

SASSA: 13-24-FAC-NW

INVITATION TO BID

**TERMS OF REFERENCE FOR SUPPLY, DELIVERY AND ASSEMBLING OF CHROMADEK PREFABRICATED OFFICE AND A GUARD HOUSE AT COLIGNY OFFICE
NORTH WEST REGION**

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**SASSA HOUSE (MEGA CITY BUILDING)
CORNER SEKAME AND DR JAMES MOROKA
MEGACITY MMABATHO 2735**

NO BRIEFING SESSION WILL BE HELD

**ADVERTISING DATE : 8 November 20242024
CLOSING DATE : 29 NOVEMBER 2024
TIME : 11H00**

Technical /SCM enquiries

ColignyenquiriesNW@sassa.gov.za

**Stamp Out Social Grants Fraud and Corruption
Call 0800 60 10 11/ 0800 701 701**



*[paying the right social grant, to the right person,
at the right time and place. NJALO!]*

South African Social Security Agency
North West Cape Region

SASSA REGIONAL OFFICE • SASSA HOUSE (Mega City building
Corner Sekame and Dr James Moroka
• Mmabatho 2745

10PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:13-24-FAC-NW	CLOSING DATE:	29 NOVEMBER 2024	CLOSING TIME:	11H00
DESCRIPTION	TERMS OF REFERENCE FOR SUPPLY, DELIVERY AND ASSEMBLING OF CHRO-MADEK PREFABRICATED OFFICE AND A GUARD HOUSE AT COLIGNY OFFICE NORTH WEST REGION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA HOUSE ERF 3139					
CNR SEKAME AND JAMES MOROKA ROAD MEGA CITY					
MMABATHO					
2735					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Tebogo Moloto		CONTACT PERSON	Mr Issac Lipharama	
TELEPHONE NUMBER	018 397 3426		TELEPHONE NUMBER	018 397 3429	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	ColignyenquiriesNW@sassa.gov.za		E-MAIL ADDRESS	ColignyenquiriesNW@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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 [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM					

PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number SASSA: 13-24-FAC-NW
Closing Time 11:00	Closing date 29 NOVEMBER 2024

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

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

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

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

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

*Delete if not applicable

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**

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

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



STANDARD BIDDING DOCUMENT (SBD) 4

[illegible]

STANDARD BIDDING DOCUMENT (SBD) 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of

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

STANDARD BIDDING DOCUMENT (SBD) 4

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

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

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE
FOR
SUPPLY, DELIVERY AND ASSEMBLING OF CHRO-
MADEK PREFABRICATED OFFICE AND A GUARD
HOUSE AT COLIGNY OFFICE
NORTH WEST REGION**

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1 DEFINITIONS

BBBEE - Broad Based Black Economic Employment

CSD - Central Supplier Database

CV - Curriculum Vitae

EME - Exempted Micro Enterprise

SABS - South African Bureau of Standards

SANS - South African National Standards

SANAS - South African National Accreditation System

SASSA - South African Social Security Agency

SBD - Standard Bidding Documents

OHS – Occupational Health and Safety Act

CIDB – Construction Industry Development Board

NQF – National Qualification Framework

2 INTRODUCTION

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

3 OBJECTIVE

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

4 BACKGROUND

SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient

delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.

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

5. BID CONDITIONS

- 5.1. Any misrepresentation of information will lead to disqualification of the bid.
- 5.2. The Agency reserves the right to appoint one (1) or more service providers or not to appoint any service provider at all.
- 5.3. The Agency reserves the right to award the bid in whole or only partially.
- 5.4. The Agency reserves the right to cancel this bid at any time.
- 5.5. The Agency reserves the right to negotiate the price with the successful bidders(s).
- 5.6. The Agency will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bid.
- 5.7. The Agency may conduct reference check to verify the information provided.
- 5.8. The service provider may be required to undergo security vetting.
- 5.9. The service provider will be expected to enter into a service level agreement with SASSA, which will form the basis of compliance monitoring

6. BRIEFING SESSION

- 6.1. No briefing session will be held.
- 6.2. All enquiries regarding this tender should be submitted to the email below:

ColignyenquiriesNW@sassa.gov.za

- 6.3. All enquiries should be submitted within 7 days after the advert.
- 6.4. All enquiries will be responded to ten days before the closing date.
- 6.5. Bidders are encouraged to familiarize themselves with the location of SASSA Coligny office prior to bidding. (GPS Coordinates provided). The agency will not be held responsible for any costs incurred in preparation of this bid.

7. SCOPE OF WORK

- 7.1 The scope of work comprises of construction of foundation (brick work) supply, delivery and assembling of prefabricated chromadek office structures and a guard house at **SASSA Coligny Local Office**. See attached specification for the project **Annexure A**.
- 7.2 The address for the site is stated below.

Office Name: SASSA Coligny Service Point
Corner Vootrekeer Street (Next to Coligny Municipality office)
Coligny, North West

8. RESPONSIBILITIES

8.1 The Service Provider shall:

- 8.1.1. Conduct business in a courteous and professional manner.
- 8.1.2. Prepare and submit a project implementation plan prior to the beginning of the project.
- 8.1.3. Provide required warranty on the component installed.

- 8.1.4. Comply with SASSA security and OHS policies, procedures and regulations.
- 8.1.5. Must not use any poisonous or highly inflammable substances without the written consent of SASSA.
- 8.1.6. Shall ensure all work performed, and all equipment used on site is in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA.
- 8.1.7. Provide all staff working under this contract with protective clothing and are easily identified and confine themselves in area of their work only
- 8.1.8. The service provider shall be responsible for clearing of site after project completion. There must not be any rubble, tools or any materials whatsoever.
- 8.1.9. The service provider shall be responsible for design of plans, approvals of plans by the municipality prior commencement of the project.
- 8.1.10. The service provider shall be responsible for installation of OHS signages, fire equipment, site disclaimers and issue all structural compliance documents in terms of plumbing, fire safety, electrical etc.
- 8.1.11. Upon appointment, the preferred service provider will submit a detailed project plan including method statements for purpose of managing the project administration, management and technical related matters
- 8.1.12. Facilitate the appointments of unskilled laborers for work which does not require specialty.

8.2. SASSA shall:

- 8.1.1 Manage the contract in a professional manner.
- 8.1.2 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 8.1.3 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.

- 8.1.4 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties. Provide a temporarily storage facility for equipment and materials where possible.
- 8.1.5 Ensure that the working space is always clear of any obstruction and accessible.

9. EVALUATION OF THE TENDER

9.1 The bid will be evaluated on 80/20 preference point system. The evaluation shall be conducted as follows:

9.1.1. STAGE ONE

- | | |
|------------------------|-----------------------------|
| Phase One (1) | – Mandatory Requirements |
| Phase Two (2) | – Functionality Criteria |
| Phase Three (3) | – Administrative Compliance |

9.1.2. **STAGE TWO** – Price and Specific Goals

STAGE ONE

PHASE ONE: MANDATORY REQUIREMENTS

- a) The required CIDB grading is 4GB or higher.
- b) Bidders must fully complete attached Pricing Schedule **Annexure A**.
- c) Valid Compensation for Occupational Injuries and Diseases Act (COIDA) Letter of Good Standing.
- d) Valid Public Liability Insurance or confirmation from the insurance company to the value of R 6 000 000.
- e) Commitment letter from the bidder confirming that they will be able to complete the work required no later than 24 March 2025.

