AND FACILITIES**

The **Contractor** shall ensure that an adequate supply of fire-protection and first-aid facilities is provided for the work to be performed where indicated as being required in terms of a risk assessment.

The **Contractor** shall further ensure that all his employees are familiar with fire precautions at the, which include fire-alarm signals and emergency exits, and that such precautions are adhered to.

Smoking is only to be permitted in designated smoking areas.

## **HYGIENE AND HOUSEKEEPING**

The **Contractor** shall ensure that the work site and surrounding area is at all times maintained to a reasonably practicable level of hygiene and cleanliness.



## **NO NUISANCE**

The **Contractor** shall ensure that no hindrance, hazard, annoyance or inconvenience is inflicted on the **Employer**.

## **INTOXICATION NOT ALLOWED**

No intoxicating substance of any form shall be allowed. The **Contractor** shall ensure that adequate measures are implemented to ensure that no employee is, or remains, under the influence of alcohol when engaged in the **Employer's** business. Any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.

## **PERSONAL PROTECTIVE EQUIPMENT**

The **Contractor** shall ensure that his responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform and in accordance with the requirements of General Safety Regulation 2(1) of the OHS Act. The **Contractor** shall further ensure that his responsible persons and employees wear the PPE issued to them at all material times.

The **Employer** reserves the right to instruct the **Contractor** to obtain and use specific PPE, appropriate to the nature of the work and with due regard to the principle of reasonable practicality.

The **Contractor** shall provide appropriate safety signage and barricading and demarcation where necessary and appropriate. The **Employer** reserves the right to inform the **Contractor** of inadequate signage, barricading or demarcation and to instruct him to improve it before work may continue.

## **PLANT, MACHINERY, EQUIPMENT AND VEHICLES**

In accordance with the provisions of Section 10(4) of the OHS Act, the **Contractor** hereby confirms that he has noted his liability for taking the necessary steps to ensure that any machine, article or substance that is provided to it is safe to use. The mandatory further warrants that this agreement is one made in terms of Section 10(4) of the OHS Act.

## **QUALIFICATIONS**

The **Contractor** will provide the **Employer** with certified copies of all certificates necessary to confirm the competence of the **Contractor's** employees, such as operators certificates of competence, drivers licenses, PDP's, first aid training certificates and any other appropriate documents that the **Employer** may require.

## **NO USAGE OF THE EMPLOYER'S EQUIPMENT**

The **Contractor** hereby acknowledges that his employees shall not be permitted to use any materials, machinery or equipment of the **Employer** unless the prior written consent of the **Employer** has been obtained, in which case the **Contractor** shall ensure that only those persons authorised to make use of them, have access thereto.

## **TRANSPORT**

The **Contractor** shall ensure that all road vehicles used on the premises are in a roadworthy condition and are licensed and insured. All drivers shall have relevant and valid driving licences and no vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on the premises at all times. All occupants of a vehicle must wear safety belts and the drivers are not to use a hand held cell phone.

*In the event that any hazardous substances are to be transported on or to the premises, the **Contractor** shall ensure that the requirements of the Hazardous Chemical Substances Act 15 of 1973 are complied with at all times.*

#### **INDEMNITY**

*The **Contractor** indemnifies the **Employer** against any claim, whether based in common law or legislation, which any party, including employees of the **Contractor**, may have against the **Employer** arising out of the performance or execution of the work.*

#### **DURATION OF AGREEMENT**

*This agreement shall remain in force for the duration of the work to be performed by the **Contractor**.*

#### **HEADINGS**

*The headings as contained in this agreement are for reference purposes only and shall not be construed as having any interpretative value in themselves or as giving any indication as to the meaning of the contents of the paragraphs contained in this agreement.*

#### **COSTS**

*The **Contractor** accepts that ensuring full compliance with the relevant Legislation and other health and safety requirements may have a cost implication. The **Contractor** accepts these costs as for its account, and warrants that the potential cost implication was disclosed prior to entering into contract.*

**SIGNATURES**

**FOR AND ON BEHALF OF THE CONTRACTOR**

**SIGNED** at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Name:

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**FOR AND ON BEHALF OF THE EMPLOYER**

**SIGNED** at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Name:

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_