

## BID DOCUMENT

**PANEL REGISTRATION BID: REQUEST FOR PROPOSAL (RFP) FROM RELEVANT AND EXPERIENCED SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, INSTALLATION OF SOLAR PHOTOVOLTAIC (PV) TECHNOLOGIES (HYBRID SOLAR) IN A PERIOD OF ONE (1) YEAR AS WELL AS SECURITY AND MAINTENANCE OVER THE PERIOD OF THREE (3) YEARS AFTER INSTALLATION IN IDENTIFIED SCHOOLS WITHIN THE FREE STATE DEPARTMENT OF EDUCATION**

**REQUIRED CIDB GRADING: 4EB AND HIGHER**

**BID NUMBER:** E19/2023/2024

**CLOSING DATE:** 1 SEPTEMBER 2023

**TIME:** 11:00 AM

**VALIDITY PERIOD:** 90 DAYS

**BRIEFING SESSION:** NO BRIEFING SESSION WILL BE CONDUCTED

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



## DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **PART ONE OF BID DOCUMENT:**

#### **SECTION 1**

- ❖ Invitation to Bid (SBD 1)
- ❖ Pricing Schedule (SBD 3)
- ❖ Declaration of Interest (SBD 4)
- ❖ NIP programme (SBD 5)
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

#### **SECTION 2**

- ❖ Standard Conditions of Contract (SCC)

#### **SECTION 3**

- ❖ Specification/Terms of Reference
- ❖ Functionality Criteria

#### **SECTION 4**

- ❖ Dividers for attachments
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)

### **PART TWO OF BID DOCUMENT:**

#### **SECTION 5**

- ❖ Bill of Quantity (BOQ)

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# SECTION 1

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**SBD 1**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>E19/2023/2024</b>	CLOSING DATE:	<b>1 SEPTEMBER 2023</b>	CLOSING TIME:	<b>11:00 AM</b>
DESCRIPTION:	PANEL REGISTRATION BID: REQUEST FOR PROPOSAL (RFP) FROM RELEVANT AND EXPERIENCED SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, INSTALLATION OF <u>SOLAR PHOTOVOLTAIC (PV) TECHNOLOGIES (HYBRID SOLAR)</u> IN A PERIOD OF ONE (1) YEAR AS WELL AS SECURITY AND MAINTENANCE OVER THE PERIOD OF THREE (3) YEARS AFTER INSTALLATION IN IDENTIFIED SCHOOLS WITHIN THE FREE STATE DEPARTMENT OF EDUCATION				
REQUIRED CIDB GRADING:	4EB AND HIGHER				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT:					
<b>N8 Gateway Office Park: Plot 22</b> <b>C/O Rudolf Greyling &amp; AW Louw Avenue</b> <b>Estoire, BLOEMFONTEIN, 9301</b> <b>THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	K Rampai		CONTACT PERSON	Ms. Q Moloko	
TELEPHONE NUMBER	051-4041873		TELEPHONE NUMBER	076 331 2747	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:K.Rampai@fseducation.gov.za">K.Rampai@fseducation.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Q.Moloko@fseducation.gov.za">Q.Moloko@fseducation.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

OFFERED?			
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW			

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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:

.....

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

## SBD 3.1

### PRICING SCHEDULE – FIRM PRICES

**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: <b>E19/2023/2024</b>
Closing Time <b>11H00 on 1 SEPTEMBER 2023</b>	

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

BID NUMBER	DESCRIPTION
E19/2023/2024	PANEL REGISTRATION BID: REQUEST FOR PROPOSAL (RFP) FROM RELEVANT AND EXPERIENCED SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, INSTALLATION OF SOLAR PHOTOVOLTAIC (PV) TECHNOLOGIES (HYBRID SOLAR) IN A PERIOD OF ONE (1) YEAR AS WELL AS SECURITY AND MAINTENANCE OVER THE PERIOD OF THREE (3) YEARS AFTER INSTALLATION IN IDENTIFIED SCHOOLS WITHIN THE FREE STATE DEPARTMENT OF EDUCATION
PRICE	PLEASE COMPLETE THE BILL OF QUANTITY (PART TWO OF BID DOCUMENT) AND ATTACHED IT TO THE BID DOCUMENT (PART ONE) WHEN SUBMITTING
QUANTITIES	As per BILL OF QUANTITY The department reserves the right to procure quantities based on the available budget.

Does offer comply with specification? **\*YES/NO (Make an x on your answer)**

If not to specification, indicate deviation(s) .....

Is price Firm for contract period **\*YES/NO (Make an x on your answer)**

Delivery basis (all delivery costs **must** be included in the bid price) .....

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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

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

### **2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## 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;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of bidder**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## SBD 5

This document must be signed and submitted together with your bid

### THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

#### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

#### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works 2 or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid / contract number.
  - Description of the goods, works or services.
  - Date on which the contract was accepted.
  - Name, address and contact details of the government institution.
  - Value of the contract.
  - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- b. the contractor and the DTI will sign the NIP obligation agreement;
  - c. the contractor will submit a performance guarantee to the DTI;
  - d. the contractor will submit a business concept for consideration and approval by the DTI;
  - e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
  - f. the contractor will implement the business plans; and
  - g. the contractor will submit bi-annual progress reports on approved plans to the DTI.
- 4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....	Closing date:.....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest acceptable offer will be used to determine accurate system.
- 1.3 Points for projects invited under this bid (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

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

The maximum points for projects issued under this tender will be allocated as follows:

	POINTS
PRICE	90 or 80
SPECIFIC GOALS	10 or 20
Total points for Price and SPECIFIC GOALS	100

- 1.4 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.
- 1.5 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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

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:

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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  
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.)*

SPECIFIC GOALS	Maximum Number of points allocated (90/10 system) (To be completed by the organ of state)	Maximum 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>HDI: Race: Black owned:</b>	<b>5 points:</b> (1%-25% black owned=1 point 26%-50% black owned= 3 points 51% and more black owned = 5 points)	<b>10 points :</b> (1%-25% black owned= 3 points 26%-50% black owned= 5 points 51% and more black owned = 10 points)		
<b>Promotion of enterprises located in a specific province (Free State based companies)</b>	<b>5 points</b>	<b>10 points</b>		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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;
  - (a) 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 –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:** .....