NB: Failure to comply with mandatory requirements will invalidate the bid.

PHASE TWO – FUNCTIONALITY CRITERIA	WEIGHTING										
<p>1. Company experience of the completed previous chromadek prefabricated projects for supply, delivery and assembling of prefabricated office structure. NB: Attach letters, orders containing client details/ letterhead, project description, project amount / value. The reference letters should match the orders for specific projects signed by a delegated or authorized person.</p> <p>1.1 The number of projects values are allocated as follows:</p> <table> <tr> <td>(i) No projects</td><td>= 1 point</td></tr> <tr> <td>(ii) 1 to 2 projects</td><td>= 2 points</td></tr> <tr> <td>(iii) 3 to 4 projects</td><td>= 3 points</td></tr> <tr> <td>(iv) 5 to 6 projects</td><td>= 4 points</td></tr> <tr> <td>(v) 7 projects or more</td><td>= 5 points</td></tr> </table>	(i) No projects	= 1 point	(ii) 1 to 2 projects	= 2 points	(iii) 3 to 4 projects	= 3 points	(iv) 5 to 6 projects	= 4 points	(v) 7 projects or more	= 5 points	30
(i) No projects	= 1 point										
(ii) 1 to 2 projects	= 2 points										
(iii) 3 to 4 projects	= 3 points										
(iv) 5 to 6 projects	= 4 points										
(v) 7 projects or more	= 5 points										
<p>2. The Value of the previous projects. NB: Attach reference or completion letters containing client details, project description and contract / project amount and the letter must be signed by an authorized person.</p> <p>2.1. Values of the completed projects.</p> <table> <tr> <td>(i) R900 000 – R1 799 999</td><td>= 1 point</td></tr> <tr> <td>(ii) R1 800 000 – R2 699 999</td><td>= 2 points</td></tr> <tr> <td>(iii) R2 700 000 – R3 599 999</td><td>= 3 points</td></tr> <tr> <td>(iv) R3 600 000 – R4 499 999</td><td>= 4 points</td></tr> <tr> <td>(v) R5 400 000 and above</td><td>= 5 points</td></tr> </table>	(i) R900 000 – R1 799 999	= 1 point	(ii) R1 800 000 – R2 699 999	= 2 points	(iii) R2 700 000 – R3 599 999	= 3 points	(iv) R3 600 000 – R4 499 999	= 4 points	(v) R5 400 000 and above	= 5 points	30
(i) R900 000 – R1 799 999	= 1 point										
(ii) R1 800 000 – R2 699 999	= 2 points										
(iii) R2 700 000 – R3 599 999	= 3 points										
(iv) R3 600 000 – R4 499 999	= 4 points										
(v) R5 400 000 and above	= 5 points										
<p>3. Comprehensive Project Plan with clear timelines indicating the following:</p> <table> <tr> <td>3.1. Project starting date and plan</td><td>=1 point</td></tr> <tr> <td>3.2. Project execution / actual work</td><td>=3 points</td></tr> <tr> <td>3.3. Project closeout</td><td>=5 points</td></tr> </table>	3.1. Project starting date and plan	=1 point	3.2. Project execution / actual work	=3 points	3.3. Project closeout	=5 points	20				
3.1. Project starting date and plan	=1 point										
3.2. Project execution / actual work	=3 points										
3.3. Project closeout	=5 points										

PHASE TWO – FUNCTIONALITY CRITERIA	WEIGHTING
<p>4. Certified qualification of Project Manager in construction assigned for the project:</p> <p>4.1 (Attach CV and certified copy of qualification not older than six months):</p> <p>(i) No qualification = 1 point</p> <p>(ii) NQF level 4 = 2 points</p> <p>(iii) NQF level 5 = 3 points</p> <p>(iv) NQF level 6 = 4 points</p> <p>(v) NQF level 7 = 5 points</p>	10
<p>4.2 Project Manager experience in construction field. (Attach CV):</p> <p>(i) No experience = 1 point</p> <p>(ii) 1 - 3 years = 2 points</p> <p>(iii) 4 - 7 years = 3 points</p> <p>(iv) 8 – 11 years = 4 points</p> <p>(v) 12 years & above = 5 points</p>	10
Total	100

PHASE THREE - ADMINISTRATIVE COMPLIANCE

1. Valid Central Supplier Database (CSD) Report (Tax compliant)
2. Consortia and/or Joint ventures must have signed agreement, individually be on CSD, and Tax Compliant.
3. Certified ID Copies of all Company Directors
4. Fully Completed and signed (SBD 1, SBD 3.1, SBD 3.2 SBD 4, SBD 6.1)

NB: All copies must be certified and not older than three (3) months.

Bidders who fail to comply with the above requirements may be disqualified.

NB: Bidders must score a minimum of 70 points on functionality to be evaluated further.

During this phase, bids will be reviewed to determine compliance with all standard- bidding documents and a duly authorized representative must sign such documents

STAGE TWO: PRICE AND SPECIFIC GOAL

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

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

The bid will be evaluated using 80/20 preference point system

Stage Two - Price and Specific goals	100
Price	80
Specific goal	20

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

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

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

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

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

10. CONTRACT ADMINISTRATION

10.1. The service provider must report to the Project Manager immediately when he/she becomes aware of any unforeseeable circumstances that will adversely affect the starting and execution of the contract.

10.2. Full details of such circumstances as well as the period of delay must be furnished to SASSA.

11. PROGRESS MEETINGS

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

12. DELIVERY PERIOD

The project should be completed not later than 24 March 2025.

13. BID SUBMISSION

All bids must be deposited on the address below on the closing date and time specified on the bid document.

NB: All bid documents must be deposited in the tender box situated at:
SASSA House (SASSA NW Regional office)
Corner Dr James Moroka and Sekame Road
Megacity Building
Mmabatho
2735

14. OFFICE LOCATION

SASSA COLIGNY Office Location and Construction Site

ANNEXURE A

BILLS OF QUANTITIES

FOR COLIGNY LOCAL OFFICE

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

1. Plant, Equipment, sheds and offices

Item

1

The Contractor shall provide, maintain and remove on completion: a) All plant, equipment, scaffolding, tools and the like required by the Contractor for the due and proper fulfilment of the works. b) Temporary sheds for the proper storage of materials and the use of the Contractors workers.

2. Main noticeboard

Item

1

The Contractor shall provide a main noticeboard of an approved design with the title of the project and the names of the Employer, the Project Manager, the Agent and the Contractor sign written thereon. The project manager shall instruct the Contractor where the board is to be erected.

3. Electricity and Lighting

Item

1

The Contractor shall provide any artificial lighting which may be necessary or required for the proper execution of any portion of the Works and provide electric power for any purpose required in connection with Works, including for all electric light and power required by all Sub-Contractors. The Contractor shall give all notices and pay all fees in connection with temporary electrical connections and pay for all electricity consumed.

4. Toilets

Item

1

The Contractor shall provide separate mobile ablution facilities including toilet paper and hand wash soap for the workers, consultants and visitors and shall maintain the same in a thoroughly clean and tidy condition.

5. Site Security-Works Information

Item

1

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

6. Occupational Health and Safety Act

Item

1

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

7. Safety Helmets and Protective Clothing

Item

1

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

8. Construction instructions

Item

1

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

9. Guarantees, Maintenance Manuals and Compliance Certificates

Item

1

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

10. Safety and Health Environment (SHE) Requirements

Item

1

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

11. Development of office building drawings

Item

1

Develop of office building drawings, site drawing, working drawing by the registered Architects as per the municipality requirement and submit for approval by the local municipality

Carried to final summary

R

ITEM NO	QUANTITY	RATE	AMOUNT
BILL NO. 2			
EARTHWORKS (PROVISIONAL)			
<u>User note</u>			
<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
<p><i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i></p> <p><i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i></p> <p><i>The following are typical examples of descriptions of "nature of ground"</i></p> <p><u>Nature of ground</u></p> <p>The nature of the ground is assumed to be loose sandy material, therefore "earth", but possibly interspersed with "soft rock" or "hard rock"</p> <p>The nature of the ground is assumed to be gravel, therefore "earth", but possibly interspersed with "soft rock" or "hard rock"</p> <p>The nature of the ground is assumed to be silty clay with loose river boulders varying in size up to approximately 450mm diameter, all of which will be deemed as "earth", but possibly interspersed with "hard rock"</p> <p>Trial holes indicate that the nature of the ground is silty clay to a depth of approximately 500mm with fine to medium loose sandy material below, therefore "earth"</p> <p>A soils investigation has been carried out on the site by the engineer and the report is annexed to these bills of quantities. The soils report indicates that the ground varies between silty sand, reworked soil of mixed origin and residual shale, all of which will be deemed as "earth". All very hard unweathered shale, ironstone, etc, the removal of which necessitates the use of explosives or heavy duty hydraulic percussion hammers (peckers), will be classified as "hard rock"</p>			
<u>User note</u>			
<i>The following are typical examples of descriptions of "subterranean water"</i>			
Carting away of excavated material			
<p>Descriptions of carting away of excavated material shall be deemed to include loading excavated material onto trucks directly from the excavations or, alternatively, from stock piles situated on the building site</p> <p>Fillings and layer work materials</p>			

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

User note

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

Testing

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

SITE CLEARANCE

User note

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

Site clearance

- | | | | |
|---|--|----------------|------|
| 1 | Digging up and removing rubbish, debris, vegetation, hedges, shrubs, bush, etc and trees not exceeding 200mm girth | m ² | 1200 |
|---|--|----------------|------|

BULK EXCAVATION, FILLING, ETC

User note

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

EXCAVATIONS ETC

Digging up topsoil

- | | | | |
|---|---|----------------|------|
| 9 | Digging up topsoil to an average depth of 150mm and preserving for use as filling | m ² | 1200 |
|---|---|----------------|------|

FILLING ETC

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

- | | | | |
|----|-----------------------------|----------------|-----|
| 52 | Over site to make up levels | m ³ | 300 |
|----|-----------------------------|----------------|-----|

Compaction of surfaces

- | | | | |
|----|---|----------------|------|
| 54 | Compaction of natural or excavated ground surface over site by wetting and compacting with vibratory roller | m ² | 1200 |
|----|---|----------------|------|

TESTS

Prescribed tests to determine degree of compaction or other properties of ground or filling

- | | | | |
|----|------------------------------|----|---|
| 56 | Modified AASHTO Density test | No | 1 |
|----|------------------------------|----|---|

EXCAVATION, FILLING, ETC

EXCAVATION, FILLING, ETC OTHER THAN BULK

User note

Only the appropriate one of the above two alternative headings is to be inserted, depending on whether the separate "bulk excavation, filling, etc" option is utilised or not

EXCAVATIONS ETC

Excavation in earth not exceeding 2m deep

66	Trenches	m ³	66
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Extra over bulk excavations in earth for excavation in

82	Soft rock	m ³	30
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83	Hard rock	m ³	36
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Risk of collapse of excavations

115	Sides of trench and hole excavations exceeding 1,5m deep	m ³	110
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Keeping excavations free of water

116	Keeping excavations free of all water other than subterranean water	Item	1
-----	---	------	---

FILLING ETC

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

127	Backfilling to trenches, holes, etc	m ³	28
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WEED KILLERS, INSECTICIDES, ETC

Weedkiller (active ingredients metolachlor 102.8 g/l, terbutylazine 248.6 g/l and atrazine 248.6 g/l) mixed in the proportion of 100 ml weedkiller to 100 l water and applied at a rate of 10 l/m²)

157	Under paving etc	m ²	150
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User note

Where SANS 5859 is not applicable, refer to other suitable construction standards or provide full specifications

Soil insecticide in accordance with SANS 5859

158	Under floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	m ²	300
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159	To bottoms and sides of trenches etc	m ²	160
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Carried to final summary

R

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 3			
	CONCRETE, FORMWORK AND REINFORCEMENT			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
	<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
	UNREINFORCED CONCRETE			
	UNREINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES			
	<u>No fines concrete</u>			
	<u>Class II concrete</u>			
	<u>15MPa/19mm concrete</u>			
19	Ramps and Aprons	m³	4	
	REINFORCED CONCRETE CAST ON/IN FORMWORK			
	REINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES			
	<u>30MPa/19mm concrete</u>			
23	Strip footings	m³	33	
30	Surface beds cast in panels on waterproofing	m³	72	
	TEST CUBES			
57	Making and testing 150 x 150 x 150mm concrete strength test cube (Provisional)	No	1	
	<u>User note</u>			
	<i>In lieu of the above the requirements in respect of quality control can be described and the total volume of concrete subject to control given in cubic meters (normally the reinforced concrete only). There are specialist companies who offer a control service based on a rate per cubic meter</i>			
	CONCRETE SUNDRIES			

MOVEMENT JOINTS ETC

Expansion joints with 12mm softboard (bitumen impregnated softboard)
closed cell expanded polyethylene between vertical concrete and brick
surfaces

314	Not exceeding 300mm high to edges of surface beds	m	175
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REINFORCEMENT

REINFORCEMENT (PROVISIONAL)

Mild steel reinforcement to structural concrete work

Fabric reinforcement

User note

*The following types of fabric reinforcement are normally specified: Types 100,
193, 245, 311 and 395*

334	Type 193 fabric reinforcement in concrete surface beds etc	m ²	300
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Carried to final summary

R

ITEM NO	QUANTITY	RATE	AMOUNT
BILL NO 4 MASONRY <u>User note</u> <i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i> <i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i> <i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i> <i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i> BRICKWORK <u>Sizes in descriptions</u> Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick <u>User note</u> <i>The following preamble generally applies for works in hot and humid coastal areas</i> <u>Face bricks</u> Bricks shall be ordered timeously to obtain uniformity in size and colour <u>Pointing</u> Descriptions of recessed pointing to fair face brickwork and face brickwork shall be deemed to include square recessed, hollow recessed, weathered pointing, etc BRICKWORK FOUNDATIONS (PROVISIONAL) SUPERSTRUCTURE <u>Brickwork of NFP bricks in class II mortar</u> <u>Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar</u> <u>Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar in loadbearing walls etc</u>			