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2





# SECTION 2

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## STANDARD BID CONDITIONS

### 1. PRICES: BILL OF QUANTITY (BOQ)

- 1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.2 The Bill of Quantity (Part 2 of bid document) must be completed in full.
- 1.3 The Bill of Quantity **must** be completed in pen ink. **Failure to do so will invalidate your offer.**
- 1.4 Service provider must ensure correct calculations as the department will not take responsibility for incorrect prices.

### 2. COMPLETION AND SUBMITTING OF BID DOCUMENT

#### A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 2.1 **SBD 1:**  
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**  
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4. Failure to complete and sign the SBD 4 may disqualify your offer.
- 2.3 **SBD 5:**  
The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.
- 2.4 **SBD 6.1:**  
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed.

#### B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Use of correction fluid (tippex) in the bid document are not acceptable and will invalidate your bid.**
- 2.6 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 2.7 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

### C. BID FORMS

- 2.8 The bid forms should not be retyped or redrafted.
- 2.9 Only the bid documents issued by the Department of Education Free State must be used.
- 2.10 Bid documents to be completed in full.
- 2.11 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

### D. SUBMITTING OF BID DOCUMENTATION

- 2.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.13 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education  
Acquisition Management Sub-Directorate  
N8 Gateway Office Park  
Plot 22  
C/O Rudolf Greyling & AW Louw Avenue  
Estoire  
BLOEMFONTEIN  
9301**

### THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.14 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.15 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.16 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Currently Advertised*) -

**OR**

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

### 3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

### 4. NO BRIEFING SESSION WILL BE CONDUCTED:

### 5. FUNCTIONALITY

The Department reserves the right to request a presentation should the need arise for this bid.

**\*\*A bidder who scored less than 35 OUT OF 50 POINTS on the total functionality points will automatically be disqualified**

### 6. EVALUATION ON PRICE AND PREFERENCE (80/20 OR 90/10 preference point system)

- 6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

“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. “

The following formula will be used to calculate the points for price:

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

- 6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.
- 6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.
- 6.4 Only Bidders who have completed and signed SBD 6.1 AND who submitted the relevant proof for specific goals will be considered for preference points.
- 6.5 Failure on the part of the Bidder to comply with the above paragraphs will be deemed that preference points for specific goals are not claimed and will therefore be allocated a zero (0).

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 6.6 Criteria for breaking deadlock in scoring:** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 7. SPECIFIC GOALS

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

Specific goal	Total Number of Points allocated per preference point system	Documents that should be attached in order to claim points
<b>HDI: Race: Black owned:</b>	<p><b>80/20: 10 points</b>  (1%-25% black owned= 3 points  26%-50% black owned= 5 points  51% and more black owned = 10 points)</p> <p><b>90/10: 5 points</b>  (1%-25% black owned= 1 point  26%-50% black owned= 3 points  51% and more black owned = 5 points)</p>	<ul style="list-style-type: none"> <li>Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Print out CSD report.</li> </ul>
<b>The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province: Locality: Free State based</b>	<p><b>80/20:</b>  10 points</p> <p><b>90/10:</b>  5 points</p>	<p>Municipal/water/electricity account of the bidder's premises:</p> <ul style="list-style-type: none"> <li>The account must be in the bidders' name/Directors' name/s.</li> <li>The account should not be older than 3 months.</li> </ul> <p><u>Or</u></p> <p>SIGNED Lease agreement:</p> <p>In case of lease agreement, the following should be submitted with the lease agreement:</p> <ul style="list-style-type: none"> <li>Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.</li> </ul>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

8. **JOINT VENTURE**

**No Joint Ventures will be allowed.**

9. **PAYMENT TO SUPPLIERS**

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

10. **LEGISLATION / LAWS**

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

11. **VALIDITY PERIOD OF BID**

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(90 DAYS)** and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

12. **QUANTITIES**

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

13. **SPECIFICATION – BIDDERS RESPONSE**

**Where a specification provides for the bidders response to the different points of specification, the form must be properly completed.** Where items deviate from the requirement, the deviation must be indicated.

14. **QUALIFICATIONS OF BIDDERS**

14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.

14.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.

14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

**15. COMPLIANCE TO CONTRACT**

15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.

15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

**16. JOB CREATION**

16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.

16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:  
\_\_\_\_\_

16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:  
\_\_\_\_\_

16.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ NO ☐ [TICK APPLICABLE BOX]

**17. CENTRAL SUPPLIER DATABASE (COMPULSORY)**

*Please note that bidders should be registered on the Central Supplier Database.*

**PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.**

**18. LOCAL CONTENT**

Service providers are encouraged to make use of local production and local content.

**19. MAXIMUM DELIVERY PERIOD**

As indicated in specification.

**20. PENALTIES**

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

**21. SUCCESSFUL BIDDERS**

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED  
A GOVERNMENT EMPLOYEE MUST NOT HAVE A BUSINESS INTEREST IN ANY ENTITY CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.**

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

**23. VALID TAX MATTERS**

It is a requirement that the Tax matters of the successful contractor/s are in order when awarded a project.

**24. SUPPLIER DUE DILIGENCE**

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

**25. DECLARATIONS**

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2





- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

**26. THE BIDDER MUST COMPLETE THE FOLLOWING:**

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of  
\_\_\_\_\_(Company), hereby certifies that I take note and accept the  
above-mentioned Standard Conditions, Special Conditions of the Contract and the General  
Conditions of a Contract. I further declare that the information submitted is correct.