	Brickwork of concrete bricks in class II mortar			
	Brickwork of calcium silicate bricks in class II mortar			
25	One brick walls	m ²	130	
	BRICKWORK SUNDRIES			
	FACE BRICKWORK			
	Face bricks pointed with recessed horizontal and vertical joints			
	<u>User note</u>			
	<i>Where the radius of circular work is less than 1m the use of header courses, cut bricks or specially made bricks is to be ascertained and described as such</i>			
113	Extra over brickwork in foundations for face brickwork	m ²	60	
	Carried to final summary			R

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 5			
	WATERPROOFING			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
	<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
	<u>Waterproofing</u>			
	Waterproofing of roofs, basements, etc shall be laid under a ten year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs			
	DAMPPROOFING OF WALLS AND FLOORS			
	<u>User note</u>			
	<i>Where SANS 952-1985 in the following headings is not applicable, refer to other suitable construction standards or provide full specifications</i>			
	<u>One layer type FV dampproof course</u>			
	<u>One layer 375 micron embossed polyethylene dampproof course for 220mm wall (SANS 952-1985 type B)</u>			
1	In walls	m	70	
	<u>One layer 250 micron green polyethylene waterproof sheeting (SANS 952-1985 type C) sealed at laps with PVC self-adhesive tape</u>			
2	Under surface beds	m2	300	
	WATERPROOFING TO ROOFS ETC			
	<u>One layer 4mm special polyester fully bonded waterproof membrane comprising a matrix modified with polypropylene dual reinforced with non-woven polyester cloth and glass fibre tissue, laid with 75mm side and 100mm end laps</u>			

One layer 1.7mm self-adhesive fully bonded waterproof membrane comprising 1.4mm rubberised asphalt and a layer of heat-resistant woven polypropylene mesh, laid with 75mm side and 100mm end laps
 Prime with one coat bitumen primer and one layer 4mm fully bonded waterproof membrane comprising two bitumen layers reinforced with woven spunbonded polyester fabric and coated with polyethelene film for heat bonding, laid with 100mm side and 150mm end laps
 Cementitious waterproofing system (suitable for tiling) comprising primer coat plasticised modified acrylic (PMA) (consisting of 5l PMA, 5 litres water and 16.5kg cement (32.5N), one layer pre-cut polypropylene fabric fully saturated in PMA slurry and two full coats PMA slurry
 Cementitious waterproofing system (suitable for tiling) comprising patching defects with polymer modified flexible (PMF) waterproofing slurry and three full coats PMF waterproofing slurry applied with a brush to a final dry film thickness of 2 to 3mm

13 On sloping roofs with 15 degrees pitch

m2

420

Carried to final summary

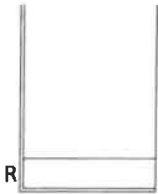
R

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 6			
	MASONRY			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
	<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
	BRICKWORK			
	<u>Sizes in descriptions</u>			
	Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick			
	<u>User note</u>			
	<i>The following preamble generally applies for works in hot and humid coastal areas</i>			
	<u>Face bricks</u>			
	Bricks shall be ordered timeously to obtain uniformity in size and colour			
	<u>Pointing</u>			
	Descriptions of recessed pointing to fair face brickwork and face brickwork shall be deemed to include square recessed, hollow recessed, weathered pointing, etc			
	BRICKWORK			
	FOUNDATIONS (PROVISIONAL)			
	SUPERSTRUCTURE			
	<u>Prefabricated Structure</u>			
	<u>User note</u>			
	<i>Where the radius of circular work is less than 1m the use of header courses, cut bricks or specially made bricks is to be ascertained and described as such</i>			

113 Supply, deliver and assembly of Chromadek Prefabricated office structure with Aluminium windows and Chromadek double doors and single doors as per the approved drawing plans and windows and doors schedules. (See the attached drawing plan sample)

Item

1



Carried to final summary

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 7			
	ROOF COVERINGS, CLADDINGS, ETC			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
	<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
	<i>Where battens for roof coverings form part of the plate nailed timber roof truss design it shall be included under the roof construction in the "Carpentry and Joinery" trade and not under this trade</i>			
	PROFILED METAL SHEETING AND ACCESSORIES			
	<u>User note</u>			
	<i>Profiled metal sheeting is available in various thicknesses. Usually Z275 spelter galvanising is used in inland areas and Z600 spelter galvanising for coastal areas. However galvanised sheeting is generally not used in coastal areas. When the pitch of troughed roof covering is less than 5 degrees or if dustproofing is required then the description of roof coverings "with side laps sealed" is to be used</i>			
	<i>Where roof coverings are fixed on top of rigid board insulation to purlins etc they are to be described as such. Note that besides galvanised steel, sheeting is also available in corten steel, stainless steel, copper and aluminium</i>			
	<u>Chromadek IBR 0.5mm Z686 spelter galvanised steel sheets fixed to steel purlins or rails</u>			
70	Roof covering plus ridges and valley with pitches not exceeding 25 degrees	m2	420	
	ROOF AND WALL INSULATION			
	<u>User note</u>			
	<i>Where SANS 1381-4 and SANS 0177-3 in the following heading is not applicable, refer to other suitable construction standards or provide full specifications</i>			

	Multi-layered reinforced double-sided aluminium foil sheeting in accordance with SANS 1381-4 with a mass of not less than 293g/m ² and a Class I fire rating in accordance with SANS 0177-3			
221	Insulation sheeting fixed to underside of rafters (at approximately 700mm centres) with 150mm stapled laps including galvanised (PVC coated ?) steel straining wires at not exceeding 400mm centres and double-sided tape at edges where required	m2	420	
	Carried to final summary			R

ITEM NO	QUANTITY	RATE	AMOUNT
BILL NO 8			
CEILINGS, PARTITIONS AND ACCESS FLOORING			
<u>User note</u>			
<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
<u>Fixing</u>			
Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins, or to be shot-pinned, to brickwork or concrete			
Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 500mm centres, and where described as "bolted", the bolts have been given elsewhere			
<u>Ceilings</u>			
Unless otherwise described ceilings shall be deemed to be horizontal			
<u>Bulkheads</u>			
Unless otherwise described bulkheads shall be deemed to be horizontal along the length			
<u>Steel components</u>			
All steel components for ceilings, partitions, etc are to be galvanised in accordance with SANS 121			
SUSPENDED CEILINGS			
<u>SUPPLEMENTARY PREAMBLES</u>			
<u>Proprietary suspended ceilings</u>			
Hangers, suspension grids, "lay-in" panels, etc are to be in accordance with the manufacturers' recommendations			
<u>User note</u>			
<i>The following preamble to be included in the bills of quantities after confirmation of the basic design of the ceilings, lighting, air conditioning, etc</i>			

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

Flush plastered gypsum plasterboard suspended ceilings

Ceilings shall comprise 9,5mm (12,5mm?) gypsum plasterboard boards screwed to and including screw-up suspension grid consisting of main tees at 1200mm centres and galvanised steel capped cross tees at 400mm centres and with tape fixed over joints and the whole finished with gypsum plaster trowelled to a smooth polished surface

The grid shall be suspended by means of galvanised steel L-section hangers at suitable centres, securely shot-pinned or screwed to concrete, steel or wood