\_\_\_\_\_

**SIGNATURE**

Contact person of company: \_\_\_\_\_

Tel. of company: (\_\_\_\_) \_\_\_\_\_

Fax of company: (\_\_\_\_) \_\_\_\_\_

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **SECTION 3**

## **-SPECIFICATION/ TERMS OF REFERENCE -FUNCTIONALITY**

DEPARTMENT OF EDUCATION, FREE STATE

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**PANEL REGISTRATION BID E19/2023/2024: THE REQUEST FOR PROPOSAL (RFP) FROM RELEVANT AND EXPERIENCED SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, INSTALLATION OF SOLAR PHOTOVOLTAIC (PV) TECHNOLOGIES (HYBRID SOLAR) IN A PERIOD OF ONE (1) YEAR AS WELL AS SECURITY AND MAINTENANCE OVER THE PERIOD OF THREE (3) YEARS AFTER INSTALATION IN INDICATED SCHOOLS WITHIN THE FREE STATE DEPARTMENT OF EDUCATION.**

### **1. TERMS OF REFERENCE**

Bidders are required to submit proposals that meet the requirement of the below-mentioned specifications:

### **2. SPECIAL CONDITIONS:**

1. The scope of work will be equivalent to 4EB, and higher gradings can bid according to CIDB.
2. Multiple contractors will be appointed in a panel registration.
3. The rate on the submitted proposal will be subjected to negotiations for a flat rate.
4. Only the contractors that comply with all criteria and accept the negotiated flat rate will be appointed on the panel.
5. In the Bill of Quantities (BOQ) all items must be completed in full and failure to do so will lead to disqualifications.

### **3. PROJECT BRIEF/DELIVERABLES**

Summary of key deliverables:

- 1) Deployment of packaged solar photovoltaic technologies solutions, this includes.
  - i) Solar Designs and provide Single line diagrams per plant in a school
  - ii) Solar material local procurement
  - iii) Site build, Installation, Pre-commissioning & test, Commissioning & test, Reliability run test and Certification (including related engineering work)
  - iv) Overall Project Management
  - v) On-going Operations and Maintenance
  - vi) Compliance Clearance must be conducted and submitted on the last year of the contract term.
  - vii) The infrared scanning of all the school plants must be conducted and submitted on the fourth schedule of the maintenance of the last year of maintenance.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 2) The solution of the rooftop photovoltaic must be designed to meet the grid connection for the reduction of the electricity cost, must have anti-islanding capability under non grid condition and must comply with the grid code SAGC version 7 & NRS - 048 & NRS – 047 & SANS 10142.

### 3) Regulations

The installation shall be erected and tested in accordance with the following Acts and regulations:

#### **National Rationalized specification (NRS)**

##### **NRS 097-2-1: 2010**

Grid Interconnection of Embedded Generation, Part 2: Small-scale embedded generation, Section 1: Utility interface

##### **NRS 048-2**

Electricity supply – Quality of supply – Part 2: Voltage characteristics, compatibility levels, limits and assessment methods. The quality of power shall comply with NRS 048-2, i.e. the combined voltage disturbances caused by the specific EG and other customers, added to normal background voltage disturbances may not exceed levels stipulated in this standard.

##### **NRS 048-4:**

Electricity supply – Quality of supply Part 4: Application guidelines for utilities.

##### **NRS 057-4:**

Electricity metering Part 4: Code of practice

#### **South African Grid Code: Renewable Power Plants (SAGCRPP)**

Grid Connection Code for Renewable Power Plants (RPPs) Connected To The Electricity Transmission System (Ts) Or The Distribution System (Ds) In South Africa, Version 2.6, November 2011.

#### **Institute of Electrical and Electronic Engineers (IEEE)**

##### **IEEE 1547 Parts 1 -6:**

IEEE Standard for Interconnecting Distributed Resources with Electric Power Systems

#### **International Electro -technical Commission (IEC)**

##### **IEC 61727**

Photovoltaic (PV) systems – Characteristics of the utility interface. The embedded generator's a.c voltage, current and frequency shall be compatible with the utility system in accordance with IEC 61727.

##### **IEC 60364-7-712**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Electrical installations of buildings – Part 7-712: Requirements for special installations or locations – Solar photovoltaic (PV) power supply systems.

**IEC 62116:2008 (ed. 1)**

Test procedure of islanding prevention measures for utility- interconnected photovoltaic inverters.

**South African National Standards**

**SANS 60947-2/IEC 60947-2**

Low-voltage switchgear and control gear – Part 2: Circuit- breakers.

**SANS 10142-1**

The wiring of premises – Part 1: Low-voltage installations.

- 4) Perform monitoring and support of all deployed solutions that form scope of the project.
- 5) Provide guarantees and warranty and related costs if any. Warranty for installation will be for a period of one (1) year.
- 6) Conduct ongoing maintenance of the system including the security and projected lifespan costs

**4. SCOPE (THE MAGNITUDE OF THE PROJECT)**

The appointed service provider will be expected to perform according to the following expected capabilities:

Ensure reliable and uninterruptable energy supply, enhance the capacity of existing energy supply and reduce costs that the hostel schools and special schools are currently paying. **On quarterly basis provide a full report on individual schools saving of cost on energy supply.**

**Scope of Work**

- 1) The Scope of works in summary is to construct a PV plant with Battery backup to provide a baseline power supply. This entails the full supply, install and commissioning of the following:
  - a) PV panels(modules)
  - b) Mounting Structures
  - c) Earthing and lightning protection of the panels and structures
  - d) PV MPPT charge controllers and Inverters.
  - e) DC protection systems
  - f) AC protection systems

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- g) Smart metering and Solar monitoring systems.
  - h) Lithium Ion battery backup system and battery monitoring system (provisional to be approved)
- 2) The contractor shall be responsible for the full Design, supply, installation and commissioning of the systems required; this shall include but not be limited to:
- a) Site establishment and works management
  - b) Material procurement
  - c) Labour procurement
  - d) Material installations
  - e) Testing and Commissioning
  - f) Liaison between all relevant stakeholders and the local supply authority
  - g) Handover and Issue of Certificates of compliance
  - h) Maintenance of the plant for the duration of the contract and transfer skill to department official to maintain beyond the term of the contract.

As a country in general and a province continues to experience energy challenges, the appointed service provider must demonstrate that the solution that is being provided complies with all the green energy laws and regulations including requisite accreditation standards within the country. Amongst the minimum requirements a service provider's solution must meet are the following:

- i) Full design of the PV plant according to applicable local and international standards. NRS097, IEC62109 & SANS10142
- ii) Supply of PV modules, inverters, Batteries, mounting structure, cabling, mounting hardware reticulation, grid connection works and remote monitoring and control, with locally supported material.
- iii) Web-based monitoring for life span of the of the plant
- iv) Proposal per school will be expected from service providers on the capacity of PV's to be installed and the single line diagrams to be included.

The proposed solution to be deployed by the appointed service provider must subscribe to high levels of engineering, certificate of compliance and green energy installation requirements.

- i) The proposed solution must also subscribe to high security to taking into consideration the high possibility of theft, the remote monitoring solution.
- ii) The proposed solution must pass the test & pre-commissioning, test & commissioning and the reliability run test.
- iii) The solution deployed must have the capacity to be scalable to accommodate various energy needs from farm schools to urban schools, as per facility energy requirements.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- iv) The appointed service provider must provide a solution that significantly reduces the energy costs but continues to provide reliable energy source, even under unavailability condition of the grid.
- v) Effective and efficient maintenance must also be implemented across all site.

**5. Total Number of schools affected:**

- The Department is mainly focusing on provision of electricity solutions in all our 72 hostel and special school projects. The number of identified schools might change subject to financial availability.
- Multiple contractors will be appointed in a panel registration, and the rates will be negotiated to the same flat rate.

**6. Support and Skills Transfer**

- a) The appointed service providers will also be expected to provide relevant support for a minimum of three years post deployment per each site.
- b) Relevant departmental personnel will be trained to sustain the deployment post the maintenance period.

**7. CRITICAL REQUIREMENTS**

**Bidders must supply the Department with the below-mentioned critical requirements when submitting bids; failing to provide these requirements shall constitute automatic disqualification:**

- 1) ECSA professionally registered Engineer, valid and active membership/registration must be proved with the certificate and latest status from ECSA
- 2) Must provide valid and active membership/registration with number issued by department of labour. (Meaning bidder is able to issue Certificate of Compliance (COC)).

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## 8. MINIMUM REQUIREMENTS

Bidders must supply the Department with the below-mentioned minimum requirements; failing to provide these requirements shall automatically constitute disqualification:

### 1) A Formal Written Proposal

a. Technical and Financial sections with specific reference to the following:

- Introduction
- Simulations for each size Hybrid Inverter and Panels as per specifications
- Indication of efficiency of the power system
- Usage, Warrantees, Insurance
- Indemnity and liability
- Security measures to protect system against theft.
- General provisions
- **Provide Preliminary Assessments for one school system per category (thus one assessment for a large school, one assessment for a medium school and one assessment for a small school) chosen from the undermentioned highlighted schools on the table below which will serve as a base for the simulations of 72 hostels & special schools proposal to ensure correlation to design tables on pages 37 - 42**

The estimated number of 72 hostel and special schools may differ / change depending on the availability of funding.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



No:	Large system	No:	Medium system	No:	Small system
1	Bainsvlei	28	<b>Majweng</b>	53	Lindley
2	Manthatisi	29	Huis Diamant	54	steyn & Stoffberg
3	Tseki	30	Willem Pretorius & Middleeldt	55	Steynsrus
4	Sediti	31	Olien	56	Edenville
5	Albert Moroka	32	Harmony	57	<b>Twelling</b>
6	Dr Blok	33	<b>Unicom Agricultural school</b>	58	Parys s/s
7	<b>Seotlong</b>	34	Louw Wepener	59	Sasolburg HTS
8	<b>Moroka High</b>	35	Ventersburg	60	Kroonstad sentraal
9	Boshof	36	Rietfontein	61	Huis Graniet/Chris v Niekerk
10	Mampoi	37	Phillipolis	62	Koffiefontein
11	Bartemea spec	38	Johan Calvyn & Hou Oop	63	Memel
12	Bohmer spec	39	Leliehof	64	Paul Raux
13	Jimmie Roos spec	40	Theunissen	65	Dirky Uys
14	Lettie Fouche spec	41	Sekgutlong	66	Marquard
15	Martie Du Plessis spec	42	Kgotsofalo	67	Unitas
16	Poloho spec	43	Brentpark	68	<b>Welkom HTS</b>
17	Rosenhof spec	44	Sarel CilliersEdenhof	69	Wessel Maree
18	Tswellang spec	45	Edenhof	70	Rouxville
19	Amari-skool spec	46	Oranjekrag	71	Bloemfonten Autism spec
20	Leboneng spec	47	Oppermangronde	72	Leintof
21	Noblilis skool spec	48	Pellissier		
22	Orion spec	49	Relebohile-Sibulele		
23	Maluti Hooglandskool spec	50	Boitumelong spec		
24	Thiboloha spec	51	Ladybrand spec		
25	Fakkelskool spec	52	Qelo spec		
26	Johan Slabbert				
27	Mphatlalatsane				

## 2) GENERAL SITE AND OPERATING CONDITIONS

- i) The site are located in Free State Province, South Africa.
- ii) The altitude is: 1400m

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- iii) Min temperature: -10 deg C
- iv) Max temperature: 50 deg C
- v) Average solar irradiance 1800kwh/m<sup>2</sup> annually.
- vi) The equipment must be able to operate in the above-mentioned conditions.
- vii) ECSA professionally registered Engineer to signoff the design solution including installation and monitoring.
- viii) Must issue Certificate of compliance (COC) by a three-phase certified electrician or master electrician

## 9. ACCREDITATIONS

South African Photovoltaic Industry Association (SAPVIA) / Green Building Association / Clean Energy Council (CEC) would be an advantage.

## 10. Items required for modules:

### 10.1 MODULES SPECIFICATIONS:

#### 10.1.1 Solar PV Module

**The modules are solar PV modules with the following specifications below, complete fully the specifications.**

Electrical Data	Itemized details
STC*	
Nominal Max. Power (Pmax):	
Opt. Operating Voltage (Vmp):	
Opt. Operating Current (Imp):	
Open Circuit Voltage (Voc):	
Short Circuit Current (Isc):	
Module Efficiency:	
Operating Temperature:	
Max. System Voltage:	
Module Fire Performance:	
Application Classification:	
Power Tolerance:	
<b>Mechanical Data</b>	
Cell type:	
Cell arrangement:	
Dimensions:	
Weight:	
Front Cover:	
Frame:	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

J-Box:	
Cable: Connector	
Temperature Characteristics	
Temp Co (Pmax):	
Temp Co (Voc):	
Temp Co (Isc):	
Nominal Module operating temperature:	

## 10.1.2 MOUNTING STRUCTURES

### a) MODULE WIRING

The modules shall be wired in strings and parallel strings as per schematic layout, wiring between modules shall be done in a 40 x 40mm pvc trunking mounted under the pv panels next to the mounting rails. Standard module wiring shall be utilised the connected via MC4 connectors.