Flush plastered gypsum plasterboard suspended bulkheads

Bulkheads shall comprise galvanised steel studding of 63,5mm top and bottom tracks with vertical studs at maximum 400mm centres, pop-riveted to the top and bottom tracks with similar additional vertical studs as necessary at abutments, ends, etc and covered as described with plasterboard screwed to studding with drywall screws at maximum 300mm centres. Boards shall be butt jointed and finished with tape and jointing compound and the whole finished with gypsum plaster trowelled to a smooth polished surface to the thickness recommended by the manufacturer

Descriptions shall be deemed to include any additional studs at ends and intersections, corner beads, cornices at junctions with ceilings, jointing compound, tape, etc

Pre-painted acoustic panels on exposed suspension grid system including hangers, necessary hold-down clips and wedges, etc

56	Ceilings suspended not exceeding 1m below steel purlins at trusses	m2	300
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Carried to final summary

R

ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 9</u>			
	<u>IRONMONGERY</u>			
	<u>User note</u>			
	<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
	<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
	<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <u>Where such model preambles are not applicable</u> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
	<u>Proprietary items</u>			
	Where applicable the manufacturers' names or product catalogue titles are given in sub-headings preceding the items. Prices are to be based on the specific products/articles specified. If tenderers wish to offer alternative products/articles for certain items, these items are to be clearly marked and the alternative specification given with supporting brochures etc clarifying the features of the products/articles offered. On request returnable samples are to be provided to the principal agent for consideration.			
	<u>LETTERS, NAMEPLATES, ETC</u>			
	<u>In accordance with "A" catalogue</u>			
102	Plastic plate with male or female symbol	No	4	
103	Plastic plate with paraplegic symbol	No	1	
104	Plastic plate with fire exit, fire extinguisher, fire hose reel or fire hydrant symbol	No	4	
	Emergency exit	No	2	
	<u>BATHROOM FITTINGS</u>			
	<u>In accordance with "A" catalogue</u>			
141	Toilet roll holder, plugged	No	7	
	<u>PROPRIETARY TYPE KITCHEN CUPBOARDS</u>			
	<u>SUPPLEMENTARY PREAMBLES</u>			
	Steel Kitchen cupboards with four doors and double bowl sink and hot and cold water mixture tap and tops are to be steel.			
	Drawers are to be fitted with telescopic runners			

<u>Kitchen cupboards, plugged</u>				
158	Four door floor Kitchen unit	No	1	
<u>PINNING BOARDS, WRITING BOARDS, PROJECTION SCREENS, ETC</u>				
<u>In accordance with "A" catalogue</u>				
162	Pinning board 900 x 1200mm high, plugged	No	2	
Carried to final summary				

R

ITEM NO	QUANTITY	RATE	AMOUNT
BILL NO 10			
METALWORK			
<u>User note</u>			
<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
<u>Descriptions of bolts, anchors, etc</u>			
Descriptions of bolts shall be deemed to include nuts and washers			
Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete			
Items described as "holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described			
Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 600mm centres			
<u>Aluminium doors, windows, etc</u>			
Doors and windows shall comply with AAAMSA design criteria. Glazing shall comply with SAGGA regulations. Glass shall be type ? laminated performance glass as shown on the window schedules/drawings appended to these bills of quantities (as described in the headings to window descriptions?). Glass thickness shall comply with SAGGA regulations irrespective of thicknesses shown on the schedules/drawings. Doors and windows shall be supplied with protective tape and plastic and shall be removed only once surrounding trades have been completed. For purpose made windows and doors, refer to drawings annexed to (issued separately with?) these bills of quantities			
The following certificates shall be provided prior to commencement of site work: 1A copy of the relevant AAAMSA Performance Test Certificate from the manufacturer/contractor supplying the architectural aluminium product 2A Certificate of Conformance confirming that anodising or powder coating has been processed in accordance with SANS 999 and SANS 1796 respectively			

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

STEEL HANDRAILS

STEEL BALUSTRADING

GALVANISED STEEL BALUSTRADING

Welded balustrading to walkways

- | | | | |
|----|---|---|----|
| 38 | Horizontal balustrading to walkways of flat section continuous top rail, flat section continuous bottom rail, section intermediate balusters at centres between top and bottom rails and section posts at approximately centres each with flat section base plate bolted to walls (bolts elsewhere) | m | 12 |
|----|---|---|----|

STEEL GATES, SCREENS, ETC

ALUMINIUM GATES, SCREENS, BURGLERS ETC

Aluminium screens and gates to Windows

Single gate 810 x 1032mm high flat section outer frame welded fixed to wall with bolts and fitted with a pair of suitable hinges welded to frame and with lockable sliding bolt with keep in gate post

No 1

- | | | | |
|-----|---|----|---|
| 135 | Double gate 1620 x 1032mm high flat section outer frame welded fixed to wall with bolts and fitted with a pair of suitable hinges welded to frame and with lockable sliding bolt with keep in gate post | No | 2 |
|-----|---|----|---|

Carried to final summary

R

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 11 <u>TILING</u> <u>User note</u> <i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i> <i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i> <i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i> <i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i> <u>Patterns</u> Unless otherwise described, tiles shall be laid with continuous joints in both directions <u>Fixing</u> Unless described as "fixed with adhesive to plaster (plaster elsewhere)" descriptions of tiling on brick or concrete walls, columns, etc shall be deemed to include 1:4 cement plaster backing and descriptions of tiling on concrete floors etc shall be deemed to include 1:3 plaster bedding Tiling described as "fixed with adhesive on power floated concrete" shall be deemed to include for approved tiling key-coat Ceramic, porcelain, marble and granite tiles are to be fixed and grouted with suitable adhesives and grouts as recommended by the manufacturer of the tiles <u>FLOOR TILING</u> <u>User note</u> <i>Waterproof grout is normally used in showers, on balconies, etc. Epoxy grout is used in kitchens, butcheries, etc, where floors are frequently washed with detergents</i> <u>Matt glazed ceramic floor tiles on 5mm bedding on concrete and flush pointed with tinted waterproof grout</u>			
15	On floors and landings	m2	350	

ITEM NO	QUANTITY	RATE	AMOUNT
BILL NO 12			
<u>PLUMBING AND DRAINAGE</u>			
<u>User note</u>			
<i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i>			
<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>			
<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <u>Where such model preambles are not applicable</u> (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
<i>Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017</i>			
<u>Wire gratings</u>			
Descriptions of gutter outlets etc shall be deemed to include wire balloon gratings			
<u>Stormwater channels</u>			
Descriptions of channels shall be deemed to include necessary excavation, surface preparation, compaction, etc, and disposal of surplus material on site			
<u>French drains</u>			
Descriptions of french drains shall be deemed to include excavation, stone filling graded from 300mm diameter at bottom to 75mm diameter at top, geofabric filter blanket over stone, 300mm earthfilling over and disposal of surplus material on site			
<u>Septic tanks</u>			
Descriptions of proprietary type septic tanks shall be deemed to include excavation, bedding and jointing, concrete base slabs, jointing to drains and backfilling, compaction, etc all in accordance with the manufacturer's instructions and disposal of surplus material on site			
<u>Stainless steel basins, sinks, wash troughs, urinals, etc</u>			
Stainless steel for economy basins, domestic sinks and worktops shall be Type 430 (17/0) Stainless steel for urinals, basins, quality sinks, wash troughs, institutional equipment, etc shall be Type 304 (18/8) Stainless steel for laboratory sinks, photographic equipment, etc shall be Type 316 (18/8) Units shall have standard aprons on all exposed edges and tiling keys against walls where applicable			
<u>Sealing of edges</u>			
Outer edges of sinks, basins, baths, urinals, etc are to be sealed against adjacent surfaces with approved silicone			

PVC-U pipes and fittings

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

PVC-U pressure pipes and fittings

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

High density polyethylene (HDPE) pipes and fittings

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

Polypropylene pipes

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

Copper pipes

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

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

Reducing fittings

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

Fixing of pipes

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

Paper wrapping to pipes

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

Disinfection of water pipework

Water pipework is to be disinfected at completion.