Cables and wiring shall where visible be cable tied at every 500mm. Wires shall be double insulated DC multistrand cables as per cable specifications.

### b) COMBINER BOXES

The combiner boxes shall be of the 16way in and 1way out type complete with fuses, isolator, and surge protection.

Shop drawings shall be approved by the engineer before ordering or installation All off-cuts, screws, bolts etc for use of mounting shall be included in the unit cost.

### c) DC CABLES

DC cables shall have a temperature range form -40deg C to 90deg C with nominal voltage according to VDE 600/1000V AC and 1800Cdc Conductor/conductor.

The cable structure shall have bare copper, tinned, finely stranded according to DIN VDE 0295 class 5 and IEC 60228. It shall be double insulated. Insulation shall be cross-linked Polyolefin. Outer sheath shall be cross-linked Polyolefin.

The cable shall carry approvals according to VDE, TUV, RoHS and CE compliance. Cable shall comply to EN 50618 and shall be of the H1Z2Z2-K photovoltaic cables.

Where cables are to be installed underground, it shall be installed in sleeves as described elsewhere.

Standard cable sizes shall be 4mm<sup>2</sup>, 6mm<sup>2</sup>, 10mm<sup>2</sup> and 16mm<sup>2</sup>. Cable sizes shall be indicated on the drawings and BOQ.

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Cable terminations shall be done with approved heavily tinned lugs and ferrules and be crimped by a hexagon crimper with correct size dies as per manufacturer's specifications.

Terminations shall be complete with correct size cable glands as per manufacturers' specifications and ends shall have a heat shrink sleeves according to colour coding red or black.

Cables shall be held in place and where applicable correct size cable cleats be used where cable are to be fastened to vertical or horizontal cable racks.

#### **d) AC CABLES**

AC cables shall be either copper or aluminium core cables as specified in the BOQ and drawings. Low Voltage AC cables shall be as per SANS 1507. AC low voltage cables shall be PVC insulated, PVC bedded Steel wire armoured, PVC Sheathed 600/1000V cables manufactured to SANS 1507-3. Cable sizes shall be indicated on the drawings and BOQ.

Where cables are to be installed underground it shall be installed in sleeve pipes. Cables shall be handled and installed as per SANS 10198

All cable terminations and joints shall be as per manufacturers specification and SANS 10198.

Cable terminations shall be done with approved heavily tinned lugs and ferrules and be crimped by a hexagon crimper with correct size dies as per manufacturer's specifications.

Terminations shall be complete with correct size cable glands as per manufacturers' specifications and ends shall have a heat shrink sleeves according to colour coding on the cores.

Cables shall be held in place and where applicable correct size cable cleats be used where cable are to be fastened to vertical or horizontal cable racks.

#### **e) TRUNKING, DUCTS AND CABLE TRAYS**

Surface cabling shall be done in trunking, ducts and cable trays.

The modules shall be wired in strings and parallel strings as per schematic layout, wiring between modules shall be done in a 40 x 40mm pvc trunking mounted under the PV panels next to the mounting rails. Standard module wiring shall be utilized the connected via MC4 connectors.

Where surface DC and AC cabling are to be done at the inverters and AC distribution boards it shall be done in trunking and cable trays.

Trunkings to be utilized shall be 40 x 100 mm PVC trunking at the inverter installations.

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Cable trays to be utilized shall be the heavy duty return flange galvanized steel type 150mm width. Cables shall be fixed to cable trays at 500mm c/c with approved cable cleats.

Cable trays shall be fixed to the walls, roofs etc via 250mm P2000 trunking fixing brackets at 500mm C/C. the cable trays shall be fixed to the P2000 mounting rails with spring nuts, hex bolts complete with washers.

### 10.1.3 INVERTERS

#### HYBRID INVERTERS:

Compare hybrid inverters and provide three (3) of the chosen ones for details below. These will be utilized also for the simulations. **Design and complete the table.**

- (Small System)
- (Medium System)
- (Large System)

Specification:	Small	Medium	Large
<b>AC Grid connected</b>			
Apparent power			
Rated Voltage			
Rated current			
Voltage range			
Rated frequency			
Frequency range			
THDI			
PF			
AC Connection			
AC input			
<b>AC OFF -Grid</b>			
AC Grid connected			
Apparent power			
Rated Voltage			

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Rated current			
Voltage range			
Rated frequency			
Frequency range			
THDI			
PF			
AC Connection			
AC input			
<b>Specification:</b>	<b>Small</b>	<b>Medium</b>	<b>Large</b>
<b>DC (Battery and PV)</b>			
Max. PV Open-circuit voltage			
Max. PV Power			
PV MPPT Voltage range			
Battery Voltage range at Max. Power charge			
Battery Voltage range			
Max charge Power			
Max. discharge Power			
Max. charge current			
Max. discharge current			
<b>General information</b>			
Protection degree			
Noise emission			
Operating temperature			
Cooling			
Relative humidity			

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Maximum Altitude			
Dimension (W/H/D)			
Weight			
Build-in-transformer			
Transfer between on/off grid			
Standby consumption			
<b>Communication</b>			
Display			
Communication			
<b>Compliance</b>			

#### a) MONITORING

The system shall have monitoring systems which shall be by means of the system compatible to the hybrid inverter DATA LOGGER, MONITORING PLATFORM, WIFI LINKS and smart metering.

The contractor shall be responsible for the complete installation, programming, and commissioning of the monitoring and metering system as well as training to the client.

The metering shall be done with a Solar smart meter with Modbus RS 485 connections complete with CT's as per manufacturers' specifications.

The contractor shall be responsible for the interconnections with RS 485 wiring between the meter and inverters.

#### b) AC COMBINER BOX (DISTRIBUTION BOARD)

The Distribution board / kiosk shall be manufactured from 2mm 3CR12 steel and powder coated colour Avo green as per SANS standards.

The board shall be surface/recessed/plinth mounted as per BOQ and drawings.

The board shall be complete with earthing studs and the door shall also be earthed via an interconnected insulated wire.

The DB shall be complete with equipment mounting plates with din rail mounts, circuit breakers and equipment, busbars with bushings and holders, faceplate which locks in place with square panel key

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

quarter turn locks, door with t-hinges and padlockable lever lock with legend card holder. Labelling shall be by means of laser engraved traffolite type mounted in an aluminium mounting rail below equipment. It shall be fixed via pop rivets.

Shop drawings shall be approved by the engineer before ordering and installation. Equipment shall be of the CBI type.

The distribution board shall have a nameplate indicating the name of the DB, the fault rating, from where it feeds and the cable size of the feeder cables. It shall also indicate the manufactured date. This label shall also be of the laser engraved traffolite type.

Equipment ratings shall be as per indicated on the drawings and BOQ. The Distribution board shall have 30% Spare Space with blank off covers.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



#### 10.1.4 ENERGY STORAGE SYSTEMS(BATTERIES)

**The Energy storage system shall indicate with the below specifications: (Design the accurate battery storage)**

The battery and inverter shall be connected and commissioned according to manufacturer's specifications and the inverter battery max charge and discharge currents shall be set according to battery manufacturers settings. **Design and complete the table.**

Battery specification	Small system	Medium system	Large SYSTEM
Total Energy Capacity [kWh]			
Energy, 80% DoD [kWh] <b>1</b>			
Energy, 90% DoD [kWh]			
Current Capacity [Ah]			
Max &Cont. Charge and Discharge Current[A] <b>1</b>			
Max &Cont. Charge and Discharge Power[kW] <b>1</b>			
Nominal Voltage [V]			
Max/Min Operating Voltage			
Max.Inverter Cap. [kVA]			
Total weight[kg]			
Height[mm]			
Depth[mm]			
Length [mm] <b>5</b>			
DC Cables [no. per electrode] [mm <sup>2</sup> ] <b>2</b>			
Round trip efficiency			
Enclosure			
External interface			
On-board Management			
Human interfaces			
Protection			
Battery chemistry			
Cell form factor			
Battery cooling			
Suitable Ambient temperature [degree Celsius]			

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<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Contractor	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Witness 1	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Witness 2	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Employer	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Witness 1	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Witness 2
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Extreme operating Temp [degree Celsius]3			
Warranty3			
Service life cycles			
<b>Compliance</b>			

## 11. GENERAL, TESTING AND COMMISSIONING

The PV installation shall be carried out by an experienced qualified and reputable specialist company. The specialist contractor shall submit written proof of previous experience with traceable contacts.

The specialist contractor shall have the necessary training certificates.

The specialist contractor shall be registered at the Department of Labour as an electrical contractor and the responsible person shall be registered as and installation electrician.

The full system shall be tested and commissioned by the specialist installer contractor, and they shall issue a COC covering the complete of the PV installation.

All manuals shall be handed to the engineer and a handover documentation set shall be compiled by the contractor indicating all test carried out and COC and manuals.

## 12. PROJECT DETAILS

The Project comprises of the Design, manufacture, supply, delivery, installation, security and commissioning of the following major items. (Including maintenance after commissioning as per the time of the contract)

New PV solar hybrid system including panels, inverters, batteries and mounting structures, security etc.  
Test and commission of new equipment

The full commissioning and testing of all components shall also form part of the works.

## 13. HEALTH AND SAFETY (Read with SANS 1921 - 1: 2004 clause 4.18)

### a) General statement

It is a requirement of this contract that the Contractor shall provide a safe and healthy working environment and to direct all his activities in such a manner that his employees and any other persons,

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

who may be directly affected by his activities, are not exposed to hazards to their health and safety. To this end the Contractor shall assume full responsibility to conform to all the provisions of the

#### **b) Test Certificates and Inspections**

Component Testing: Maximum reliability shall be achieved through extensive use of high-quality, pre-tested components. Each and every component shall be individually tested by the manufacturer prior to shipment.

Tools, Testing and Calibration Equipment: The supplier shall provide all tools, testing, and calibration equipment necessary to ensure reliability and accuracy of the system.

The testing of equipment devices or systems shall include all the test equipment, obtaining testing procedures, changes to make the test possible, recommissioning of the device or system, test reports, etc, to make the test complete and acceptable to the Engineer.

All tests shall be done according to the manufacturer's specifications, the standard specifications, and the requirements of the Engineer.

#### **c) Guarantee and Maintenance**

The Contractor shall guarantee the complete installation for a period as stated in the contract data after practical completion has taken place.

If during this period the installation is not in working order, or not working satisfactory owing to faulty material, design or workmanship, the Contractor will be notified, and immediate steps shall be taken by him to rectify the defects and/or replace the affected parts on site at his own expense.

The Contractor shall maintain the installation in good working condition for the full period as stated in the contract data.

#### **d) Materials and Workmanship**

The work throughout shall be executed to the highest standards and to the satisfaction of the Representative/Agent who shall interpret the meaning of the Contract Document and shall have the authority to reject any work and materials, which, in his judgement, are not in full accordance.

therewith. All condemned material and workmanship shall be replaced or rectified as directed and approved by the Engineer.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

The system shall be supplied and installed by a specialist contractor with training certificates and installer approval for relevant equipment, the proposed contractors shall be approved by the engineer before appointment.

**All work shall be executed by qualified tradesman.**

The Contractor shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and in accordance with the best practices and ready and complete for full operation. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether shown or described in the Contract Document.

**C2.1 Pricing Instructions**

Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable.

Show VAT payable by the employer separately as an addition to the tendered total of the prices.

Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

**The Bill of quantities (BOQ) is provided please note that, the cost is to be provided per school.**

Occupational Health and Safety Act (OHSA) No 85 and Amendment Act No 181 of 1993, and the OHSA 1993 Construction Regulations 2014

For the purpose of this contract the Contractor is required to confirm his status as mandatory and employer in his own right for the execution of the contract by entering into an agreement with the Employer in terms of the Occupational Health and Safety Act.

No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health

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Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2



and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector (SACPCMP) and has necessary competencies and resources to assist the contractor.

**Contact person: Ms Q. Moloko**

**Tel no: 076 331 2747**

**Email: Q.Moloko@fseducation.gov.za**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## AUTHORITY OF SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category and attach any supporting documentation to the relevant schedule.

A Company	B Partnership	Joint Venture	C Sole Proprietor	D Close Corporation
		<b>NOT ALLOWED</b>		

### A. Certificate for Company

....., chairperson of the board of directors of  
in the capacity of ....., was authorized to sign all documents in  
connection with this tender and any contract resulting from it on behalf of the company.

#### As witnesses:

1. .... Signature : Sole owner : .....
2. .... Date : .....

### B. Certificate for Partnership

We, the undersigned, being the key-partners in the business trading as .....  
..... hereby authorize Mr/Ms .....,  
acting in the capacity of ..... to sign all documents in connection with  
this tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the key-partners upon who rests the  
direction of the affairs of the Partnership as a whole.

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<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2



**c. Certificate for Sole Proprietor**

I, ..... hereby confirm that I am the sole owner of the business trading as  
.....

**As witnesses:**

Signature : Sole owner

1. .... : .....  
Date  
2. .... : .....

**d. Certificate for Close Corporation**

We, the undersigned, being the key members in the business trading as .....

..... hereby authorize Mr/Ms .....

acting in the capacity of ....., to sign all documents in connection with this tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the key-members upon who rests the direction of the affairs of the cc as a whole.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## FUNCTIONALITY CRITERIA E19/2023/2024

4EB and higher

**NB: Bidders who score below 35 Points out of 50 Points in the assessment of functionality will not be considered.**

**All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation.** Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONAL CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																			
<b>EXPERIENCE IN INSTALLATION OF SOLAR PROJECTS</b>	<b>Maximum Total = 20 Points</b>		<b><u>ANNEXURE A 1</u></b>  Signed reference letter from referees for similar goods/services delivered. (Installation of Solar)  <u>Each letter must comply with all the under-mentioned criteria for points to be allocated:</u>  <ul style="list-style-type: none"> <li>It should be signed.</li> <li>The reference letter should be addressed to the company that bid.</li> <li>Date of letter should not be older than 5 years.</li> <li>Value of service must be stipulated.</li> <li>Letter should be on official letterhead/s of institution to whom services were rendered/project was carried out.</li> <li>Quality of service must be stipulated.</li> </ul>	<b><u>REFERENCE LETTER attached?</u></b>  <table border="1"> <tr> <td>YES</td><td></td><td>NO</td><td></td></tr> </table> <b><u>IS FOLLOWING INDICATED?</u></b>  <table border="1"> <thead> <tr> <th></th><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr> <td>Is it signed?</td><td></td><td></td></tr> <tr> <td>Is it addressed to the bidder?</td><td></td><td></td></tr> <tr> <td> <b><u>DATE OF LETTER</u></b>  <b>NOT older than 5 years</b>  <b>Indicate date:</b>   Date of letter: _____ </td><td> <b><u>Indicate value R</u></b>   R _____ </td><td></td></tr> <tr> <td colspan="2"><b>On OFFICIAL LETTERHEAD of institution to whom services</b></td><td></td></tr> </tbody> </table>	YES		NO			YES	NO	Is it signed?			Is it addressed to the bidder?			<b><u>DATE OF LETTER</u></b> <b>NOT older than 5 years</b> <b>Indicate date:</b>  Date of letter: _____	<b><u>Indicate value R</u></b>  R _____		<b>On OFFICIAL LETTERHEAD of institution to whom services</b>		
YES		NO																					
	YES	NO																					
Is it signed?																							
Is it addressed to the bidder?																							
<b><u>DATE OF LETTER</u></b> <b>NOT older than 5 years</b> <b>Indicate date:</b>  Date of letter: _____	<b><u>Indicate value R</u></b>  R _____																						
<b>On OFFICIAL LETTERHEAD of institution to whom services</b>																							

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. E19/2023/2024  
Portion 1: Tender  
Part T2.1: Returnable Documents



FUNCTIONAL CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST		
				were rendered? Indicate client:		
				QUALITY indicated? Description:		
				POINTS SCORED ONE (1) APPOINTMENT LETTER EQUAL TO R2 MILLION	/05	
				POINTS SCORED ONE (1) APPOINTMENT LETTER ABOVE R2 MILLION TO R3 MILLION	/10	
				POINTS SCORED ONE (1) APPOINTMENT LETTER ABOVE R3 MILLION TO R6 MILLION	/15	
				ONE (1) APPOINTMENT LETTER ABOVE R6 MILLION	/20	
				TOTAL POINTS SCORED	/20	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST												
<b>TECHNICAL CAPACITY AND COMPETENCE</b>	<b>MAXIMUM TOTAL= 20 POINTS</b>															
	Experience of minimum 3 key staff in the full-time employ of the company. (Electrical Engineer, Project Manager and Electricians).		<b>ANNEXURE B</b>	<b>CERTIFICATES attached?</b> <table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>	YES		NO									
	YES		NO													
	Electrical Engineer (ECSA Registered)	→ 10 points	Provide originally certified copy of the following:  Electrical Engineer: ECSA professional registered Engineer (Active)	<b>IS FOLLOWING INDICATED ON CERTIFICATES?</b> <table border="1"> <tr> <td>ECSA Registration</td> <td>/10</td> </tr> <tr> <td>PM Min NQF Level 6</td> <td>/05</td> </tr> <tr> <td>Master Electrician</td> <td>/03</td> </tr> <tr> <td>Three phase Electrician</td> <td>/02</td> </tr> <tr> <td><b>POINTS SCORED</b></td> <td><b>/20</b></td> </tr> <tr> <td colspan="2"><b>COMMENTS:</b></td> </tr> </table>	ECSA Registration	/10	PM Min NQF Level 6	/05	Master Electrician	/03	Three phase Electrician	/02	<b>POINTS SCORED</b>	<b>/20</b>	<b>COMMENTS:</b>	
	ECSA Registration	/10														
PM Min NQF Level 6	/05															
Master Electrician	/03															
Three phase Electrician	/02															
<b>POINTS SCORED</b>	<b>/20</b>															
<b>COMMENTS:</b>																
Project Manager (NQF level 6)	→ 05 points	Project manager (PM): Certified qualification (minimum NQF level 6. Qualification should be in build environment)														
Master Electrician	→ 03 points	Certification of Electrician (Master)														
Three Phase Electrician	→ 02 points	Certification of Electrician (Three Phase)														
<b>PROOF OF SOUND FINANCIAL STABILITY TO DELIVER THE</b>	<b>TOTAL = 10 POINTS</b>															
No Financial Statement	→ 0 points	<b>ANNEXURE C</b> Financial statement signed off by a registered Chartered accountant.	<b>FINANCIAL STATEMENTS attached?</b> <table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>	YES		NO										
YES		NO														

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST									
SERVICE	Unsigned Financial Statement not prepared by a Qualified Accredited Accountant	→ 0 points	OR Financial statement signed by registered accountant. <i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i>	<b>DOES FIN STATEMENTS COMPLY WITH THE FOLLOWING?</b> <table border="1"> <tr> <td>Signed?</td><td>YES</td><td>NO</td></tr> <tr> <td>Compiled by CA or registered accountant?</td><td>YES</td><td>NO</td></tr> </table>	Signed?	YES	NO	Compiled by CA or registered accountant?	YES	NO			
	Signed?	YES	NO										
Compiled by CA or registered accountant?	YES	NO											
Signed and Financial Statement prepared by a Qualified Accredited Accountant/signed agreement letter from credit provider	→ 10 points	or Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to <i>your</i> company. The credit provider should be registered with NCR.  <i>(The department reserves the right to verify the authenticity and credibility of the letter with any other person in the company.)</i>	OR <b>IS SIGNED LETTER FROM CREDIT PROVIDER ATTACHED?</b> <table border="1"> <tr> <td>YES</td><td></td><td>NO</td><td></td></tr> </table> <b>DOES LETTER COMPLY WITH THE FOLLOWING?</b> <table border="1"> <tr> <td>Is Credit amount stipulated</td><td>YES</td><td>NO</td></tr> <tr> <td><b>TOTAL POINTS SCORED</b></td><td colspan="2"><b>/10</b></td></tr> </table>	YES		NO		Is Credit amount stipulated	YES	NO	<b>TOTAL POINTS SCORED</b>	<b>/10</b>	
YES		NO											
Is Credit amount stipulated	YES	NO											
<b>TOTAL POINTS SCORED</b>	<b>/10</b>												
<b>GRAND TOTAL POINTS SCORED</b>				<b>/50</b>									

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# SECTION 4

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# ATTACH:

- **PROOF OF REGISTRATION ON  
CSD**

**PRINT OUT REPORT OF CSD**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# ATTACH:

- **CERTIFIED COPY OF COMPANY  
REGISTRATION CERTIFICATE  
REFLECTING ACTIVE  
MEMBERS**

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF  
INCORPORATION/CERTIFICATE OF INCORPORATION/ PARTNERSHIP  
AGREEMENT ETC.**

- **ID DOCUMENTS OF  
DIRECTORS/OWNERS**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **ATTACH:**

# **CIDB PRINT**

# **OUT REPORT**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2





# ATTACH:

**Bidders must supply the Department with the below-mentioned critical requirements; failing to provide these requirements shall constitute automatic disqualification:**

- ECSA professionally registered Engineer, valid and active membership/registration must be proved with the certificate and latest status from ECSA
- Must provide valid and active membership/registration with number issued by department of labour. (Meaning bidder is able to issue Certificate of Compliance (COC)).

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# ATTACH:

## A Formal Written Proposal:

- Technical and Financial sections with specific reference to the following:
  - Introduction
  - Simulations for each size Hybrid Inverter and Panels as per specifications
  - Indication of efficiency of the power system
  - Usage, Warrantees, Insurance
  - Indemnity and liability
  - Security measures to protect system against theft.
  - General provisions
  - **Provide Preliminary Assessment for the one (1) school system of the highlighted per category on the mentioned table; one (1) large, one (1) medium and one (1) small to serve as a base for the simulations of 72 hostels & special schools proposal to ensure correlation to design tables on pages 37 - 42**

(The estimated number of 72 hostel and special schools may differ / change depending on the availability of funding.)

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

# **REFERENCE**

# **LETTER**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

**Provide originally certified copy of the following:**

- **Electrical Engineer: ECSA professional registered Engineer (Active)**
- **Project manager (PM): Certified qualification (minimum NQF level 6. Qualification should be in build environment)**
- **Certification of Electrician (Master)**
- **Certification of Electrician (Three phase)**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

**SIGNED FINANCIAL STATEMENTS  
PREPARED BY A REGISTERED  
ACCOUNTANT OR CHARTERED  
ACCOUNTANT**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

# **SPECIFIC GOALS**

## **ATTACH:**

1) Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit.

2) CSD report

3) Proof of Free State based company by submitting:

➤ **Municipal/water/electricity account of the bidder's premises:**

- The account must be in the bidders' name/Directors' name/s.
- The account should not be older than 3 months.

Or

➤ **SIGNED Lease agreement:**

In case of lease agreement, the following should be submitted with the lease agreement:

- Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **ATTACH:**

  

# **COMPLETED BILL OF QUANTITY (PART 2 OF BID DOCUMENT)**

<b>CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS</b>
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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



<b>PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:</b>			
<b>SBD FORM</b>	<b>DESCRIPTION</b>	<b>TO BE COMPLETED BY</b>	<b>COMMENTS ON COMPLIANCE BY SERVICE PROVIDER</b>
<b>STANDARDIZED BID FORMS</b>			
<b>SBD 1</b>	Invitation to bid	To be completed and signed by the service provider.	
<b>SBD 3/BILL OF QUANTITY</b>	Pricing schedule	To be completed by the service provider.	
<b>SBD 4</b>	Declaration of interest	To be completed and signed by the service provider.	
<b>SBD 5</b>	The Naional Industrical Participation Programme	To be completed and signed by the service provider.	
<b>SBD 6.1</b>	Preference points claim form	To be completed and signed by the service provider in order to claim points.	
<b>CSD REPORT</b>			
Ensured that it is attached.			
<b>FUNCTIONALITY</b>			
Ensured that all documentation to evaluate functionality criteria is attached.			
<b>SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS</b>			
Ensured that all documentation as requested is attached.			
<b>SPECIFIC GOALS</b>			
Ensured that all documentation to claim points for specific goals is attached.			

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2





# **GENERAL CONDITIONS OF CONTRACT IS APPLICABLE**

**[www.treasury.gov.za](http://www.treasury.gov.za)**

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2