Petrolatum anti-corrosion tape

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

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

Laying, backfilling, bedding, etc of pipes

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

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

General

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

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

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

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

Municipal connection

200	Provide the sum for municipal sewer connection	Item	1
201	Profit	Item	1

Testing

202	Testing soil drainage system	Item	1
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SANITARY FITTINGS

Ceramic

203	Wash hand basin on galvanised steel gallows brackets	No	5
212	Curved back urinal with inlet for flush valve (flush valve elsewhere) sparge pipes and hinged domical grating	No	2
221	WC suite comprising WC pan with double flap heavy duty plastic seat and matching 9 litre cistern with flush pipe	No	7
224	Paraplegic WC pan with cradle bracket and legs and double flap white epoxy painted wooden seat (flush valve and flush pipe elsewhere)	No	1

Municipal connection

428	Provide the sum for municipal water connection	Item	1
429	Profit	Item	1

<u>Testing</u>		
430	Testing water pipe system	Item 1
<u>ELECTRIC WATER HEATERS</u>		
<u>Electric Ge</u> yer		
435	150l Geyser	No 1
<u>FIRE APPLIANCES ETC</u>		
443	Fire hose reel with 30m plastic (rubber?) hose, chromium plated stopcock, shut-off nozzle and wall bracket	No 1
444	9kg dry chemical powder fire extinguisher	No 2
Carried to final summary		R

ITEM
NO

QUANTITY

RATE

AMOUNT

BILL NO 13

ELECTRICAL WORK

User note

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

Users are to note that no provision has been made in the "Model Preambles for Trades 2017" published by the Association of South African Quantity Surveyors for electrical work. Users are advised to include the engineer's comprehensive electrical project specification in these bills of quantities and to insert relevant supplementary preambles where necessary or to refer to suitable construction standards

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

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

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

Specifications, drawings, etc

Tenderers are referred to the specification and drawings numbered prepared, annexed to these bills of quantities for the electrical work, for the full descriptions of the following items which are to be read and priced in conjunction with the said specification and drawings

Contract price adjustment provisions

With reference to clause of the Preliminaries all items in this bill will be subject to fluctuations in the cost of labour and material on the following basis:

(a) Ring main units, miniature substations, transformers, main low tension boards, distribution boards and busbars between transformer and low tension boards calculated on the indices published by the Steel and Engineering Industries Federation of South Africa

(b) Cables in excess of 16mm² calculated on the basis of proven cost

(c) All other work calculated on the index for work group ?

Distribution boards etc

Rates for distribution boards etc are to include for busbars, jumpers, neutral bars, internal wiring and connections, circuit identification markers, control gear labels, circuit legend cards and working drawings

Switches, socket outlets, etc

Rates for switches, socket outlets, etc are to include for screwing to outlet boxes, connecting up and cover plates

Light fittings

Rates for light fittings are to include for hanging, fixing and connecting and for lamp holders and fluorescent tubes and lamps of the type and wattage described

MUNICIPAL CONNECTION

CONNECTION

1	Provide the sum for municipal / eskom electrical connection	Item	1
2	Profit	Item	1
3	Connection of 95mm ² 3-core PEX cable with stranded copper conductors and 70mm ² bare copper earth conductor to existing 11kV ring main supply cable, including required terminations and cable joints and making the necessary arrangements with the local authority	Item	1

Carried to final summary

R

ITEM NO	QUANTITY	RATE	AMOUNT
BILL NO 14			
<u>MECHANICAL WORK</u>			
<u>User note</u>			
<p><i>Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions</i></p> <p><i>Users are to note that no provision has been made in the "Model Preambles for Trades 2017" published by the Association of South African Quantity Surveyors for mechanical work. Users are advised to include the engineer's comprehensive mechanical project specification in these bills of quantities and to insert relevant supplementary preambles where necessary or to refer to suitable construction standards</i></p> <p><i>Supplementary preambles hereafter are given as examples only, reproduced from typical bills of quantities where some of the preambles may have been specifically required</i></p> <p><i>The range of items provided in this bill is an example of typical items with (or without) trade names to show possible ways of describing such items. Users must take special care that only items relevant to the specific project are to be included and that descriptions should be adapted as necessary to suit the particular circumstances</i></p> <p>Headings and descriptions of items in this bill assume that the specification and/or supplementary preambles fully describe materials to be used, methods of fixing, etc</p>			
<u>SUPPLEMENTARY PREAMBLES</u>			
<u>Specifications, drawings, etc</u>			
<p>Tenderers are referred to the specification and drawings numbered ? to ? prepared by ?, annexed to these bills of quantities (accompanying these bills of quantities?) for the mechanical work, for the full descriptions of the following items which are to be read and priced in conjunction with the said specification and drawings</p>			
<u>Ductwork</u>			
<p>Descriptions of ducts shall be deemed to include stiffeners, jointing materials, sealants, couplers in the running length and access/inspection panels in accordance with the specification</p>			
<u>Dampers</u>			
<p>Descriptions of smoke and fire dampers shall be deemed to include fusible links, sleeves, frames, supports and access openings in ducts</p>			
<u>Air diffusion</u>			
<p>Descriptions of air terminals, grilles, louvres and the like shall be deemed to include necks, frames, supports and flexible connections</p>			
<u>Fans</u>			
<p>Descriptions of fan assemblies shall be deemed to include supports from the structure, flexible or other connections to ductwork, vibration isolation mountings and airtight inspection doors</p>			
<u>Sound attenuators</u>			
<p>Descriptions of sound attenuators shall be deemed to include flanged or flexible connections to ducts and supports from the structure</p>			

Fan coil units, fan air terminals and fan heaters

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

Major equipment

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

Piping

Pipe diameters are nominal internal unless otherwise stated. Where fittings have reducing ends or branches they are described as "reducing". In the case of pipes with diameters not exceeding 60mm only the largest end or branch diameter is given. Should the contractor wish to use other fittings and bushes or reducers he may do so on the understanding that no claim in this regard will be entertained. In the case of pipes with diameters exceeding 60mm all diameters are given and no claim for extra bushes, reducers, etc will be entertained

Fixing of pipes

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

Pump sets

Descriptions of pumps shall be deemed to include connections to water and electrical supply and/or discharge points, vibration insulation mountings, insulation, drip trays with outlets, pressure gauges, etc

Valves

Descriptions of valves shall be deemed to include flanged or screwed connections to pipes, reducers, supports, etc

Insulation

Descriptions of insulation shall be deemed to include priming the pipes with zinc chromate primer before the insulation is applied, painting the insulation when completed and applying vapour barrier where specified

AIR CONDITIONING INSTALLATION

SPLIT TYPE UNITS

1	9kW Wall mounted unit with condensor section mounted on external wall	No	4
2	24kW Wall mounted unit with refrigerant and drain piping, with condensor section mounted on external wall	No	2

Carried to final summary

R

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 15			
	EXTERNAL WORK			
	<u>User note</u>			
	Insert preambles/specifications as may be required or in order to supplement any applicable preambles, specifications or bills of quantities descriptions			
	Take note that these Model Bills of Quantities utilise abbreviated descriptions			
	<i>The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i>			
	Consider inserting the preambles hereunder when using the abovementioned Model Preambles for Trades 2017			
	LANDSCAPING			
	<u>Landscaping specification</u>			
	Refer to the landscape architect's specification annexed to these bills of quantities which is supplementary to and shall take precedence over the "Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors"			
	<u>Excavate in earth and dispose on site</u>			
1	Not exceeding 150mm deep to remove humps, form shallow ditches, etc <u>Ground preparation</u>	m2	1	
2	Cultivation and preparation of areas to be planted	m2	1	
	<u>Shrubs, bulbs and plants</u>			
10	Abelia postrata (4l container)	No	4	
11	Agapanthus spp "Blue" (2l container)	No	4	
12	Bauhinia galpinii (4l container)	No	4	
	<u>Trees</u>			
13	Acer palmatum 1000mm high	No	3	
14	Acacia melanoxylon 1000mm high	No	3	
	ROADWORK, PARKING AREAS AND PAVING			
	<u>User note</u>			
	Where SABS 1200 or SANS preambles are not applicable, refer to other suitable construction standards or provide full description			
	<u>Testing of material and filling</u>			

<p>Descriptions of earth filling, compaction, etc shall be deemed to include for all necessary testing required in accordance with the SABS 1200 series</p> <p><u>Precast concrete block road surfacing</u></p> <p>Paving shall be laid in accordance with SABS 1200 MJ, SANS 1058 and the Concrete Masonry Association's specifications</p> <p>Paving shall be laid to herringbone pattern on 20mm thick (thickness after final compaction) clean river sand (preparation of ground or filling elsewhere)</p> <p>Clean sand shall be swept into joints between roadstones at completion</p> <p><u>Open face excavation in earth over sloping site</u></p>				
50	Open face excavation to form platforms under parking areas etc and depositing excavated material over site, including haulage not exceeding 7m from perimeter of excavations	m3	33	
61	Compaction of ground surfaces under pavings etc, including scarifying for a depth of 75mm, breaking down oversize material, adding suitable material where necessary and compacting to 92% Mod AASHTO density	m2	160	
<p><u>LAYER WORK</u></p> <p><u>Selected earth filling obtained from the excavations and/or prescribed stock piles on site</u></p> <p><u>Filling supplied by the contractor under parking areas, roadways, etc</u></p>				
65	G9 gravel-soil material compacted to 90% Mod AASHTO density	m3	30	
<p><u>User note</u></p> <p>Where SANS 1058 in the following heading is not applicable, refer to other suitable construction standards or provide full specifications</p> <p><u>Precast concrete interlocking block paving of grey paving blocks in accordance with SANS 1058, laid to falls on and including sand layer with joints filled in with sand, compacted with a vibration compactor</u></p>				
86	Paving to parking and sidewalks areas etc to falls, including necessary straight edge blocks	m2	150	
88	150 x 300mm High kerbs (SANS 927 fig 3) with 150 x 150 x 300mm unreinforced concrete haunching at back of each joint, including excavation, backfilling, etc	m	68	
<p><u>Paintwork</u></p> <p><u>Two coats reflective road marking paint on tarmacadam</u></p> <p><u>Etching primer and two coats reflective road marking paint on concrete</u></p>				
95	Line 50mm wide	m	30	
Carried to final summary				R

ITEM
NO

BILL NO 16

PROVISIONAL SUMS

User note

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

Take note that these Model Bills of Quantities utilise abbreviated descriptions

*The Model Preambles for Trades 2017 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. **Where such model preambles are not applicable** (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications*

General

Work for which budgetary allowances are provided will be measured and valued in accordance with the relevant building agreement and deducted in whole or in part if not required without any compensation for loss of profit on the said allowances

Prime cost amounts and provisional sums are net. Prime cost amounts shall include for delivery to site of all articles concerned. Provisional sums are for material and equipment supplied and installed complete by firms of specialists

Profit

Where stated, the contractor may allow for profit if required

User note

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

General attendance on nominated/selected subcontractors

User note

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

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

Special attendance on nominated/selected subcontractors

QUANTITY

RATE

AMOUNT

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

Builder's work

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

PROVISIONAL SUMS FOR NOMINATED/SELECTED SUBCONTRACT WORKS

Steel Structural roof with Sheet metal roof coverings etc as per the approved drawings

53	Provide the sum for steel structural roof trusses with sheet metal roof coverings, side cladding, etc	Item	1
----	---	------	---

54	Profit	Item	1
----	--------	------	---

55	Attendance	Item	1
----	------------	------	---

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

95	Provide the sum for fence and gates	Item	1
----	-------------------------------------	------	---

96	Profit	Item	1
----	--------	------	---

97	Attendance	Item	1
----	------------	------	---

Window blinds as per the Window schedule

107	Provide the sum for window blinds	Item	1
-----	-----------------------------------	------	---

108	Profit	Item	1
-----	--------	------	---

109	Attendance	Item	1
-----	------------	------	---

General Plumbing and drainage system including sanitary equipment and fitting as per the approved drawing plans

125	Provide the sum for plumbing and drainage	Item	1
-----	---	------	---

126	Profit	Item	1
-----	--------	------	---

127	Attendance	Item	1
-----	------------	------	---

Construction of 3m x 3m Septic Tank and 500mm Diameter French Drain Connected to the building as per the approved drawing plans

	Provide the sum for Septic Tank and French Drain	Item	1
--	--	------	---

	Profit	Item	1
--	--------	------	---

	Attendance	Item	1
--	------------	------	---

General electrical installation including wiring, fitting and accessories as per the approved drawing plans

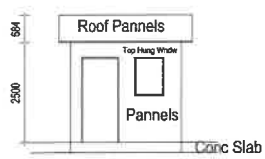
155	Provide the sum for general electrical installation	Item	1
-----	---	------	---

156	Profit	Item	1	
157	Attendance	Item	1	
	<u>Wifi and TV-cable installation</u>			
170	Provide the sum for Wifi and TV-cable installation	Item	1	
171	Profit	Item	1	
172	Attendance	Item	1	
	<u>PABX installation</u>			
179	Provide the sum for PABX installation	Item	1	
180	Profit	Item	1	
181	Attendance	Item	1	
	Carried to final summary			R

SUMMARY			
1	Preliminaries	Bill no	1
2	Earthworks (provisional)	Bill no	2
3	Concrete, formwork and reinforcement	Bill no	3
4	Masonry	Bill no	4
5	Waterproofing	Bill no	5
6	Superstructure	Bill no	6
7	Roof coverings, claddings, etc	Bill no	7
8	Ceilings, partitions and access flooring	Bill no	8
9	Ironmongery	Bill no	9
10	Metalwork	Bill no	10
11	Tiling	Bill no	11
12	Plumbing and drainage	Bill no	12
13	Electrical work	Bill no	13
14	Mechanical work	Bill no	14
15	External work	Bill no	15
16	Provisional sums	Bill no	16
17	Supply and install Guard House on flat foundation slab	Bill no	17
Total			R
Contingency Amount			
Allow 8% of the above sub-total for contingencies to be used as directed and deducted in whole or in part if not required ?		Item	1
Sub-total			R
Value Added Tax			
Allow 15% of the above sub-total for Value Added Tax		Item	1
Mokopane Tender Amount			R

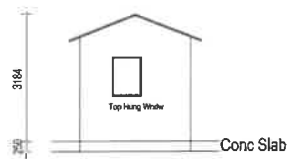
ITEM NO	UNIT	QUANTITY	RATE	AMOUNT
<u>BILL NO. 1</u>				
<u>PRELIMINARIES AND GENERAL</u>				
<u>User note</u>				
<i>Currency</i>				
<i>Make it clear in which currency the pricing shall be where amounts are "carried forward", "brought forward" or elsewhere</i>				
<i>Preparation of Bill No 1</i>				
<i>The compiler of the bills of quantities is to prepare Bill No 1 (Preliminaries) in terms of and with reference to the relevant building agreement (building contract). Insert the following clause</i>				
<i>Applicable method of measurement</i>				
<i>It is to be clearly stated that the applicable method of measurement is the Standard System of Measuring Building Work (seventh edition) for projects within South Africa and the Standard Method of Measuring Building Work for Africa 2015 (first edition) for projects elsewhere in Africa. The content of both of these documents are identical</i>				
<i>Preambles for trades</i>				
<i>Insert the following clause where the Model Preambles for Trades 2008 as published by the Association of South African Quantity Surveyors is utilised</i>				
<u>PREAMBLES FOR TRADES</u>				
<p>The Model Preambles for Trades 2017 as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained</p> <p>Supplementary preambles are incorporated in these bills of quantities to satisfy the requirements of this project. Such supplementary preambles shall take precedence over the provisions of the Model Preambles</p> <p>The contractor's prices for all items throughout these bills of quantities shall take account of and include for all of the obligations, requirements and specifications given in the said Model Preambles and in any supplementary preambles</p>				
<u>User note</u>				
<i>Take note that these Model Bills of Quantities utilise abbreviated descriptions</i>				
<i>Insert the following clause</i>				
<u>ABBREVIATED DESCRIPTIONS</u>				

GUARD HOUSE



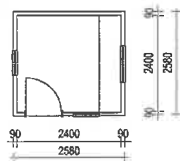
ELEVATION

Scale 1:100



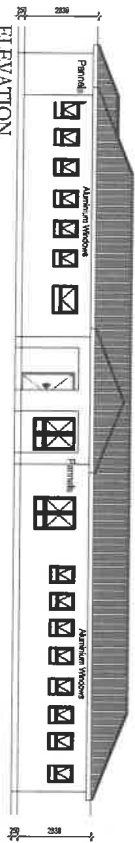
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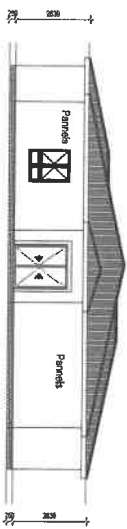


GROUND FLOOR PLAN

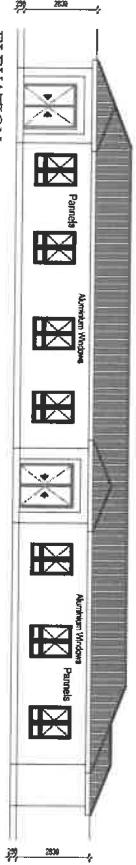
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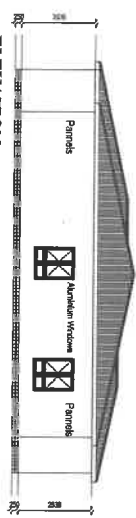
ELEVATION
Scale 1:100



ELEVATION
Scale 1:100



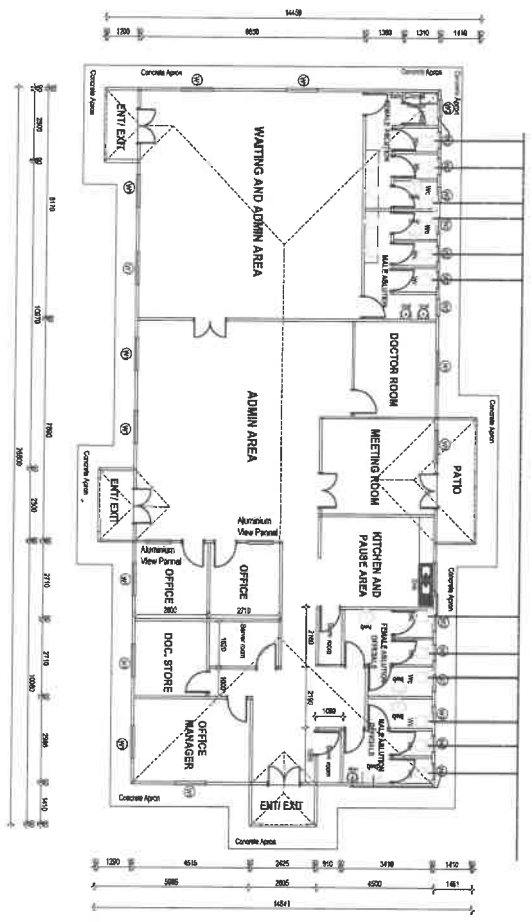
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ELEVATION
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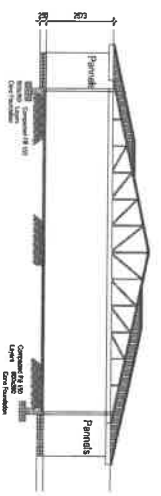


ELEVATION
Scale 1:100



GROUND FLOOR PLAN
Scale 1:100

SECTION A-A
Scale 1:100



COOLING NEEDS			
WAITING AREA =	100		
ADMIN AREA =	80		
TEAM LEADER OFFICE =	16		
SUPERVISOR OFFICE =	16		
LOCAL MANAGER OFFICE =	16		
DOCTORS ROOM =	16		
KITCHEN AND PAUSE AREA =	16		
MEETING ROOMS =	30	36	
Clientel's rooms			

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

- | | |
|--|--|
| 2. Application | <p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p> |
| 3. General | <p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p> |
| 4. Standards | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p> |
| 5. Use of contract documents and information; inspection. | <p>5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p> |
| 6. Patent rights | <p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p> |
| 7. Performance security | <p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> |

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

**8. Inspections,
tests and
analyses**

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

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

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

**28. Limitation of
liability**

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

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**
- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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

STANDARD BIDDING DOCUMENT (SBD) 4

[illegible]

STANDARD BIDDING DOCUMENT (SBD) 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of

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

STANDARD BIDDING DOCUMENT (SBD) 4

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

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

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS: