

# TSHWANE GROUP PROPERTY MANAGEMENT

TENDER REFERENCE: GPM 16 2025/26



**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

## VOLUME 1

**A Tender for Category 3SF or higher CIDB Registered Contractors**

<b>ISSUED BY:</b>	<b>PREPARED BY:</b>
The Group Head <b><u>Group Property Management: Facility Management</u></b> Tshwane House 320 Madiba Street Pretoria CBD 0002	The Divisional Head <b><u>Supply Chain Management Unit</u></b> Tshwane House 320 Madiba Street Pretoria CBD 0002

Registered Name of Tenderer:	
Trading Name of Tenderer:	
Registration No. of Entity:	
Contact Person:	CoT Vendor No:
Tel. No:	E-Mail Address:
Cell No:	Fax No:
CIDB CRS Number (s):	

**ONLY BIDDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) AND WITH A CSD NUMBER WILL BE CONSIDERED FOR THIS TENDER, AS THIS IS A REQUIREMENT FROM THE NATIONAL TREASURY.**  
**“NOTE: BIDDERS ARE REQUIRED TO SUBMIT ELECTRONIC COPIES OF THE BID BY MEMORY STICK/USB.**

DESCRIPTION		COLOUR
<b>PORTION 1: TENDER</b>		
<b>PART T1</b>	<b>TENDERING PROCEDURES</b>	
	T1.1 TENDER NOTICE AND INVITATION TO TENDER	White
	T1.2 TENDER DATA	Pink
	T1.3 STANDARD CONDITIONS OF TENDER	Pink
<b>PART T2</b>	<b>RETURNABLE DOCUMENTS</b>	Yellow
<b>PORTION 2: CONTRACT</b>		
<b>PART C1</b>	<b>AGREEMENTS AND CONTRACT DATA</b>	
	C1.1 FORM OF OFFER AND ACCEPTANCE	Yellow
	C1.2 CONTRACT DATA	Yellow
	C1.3 FORM OF GUARANTEE	White
	C1.4 HEALTH AND SAFETY AGREEMENT	White
	C1.5 ADJUDICATOR'S AGREEMENT	White
<b>PART C2</b>	<b>PRICING DATA</b>	
	C2.1 PRICE INSTRUCTIONS	Yellow
	C2.2 PRICE SCHEDULE	Yellow
<b>PART C3</b>	<b>SCOPE OF WORK</b>	
	C3.1 DESCRIPTION OF THE WORKS	Blue
	C3.2 ENGINEERING	Blue
	C3.3 PROCUREMENT	Blue
	C3.4 CONSTRUCTION	Blue
	C3.5 MANAGEMENT	Blue
	C3.6 PARTICULAR SPECIFICATIONS & VARIATIONS	Blue
	C3.7 CORRECTIONS & AMENDMENTS	Blue
	C3.8 OCCUPATIONAL HEALTH & SAFETY	Blue
<b>PART C4</b>	<b>SITE INFORMATION</b>	
	C4.1 LOCALITY PLAN	Green

# PORTION 1: TENDER

## PART T1: TENDER PROCEDURES

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## T1.1 TENDER NOTICE AND INVITATION TO TENDER

GPM 16 2025/26  
CITY OF TSHWANE

GROUP PROPERTY DEPARTMENT

### **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE. AS AND WHEN REQUIRED FOR PERIOD OF THREE (3) YEARS.**

Tenderers must have a CIDB contractor grading designation of **3SF OR HIGHER**.

The tender documents will be available on the City of Tshwane and national treasury official website ([www.tshwane.gov.za](http://www.tshwane.gov.za)) and [www.etenders.gov.za](http://www.etenders.gov.za)

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

The system comprises of the following elements:

- 80 points for price
- 20 points for specific goals.

The closing time for receipt of bids is **20 May 2026 at 10h00**

The highest scoring tenderer will not necessarily be accepted, and the Municipality reserves the right to accept any tender as a whole or in part or no tender.

The validity period for the tender after closure is 90 days. The city shall have right and power to extend any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalised while the quotations/bids are still valid.

The closing time for receipt of tenders is **20 May 2026 at 10h00**. Tenders that will be received on the closing date and time shown, must be enclosed in sealed envelopes bearing the applicable tender heading and reference number, as well as the closing time and due date, and must be addressed to the Divisional Head, SUPPLY CHAIN MANAGEMENT, PRETORIA, 0001 and must be submitted in the tender box situated at **Tshwane House, 320 Madiba Street, Pretoria, 0002**. Tenders will be opened at the latter address at the time indicated.

ENQUIRIES:      Representative:      Ms. Kgomotsego Kekana  
                         Telephone:              012 358 0817  
                         E-mail:                 [kgomotsegok@tshwane.gov.za](mailto:kgomotsegok@tshwane.gov.za)

Supply Chain Management  
Representative:      Ms. Relebogile Malatswane  
                         Telephone:              012 358 2735  
                         E-mail:                 RelebogileM@tshwane.gov.za

**Mr Johann Mettler**  
CITY MANAGER

## T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in **Annexure C of Standard for Uniformity in Engineering and Construction Works Contracts (Board Notice 423 Government Gazette No 42622 of 8 August 2019)**, bound into Section T1.2

The Standard Conditions of Tender makes several references to the Tender Data. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender to which it mainly applies.

CLAUSE NUMBER		TENDER DATA
C.1.1	Actions	The Employer is <b>City of Tshwane Metropolitan Municipality</b>
C.1.2	Tender Documents	<p>Volume 1: <u>Tender Document</u></p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering Procedures</b></p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p>T1.3 - Standard Conditions of Tender</p> <p><b>Part T2: Returnable documents</b></p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules</p> <p><b>THE CONTRACT</b></p> <p><b>Part C1: Agreements and contract data</b></p> <p>C1.1 – Form of offer and acceptance</p> <p>C1.2 – Contract data</p> <p><b>Part C2: Pricing Data</b></p> <p>C2.1 – Pricing instruction</p> <p>C2.2 – Pricing schedule</p> <p>C2.3 – Summary of pricing schedule</p> <p><b>Part C3: Scope of work</b></p>
C.1.3	Interpretation	<b>Add</b> the following new clause:
C.1.3.4		<i>The tender documents have been drafted in English. The contract arising from the invitation to tender shall be interpreted and construed in English</i>
C.1.4	Communication and Employer's Agent	<p>Agent: <b>Kgomotsego Kekana</b></p> <p>Address: <b>PO Box 440 Pretoria 0001</b> <b>Ou Raadsaal Building Church Square Pretoria</b></p> <p>Tel: <b>012 358 0817</b></p> <p>E-Mail: <b>kgomotsegok@tshwane.gov.za</b></p>
C.2.1	Eligibility (Mandatory requirements)	<p>Only those tenderers who meet the minimum criteria as set out in the Mandatory and Functional Evaluation criteria in Part T2, can be considered for evaluation.</p> <p>The following tender will be evaluated as follows:</p> <p>STAGE 1: ADMINISTRATIVE COMPLIANCE</p> <p>STAGE 2: MANDATORY REQUIREMENTS</p> <p>STAGE 3: FUNCTIONALITY CRITERIA</p>

CLAUSE NUMBER	TENDER DATA															
	<p data-bbox="555 197 1166 226">STAGE 4: PREFERENTIAL PROCUREMENT POINT SYSTEM</p> <p data-bbox="507 297 959 327">STAGE 1: ADMINISTRATIVE COMPLIANCE</p> <p data-bbox="507 342 1549 439">All the proposals will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents. Bidders complying with ALL the requirements on stage 1 will be evaluated against Mandatory requirements as set out in stage</p> <table border="1" data-bbox="507 472 1481 2033"> <thead> <tr> <th data-bbox="507 472 935 568">Compulsory Returnable Documentation (Submission of these are compulsory)</th> <th data-bbox="935 472 1106 568">Submitted (YES or NO)</th> <th data-bbox="1106 472 1481 568">Checklist (Guide for Bidder and the Bid Evaluation Committee)</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 568 935 831">           a) To enable The City to verify the bidder's tax compliance status, the bidder must provide;           <ul style="list-style-type: none"> <li>• Tax compliance status PIN.</li> <li>or</li> <li>• Central Supplier Database (CSD)</li> </ul> </td> <td data-bbox="935 568 1106 831"></td> <td data-bbox="1106 568 1481 831">Tax status must be compliant before the award.</td> </tr> <tr> <td data-bbox="507 831 935 958">           b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;         </td> <td data-bbox="935 831 1106 958"></td> <td data-bbox="1106 831 1481 958">CSD must be valid.</td> </tr> <tr> <td data-bbox="507 958 935 1480">           c) Confirmation that the bidding company's municipal service charges, rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area         </td> <td data-bbox="935 958 1106 1480"></td> <td data-bbox="1106 958 1481 1480">Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? 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CLAUSE NUMBER	TENDER DATA		
	<p>informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area</p>		
	<p>e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p> <p><b>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u></b></p>		<p>All documents fully completed (i.e. no blank spaces), All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required, Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or <b>non-submission of the MBD forms</b>, will not be considered)</p>
	<p>f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old.</p> <p><b>NB: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment. If the bidder is exempted or not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof from an "independent accounting professional as defined in regulation 26 of Companies Regulation, 2011, stating that the bidder is exempt or not required by</b></p>		<p>Applicable for tenders above R10m in conjunction with MBD 5)</p> <p>Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof from an "independent accounting professional as defined in regulation 26 of Companies Regulation, 2011, stating that the bidder is not required by law to prepare audited financial statements.</p>

CLAUSE NUMBER	TENDER DATA		
	<p><b>law to prepare audited financial statements.</b></p>		
	<p>g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</p> <p><b>NB:</b> It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.</p>		<p>If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV.</p>
	<p>h) Bidder attended a compulsory briefing session where applicable</p>		<p>A compulsory briefing register must be signed by the bidder.</p> <p><b>Bidders will be disqualified should they fail to attend compulsory briefing session</b></p>
	<p>i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.</p>		<p>Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.</p> <p><b>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.</b></p> <p><b>Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.</b></p>
<p>STAGE 2: MANDATORY REQUIREMENTS</p> <p><b>The City reserves the right to verify submitted documentation.</b></p> <p><b>Bids that do not meet the below requirements will be disqualified.</b></p> <ul style="list-style-type: none"> <li>• <b>CIDB certificate</b></li> </ul> <p>The applicant must submit a valid CIDB certificate with a grading 3SF or higher.</p> <ul style="list-style-type: none"> <li>• <b>SANS 1475 (2010) accreditation certificate</b></li> </ul> <p>Bidder must submit a SANS 1475 (2010) accreditation certificate</p> <p>The bidder must provide SANS certificate stipulating the number of years registered, the service provider must have a minimum of two (2) years registered with SANS (1475) for the</p>			

CLAUSE NUMBER	TENDER DATA
	<p>servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems.</p> <ul style="list-style-type: none"> <li>• <b>Company experience</b></li> </ul> <p>Bidders are required to submit a minimum of one (1) appointment letter and completion certificate. The appointment letter should be in company letterhead with contactable numbers and signed for similar work done by the service provider within the past 5 years.</p> <ul style="list-style-type: none"> <li>• <b>Staff Capacity</b></li> </ul> <p>Bidders must submit a detailed CV indicating the number of years the technician have been performing similar work and the required certificate.</p> <ol style="list-style-type: none"> <li>1. <b>SANS 1475</b> <ul style="list-style-type: none"> <li>- The technician must have a minimum of three (3) years for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems.</li> <li>- Attached proof of a valid SAQCC certificate/ Valid license / valid proof of registration (The South African Qualification &amp; Certification Committee for the Fire Industry) Fire Registration in terms of SANS 1475.</li> </ul> </li> <li>2. <b>SANS 10139</b> <ul style="list-style-type: none"> <li>- Technicians must have a minimum of 1 year working experience in installation, testing and commissioning of fire detection and alarm systems. Detailed CVs indicating the number of years the technicians have been performing similar work. SAQCC (The South African Qualification &amp; Certification Committee for the Fire Industry) Fire Registration in terms of SANS 10139.</li> <li>- Attached proof of a valid SAQCC certificate/ Valid license / valid proof of registration (The South African Qualification &amp; Certification Committee for the Fire Industry) Fire Registration in terms of SANS 10139.</li> </ul> </li> </ol>

CLAUSE NUMBER	TENDER DATA				
	<p><b>STAGE 3: FUNCTIONALITY CRITERIA</b></p> <p>Service Providers must submit the necessary documents to be evaluated for functionality as per the Bid Evaluation Criteria. Bids that do not achieve a minimum score of (70 out of 100) for functionality will not be evaluated further.</p>				
	<p><b>CRITERIA</b></p>	<p><b>SUB-CRITERIA</b></p>	<p><b>SCALE</b></p>	<p><b>WEIGHT</b></p>	<p><b>HIGHEST POSSIBLE SCORE</b></p>
	<p><b>Company Experience</b></p> <p>The service provider (organization profile) must have a minimum of two (2) years registered with SANS (1475) for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems (The bidder must provide SANS certificate stipulating the number of years registered)</p>	<ul style="list-style-type: none"> <li>- 2 years' experience but less than 5 years' experience</li> <li>- 5 years' experience or more</li> </ul>	<p>4</p> <p>5</p>	<p>5</p>	<p>25</p>
	<p><b>Client References (appointment letter and Completion Certificates to be attached)</b></p> <p>(the appointment letter and completion certificates should be in company letterhead with contactable numbers and signed for similar work done by the service provider by the service provider within the past 5 years )</p> <p><b>The City reserves the right to verify the submitted documentation</b></p>	<ul style="list-style-type: none"> <li>- 1 to 2 appointment letter and completion certificates</li> <li>- 3 to 4 appointment letter and completion certificates</li> <li>- 5 and above appointment letter and</li> </ul>	<p>3</p> <p>4</p> <p>5</p>	<p>6</p>	<p>30</p>

CLAUSE NUMBER	TENDER DATA				
		completion certificates			
	<p><b>Staff Capacity</b></p> <p><b>SANS 1475</b></p> <p>Technicians must have a minimum of 3 years for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems. Detailed CVs indicating the number of years the technicians have been performing similar work.</p> <p>SAQCC (The South African Qualification &amp; Certification Committee for the Fire Industry) Fire Registration in terms of SANS 1475.</p> <p><b>(a valid SAQCC certificate/ Valid license / valid proof of registration)</b></p>	<ul style="list-style-type: none"> <li>- 2 Technicians with a minimum of 3 years' experience</li> <li>- 3 Technicians with more than 3 years' experience</li> <li>- 4 or more Technicians with more than 3 years' experience</li> </ul>	<p>3</p> <p>4</p> <p>5</p>	<p>6</p>	<p>30</p>
	<p><b>SANS 10139</b></p> <p>Technicians must have a minimum of 1 year for the installation, testing and commissioning of fire detection and alarm systems. Detailed CVs indicating the number of years the technicians have been performing similar work. SAQCC (The South African Qualification &amp; Certification Committee for the Fire Industry) Fire Registration in terms of SANS 10139.</p>	<ul style="list-style-type: none"> <li>- 2 Technician with more than 1 years' experience</li> <li>- 3 Technicians with more than 1 years' experience</li> </ul>	<p>2</p> <p>3</p>	<p>5</p>	<p>15</p>

CLAUSE NUMBER	TENDER DATA			
	(a valid SAQCC certificate/ Valid license / valid proof of registration)			
	Total			100
<b>STAGE 4: PREFERENTIAL PROCUREMENT POINT SYSTEM</b>				
The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.				
The system comprises of the following elements:				
<ul style="list-style-type: none"> <li>• 80 points for price</li> <li>• 20 points for specific goals.</li> </ul>				

CLAUSE NUMBER		TENDER DATA		
		At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
		Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.
.2.2	Cost of Tendering	The employer <b>will not</b> compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.		
C.2.5	Reference Documents	<p><b>Add the following:</b></p> <p>Unless specified otherwise in this document, the following standards and conditions of contract will be applicable under this Contract:</p> <ul style="list-style-type: none"> <li>• The document “<b>Standard Specifications for Municipal Civil Engineering Works, Third Edition, 2005</b>” issued by the Divisional Head: Roads and Stormwater of the City of Tshwane.</li> </ul> <p>This document is obtainable free of charge on the website <a href="http://www.tshwane.gov.za">www.tshwane.gov.za</a>.</p> <ul style="list-style-type: none"> <li>• The latest print version as current at 30 days before close of tenders of the document “<b>NEC3: Professional Services Contracts, April 2013</b>” including corrections thereto as current at 30 days before close of tenders.</li> </ul> <p>The document may be purchased in hard copy from the <i>South African Institution of Civil Engineering</i> or may be purchased online as an electronic reference document in PDF format by following the relevant links on <a href="http://www.saice.org.za">www.saice.org.za</a>. The corrections may be downloaded from the SAICE website <a href="http://www.saice.org.za">www.saice.org.za</a>.</p>		
C.2.7	Clarification meeting	<p>The arrangements for a <b>compulsory</b> clarification meeting are as stated in the tender notice and invitation to tender</p> <p>Confirmation of attendance will be recorded on site in the attendance register to be signed by all tenderers. Addenda will be issued to and tenders received from those tendering entities appearing on the attendance register.</p> <p>Tender documents will be made available at the clarification meeting.</p>		
C.2.8	Seek clarification	<p><b>Replace</b> the clause with the following:</p> <p><i>Request clarification of the tender documents, if necessary, by notifying the employer at least <b>2 (two) working days</b> before the closing time stated in the tender data.</i></p>		
C.2.12	Alternative offers	Alternative tender offers will <b>not</b> be considered.		

CLAUSE NUMBER	TENDER DATA
<p>C.2.13 Submitting a tender offer</p> <p>C.2.13.2</p>	<ul style="list-style-type: none"> <li>• The tender offer <b>shall be completed in non-erasable black ink</b></li> <li>• Any entry made by the tenderer in the document which the tenderer desires to change, <b>shall not be erased or painted out</b>. A line shall be drawn through the incorrect entry and the correct entry shall be written above in <b>non-erasable black ink</b> and the <b>full signature</b> of the tenderer shall be placed next to the correction.</li> </ul> <p><b>Replace</b> the contents of the clause with the following:</p> <p><i>Return all volumes of the tender document to the Employer after completion of the relevant sections of each volume in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.</i></p> <p><i>All volumes are to be left intact in original format and no pages shall be removed or re-arranged</i></p>
<p>C.2.13.3</p>	<p>Parts of each tender offer communicated on paper shall be submitted as <b>an original, plus a scanned copy in PDF format on a compact disc</b>.</p> <p><b>In addition to the hard copy submission, each tenderer is required to submit a scanned copy of the fully completed and signed tender submission document. This is to be on a Compact Disc (CD or DVD) attached to the original tender submission documents, adequately identifiable as belonging to the tenderer, be in PDF format scanned at 400 DPI, and be in full colour.</b></p>
<p>C.2.13.4</p>	<p><b>Add</b> the following to the clause</p> <p><i>Only authorised signatories may sign the original and all copies of the tender offer where required.</i></p> <p><i>In the case of a <b>ONE-PERSON CONCERN</b> submitting a tender, this shall be clearly stated.</i></p> <p><i>In the case of a <b>COMPANY</b> submitting a tender, include a copy of a <b>resolution by its board of directors</b> authorising a director or other official of the company to sign the documents on behalf of the company.</i></p> <p><i>In the case of a <b>CLOSE CORPORATION</b> submitting a tender, include a copy of a <b>resolution by its members</b> authorising a member or other official of the corporation to sign the documents on each member's behalf.</i></p> <p><i>In the case of a <b>PARTNERSHIP</b> submitting a tender, <b>all the partners</b> shall sign the documents, unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case <b>proof of such authorisation</b> shall be included in the Tender.</i></p> <p><i>In the case of a <b>JOINT VENTURE/CONSORTIUM</b> submitting a tender, include <b>a resolution of each company</b> of the joint venture together with a <b>resolution by its members</b> authorising a member of the joint venture to sign the documents on behalf of the joint venture.</i></p> <p><b><u>Accept that failure to submit proof of authorisation to sign the tender shall result in the tender offer being regarded as non-responsive.</u></b></p>
<p>C.2.13.5</p>	<p>The identification details are:</p> <p>Tender Reference: <b>GPM 16 2025/26</b></p> <p>Tender Description: <b>Tender for the maintenance, repairs and upgrades of existing and new fire prevention systems city wide for period of three (3) years as and when required</b></p>

CLAUSE NUMBER	TENDER DATA
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed offers will <b>not</b> be accepted
C.2.13.10	<p><b>Add</b> the following sub- clause C.2.13.10:</p> <p><i>Accept that all conditions, which are printed or written upon any stationery used by the Tenderer for the purpose of or in connection with the submission of a tender offer for this Contract, which are in conflict with the conditions laid down in this document shall be waived, renounced and abandoned.</i></p>
C.2.14 Information and data to be completed in all respects	<p><b>Add</b> the following to the clause:</p> <p><i>The Tenderer is required to enter information in the following sections of the document:</i></p> <p><i>Section T2.2 : Returnable Schedules</i>  <i>Section C1.1 : Form of Offer and Acceptance</i>  <i>Section C1.2 : Contract Data (Part 2)</i>  <i>Section C2.2 : Pricing Schedule</i></p> <p><i>The above sections shall be signed by the Tenderer (and witnesses where required). Individual pages should only be initialled by the successful Tenderer and by the witnesses after acceptance by the Employer of the Tender Offer.</i></p> <p><i>The Tenderer shall complete and sign the Form of Offer prior to the submission of a Tender Offer.</i></p> <p><i>The Schedule of Deviations (if applicable) shall be signed by the successful Tenderer after acceptance by the Employer of the Tender Offer.</i></p> <p><i>Accept that failure on the part of the Tenderer to submit any one of the Returnable Documents listed in Part T2 – Returnable Documents within the period stipulated, shall be just cause for the Employer to consider the tender offer as being regarded as non-responsive.</i></p> <p><i>Accept that the Employer shall in the evaluation of tender offers take due account of the Tenderer’s past performance in the execution of similar engineering works of comparable magnitude, and the degree to which he possesses the necessary technical, financial and other resources to enable him to complete the Works successfully within the contract period. Satisfy the Employer and the Engineer as to his ability to perform and complete the Works timeously, safely and with satisfactory quality, and furnish details in Part T2 – Returnable Documents.</i></p>
C.2.15 Closing time	<p>The closing date and time is:</p> <p>Closing Time: <b>10:00</b></p> <p>Closing Date: <b>20 May 2026</b></p> <p>Each tender shall be enclosed in a sealed envelope, bearing the correct identification details and shall be placed in the tender box located at:</p> <p><b>(TENDER BOX AT THE ENTRANCE OF TSHWANE HOUSE)</b>  <b>TSHWANE HOUSE</b>  <b>320 MADIBA STREET</b>  <b>PRETORIA CBD</b>  <b>0002</b></p> <p>This address is 24 hours available for delivery of tender offers.</p> <p>Please ensure that all required compliance documents are included upon submission as no additional documents will be requested from bidders after closing.</p>
C.2.16 Tender offer validity	<p>The tender offer validity period is <b>90 days</b>.</p> <p><b>Add</b> the following new clause</p>

CLAUSE NUMBER	TENDER DATA
C.2.16.5	<i>If the tender validity period expires on a Saturday, Sunday or public holiday, the tender offer shall remain valid and open for acceptance until closure of business on the following working day.</i>
C.2.18 Provide other material	The tenderer shall, when requested by the employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.19 Inspections, tests and analysis	<b>Add</b> the following at the end of the clause:  <i>.... or upon written request.</i>
C.2.20 Submit securities, bonds, policies, etc.	The tenderer is required to submit with his tender proof of his Professional Indemnity Insurance.
C.2.23 Certificates	Refer to part T2 of this procurement document for a list of the documents that are to be returned with the tender.
C.2.24 <i>Canvassing and obtaining of additional information by tenderers</i>	<b>Add</b> the following new clause  <i>The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.</i>  <i>The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.</i>
C.2.25 <i>Prohibitions on awards to persons in service of the state</i>	<b>Add</b> the following new clause  <i>The Employer is prohibited to award a tender to a person -</i> a) <i>who is in the service of the state; or</i> b) <i>if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or</i> c) <i>a person who is an advisor or consultant contracted with the municipality or municipal entity.</i>  <b><i>In the service of the state means to be -</i></b> a) <i>a member of:-</i> <ul style="list-style-type: none"><li><i>• any municipal council;</i></li><li><i>• any provincial legislature; or</i></li><li><i>• the National Assembly or the National Council of Provinces;</i></li></ul> b) <i>a member of the board of directors of any municipal entity;</i> c) <i>an official of any municipality or municipal entity;</i> d) <i>an employee of any national or provincial department;</i> e) <i>provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</i> f) <i>a member of the accounting authority of any national or provincial public entity; or</i> g) <i>an employee of Parliament or a provincial legislature.</i>  In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
C.2.26 <i>Awards to close family members</i>	<b>Add</b> the following new clause  <i>Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the</i>

CLAUSE NUMBER	TENDER DATA
<p><i>of persons in the service of the state</i></p>	<p><i>service of the state (defined in clause F2.25), or has been in the service of the state in the previous twelve months, including -</i></p> <p><i>a) the name of that person;</i></p> <p><i>b) the capacity in which that person is in the service of the state; and</i></p> <p><i>c) the amount of the award.</i></p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
<p>C.2.27 Vendor registration</p>	<p><b>Add</b> the following new clause</p> <p><i>The contractor will be required registering as a supplier/ service provider on the City of Tshwane’s vendor register before any payment can be done.</i></p> <p><i>If the tenderer is already registered as a vendor, it is required to record the vendor number in space provided on the cover page of this Tender document.</i></p> <p><i>Vendor registration documents are available from the Procurement Advice Centre or can be downloaded from <a href="http://www.tshwane.gov.za/procurement.cfm">http://www.tshwane.gov.za/procurement.cfm</a></i></p> <p><i>All parties of a joint venture or consortium submitting a tender shall comply with the requirements of this clause.</i></p>
<p>C.2.28 Tax</p>	<p><b>Add</b> the following new clause</p> <p><b>National Treasury SCM Instruction no. 7 of 2017/18 clause 4 application during SCM Processes state that:</b></p> <p><i>The designated official(s) must verify the tenderer’s tax compliance status prior to the finalisation of the award of the tender or price quotation.</i></p> <p><i>Where the recommended tenderer is not tax compliant, the tenderer should be notified of their non- compliant status and the tenderer must be requested to submit to the municipality or municipal entity, within 7 working days, written proof from South African Revenue Services of their tax compliance status or proof from SARS that they have made an arrangement to meet their outstanding tax obligations. The proof of tax compliance status submitted by the tenderer to the municipality or municipal entity must be verified via the Central Supplier Database or eFiling</i></p> <p><i>Accept that the tenderer will be rejected if such tenderer fails to provide proof of tax compliance status in terms of clause 4.2 of National Treasury SCM Instruction no. 7 of 2017/18</i></p>
<p>C.3.1 Respond to requests from the tenderer</p> <p>C.3.1.1</p>	<p>The employer will respond to requests for clarification up to <b>2 (two) working days</b> before the tender closing time.</p>
<p>C.3.4 Opening of tender submissions</p>	<p>Tenders will be opened immediately after the closing time for tenders</p>
<p>C.3.11 Evaluation of tender offers</p>	<p>Specify the stages if evaluation</p>

CLAUSE NUMBER	TENDER DATA
C.3.11.1 General	<b>Method 1</b> will be used to evaluate all responsive tender offers in terms of new Clause C.3.11.2 of the Standard Conditions of Tender
C.3.11.2 <i>Method 1: Financial offer and preference</i>	<p><b>Add</b> the following new clause:</p> <p><i>The procedure for the evaluation of responsive tender is Method 1.</i></p> <p><i>The financial offer will be scored using Formula 2 (Option 1) in Table C.1 where the value of W1 is:</i></p> <ol style="list-style-type: none"> <li><i>1. 90 where the financial value of all responsive tender received have a value in excess of R50 million (all applicable taxes included).</i></li> <li><i>2. 80 where the financial value of all responsive tender has a value that equals or less than R50 million (all applicable taxes included).</i></li> </ol> <p><i>Up to 100 minus W1 tender evaluated points will be awarded to tenderers who completed the preferencing schedule and who are found to be eligible for the preference claimed.</i></p>
C.3.11.3 <i>80/20 Preference Point System</i>	<p><b>Add</b> the following new clause:</p> <p><b><i>The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:</i></b></p> <p><i>(a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R50 000 000 (all applicable taxes included):</i></p> $(i) \quad P_s = 80 \times \left[ 1 - \left( \frac{P_t - P_{min}}{P_{min}} \right) \right]$ <p><i>Where</i></p> <p><i>P<sub>s</sub> = Points scored for comparative price of tender or offer under consideration;</i></p> <p><i>P<sub>t</sub> = Comparative price of tender or offer under consideration; and</i></p> <p><i>P<sub>min</sub> = Comparative price of lowest acceptable tender or offer.</i></p> <p><i>(ii) An Employer of state may apply the formula in paragraph (i) for price quotations with a value less than R 30 000, if and when appropriate.</i></p> <p><i>(b) Subject to subparagraph (c), points must be awarded to a tender for attaining the B-BBEE status level of contributor in accordance with the table below:</i></p> <p style="text-align: center;"><b>Stage 4: Preference Point System</b></p> <p>The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.</p> <p>The system comprises of the following elements:</p> <ul style="list-style-type: none"> <li>• 80 points for price</li> <li>• 20 points for specific goals.</li> </ul>

CLAUSE NUMBER	TENDER DATA		
	Specific goals	80/20 preference point system	Proof of specific goals to be submitted
	BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul>	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
	EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
	At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
	At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
	At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
	Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

CLAUSE NUMBER	TENDER DATA
	<p>(c) A maximum of 20 points may be allocated in accordance with subparagraph (b)</p> <p>(d) The points scored by tender in respect of B-BBEE contribution contemplated in subparagraph (b) must be added to the points scored for price a calculated in accordance with subparagraph (a).</p> <p>(e) The contract must be awarded to the tender who scores the highest total number of points.</p>
<p>C.3.11.4 90/10 Preference Point System</p>	<p><b>Add</b> the following new clause:</p> <p><b>The 90/10 preference point system for acquisition of services, works or goods above a Rand value of R50 million:</b></p> <p>(a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value above R50 000 000 (all applicable taxes included):</p> <p>(i) <math display="block">P_s = 90 \times \left[ 1 - \left( \frac{P_t - P_{min}}{P_{min}} \right) \right]</math></p> <p>Where</p> <p><math>P_s</math> = Points scored for comparative price of tender or offer under consideration;</p> <p><math>P_t</math> = Comparative price of tender of offer under consideration; and</p> <p><math>P_{min}</math> = Comparative price of lowest acceptable tender or offer.</p> <p>(ii) An Employer of state may apply the formula in paragraph (i) for price quotations with a value less than R 30 000, if and when appropriate.</p> <p>(b) Subject to subparagraph (c), points must be awarded to a tender for attaining the B-BBEE status level of contributor in accordance with the table below:</p> <p>(c) A maximum of 10 points may be allocated in accordance with subparagraph (b)</p> <p>(d) The points scored by tender in respect of B-BBEE contribution contemplated in subparagraph (b) must be added to the points scored for price a calculated in accordance with subparagraph (a).</p> <p>(e) The contract must be awarded to the tender who scores the highest total number of points.</p>
<p>C.3.11.5 Scoring financial offers</p>	<p><b>Add</b> the following New Clause:</p> <p>Score the financial offers of remaining responsive tender offers using the following formula:</p> $N_{FO} = W_1 \times A$ <p>Where <math>N_{FO}</math> is the number of tender evaluation points awarded for the financial offer.</p> <p><math>W_1</math> is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the tender data.</p> <p><math>A</math> is a number calculated using the formula and option described in Table F.1 as stated in the tender data.</p>

CLAUSE NUMBER	TENDER DATA																
	<p><b>Table C.1: Formulae for calculating the value of A</b></p> <table border="1" data-bbox="564 309 1300 851"> <thead> <tr> <th data-bbox="564 309 710 421"><b>Formula</b></th> <th data-bbox="710 309 890 421"><b>Comparison aimed at achieving</b></th> <th data-bbox="890 309 1152 421"><b>Option 1<sup>a</sup></b></th> <th data-bbox="1152 309 1300 421"><b>Option 2<sup>a</sup></b></th> </tr> </thead> <tbody> <tr> <td data-bbox="564 421 710 539">1</td> <td data-bbox="710 421 890 539">Highest price or discount</td> <td data-bbox="890 421 1152 539"><math>A = \left(1 + \frac{(P - P_m)}{P_m}\right)</math></td> <td data-bbox="1152 421 1300 539"><math>A = P/P_m</math></td> </tr> <tr> <td data-bbox="564 539 710 685">2</td> <td data-bbox="710 539 890 685">Lowest price or percentage commission / fee</td> <td data-bbox="890 539 1152 685"><math>A = \left(1 - \frac{(P - P_m)}{P_m}\right)</math></td> <td data-bbox="1152 539 1300 685"><math>A = P_m/P</math></td> </tr> <tr> <td colspan="4" data-bbox="564 685 1300 851"> <p><b>a</b> <math>P_m</math> is the comparative offer of the most favourable comparative offer.  <math>P</math> is the comparative offer of the tender offer under consideration.</p> </td> </tr> </tbody> </table>	<b>Formula</b>	<b>Comparison aimed at achieving</b>	<b>Option 1<sup>a</sup></b>	<b>Option 2<sup>a</sup></b>	1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m}\right)$	$A = P/P_m$	2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$	$A = P_m/P$	<p><b>a</b> <math>P_m</math> is the comparative offer of the most favourable comparative offer.  <math>P</math> is the comparative offer of the tender offer under consideration.</p>			
<b>Formula</b>	<b>Comparison aimed at achieving</b>	<b>Option 1<sup>a</sup></b>	<b>Option 2<sup>a</sup></b>														
1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m}\right)$	$A = P/P_m$														
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$	$A = P_m/P$														
<p><b>a</b> <math>P_m</math> is the comparative offer of the most favourable comparative offer.  <math>P</math> is the comparative offer of the tender offer under consideration.</p>																	
C.3.13 Acceptance of Tender Offer	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> <li>(a) the tenderer complies with the eligibility criteria stated in clause C.2.1</li> <li>(b) the tenderer is able to provide proof of tax compliance status in terms of clause 4.2 of National Treasury SCM Instruction no. 7 of 2017/18;</li> <li>(c) the tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;</li> <li>(d) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> <li>(e) the tenderer has not: <ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract and has been given a written notice to this effect.</li> </ul> </li> <li>(f) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;</li> <li>(g) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;</li> </ul>																
C.3.17 Copies of Contract	<p><b>One</b> signed copy of contract shall be provided by the Employer to the successful Tenderer.</p>																

## T1.3 STANDARD CONDITIONS OF TENDER

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**C.1 General**

**C.1.1 Actions**

**C.1.1.1** The Employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

**C.1.1.2** The Employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the Employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

**Note:**

- 1) *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
- 2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

**C.1.1.3** The Employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

**C.1.2 Tender Documents**

The documents issued by the Employer for the purpose of a tender offer are listed in the tender data.

**C.1.3 Interpretation**

**C.1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

**C.1.3.2** These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

**C.1.3.3** For the purposes of these conditions of tender, the following definitions apply:

a) **conflict of interest** means any situation which:

- i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
- ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
- iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.

b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;

c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the Employer or his staff or agents in the tender process;

d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the Employer, including collusive practices intended to establish prices at artificial levels;

#### **C.1.4 Communication and Employer's agent**

Each communication between the Employer and a tenderer shall be to or from the Employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The Employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the Employer's agent are stated in the tender data.

#### **C.1.5 Cancellation and re-invitation of tenders**

**C.1.5.1** An organ of state may, prior to the award of the tender, cancel the tender if-

(a) due to changed circumstances, there is no longer a need for the services, works or goods requested;  
or

(b) funds are no longer available to cover the total envisaged expenditure;

(c) no acceptable tenders are received; or

(d) there is a material irregularity in the tender process.

**C.1.5.2** The decision to cancel the tender must be published in the same manner in which the original tender invitation was advertised.

**C.1.5.3** An Employer may only with the prior approval of the relevant treasury cancel a tender invitation for a second time.

#### **C.1.6 Procurement procedures**

##### **C.1.6.1 General**

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

##### **C.1.6.2 Competitive negotiation procedure**

**C.1.6.2.1** Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the Employer shall announce only the names of the tenderers who make a submission. The requirements of C.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

**C.1.6.2.2** All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the Employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

**C.1.6.2.3** At the conclusion of each round of negotiations, tenderers shall be invited by the Employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

- C.1.6.2.4** The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.
- C.1.6.3 Proposal procedure using the two stage-system**
- C.1.6.3.1 Option 1**
- Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The Employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.
- C.1.6.3.2 Option 2**
- C.1.6.3.2.1** Tenderers shall submit in the first stage only technical proposals. The Employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.
- C.1.6.3.2.2** The Employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.
- C.2 Tenderer's obligations**
- C.2.1 Eligibility**
- C.2.1.1** Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with Employer.
- C.2.1.2** Notify the Employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the Employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the Employer's written approval to do so prior to the closing time for tenders.
- C.2.2 Cost of tendering**
- C.2.2.1** Accept that, unless otherwise stated in the tender data, the Employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.
- C.2.2.2** The cost of the tender documents charged by the Employer shall be limited to the actual cost incurred by the Employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.
- C.2.3 Check documents**
- Check the tender documents on receipt for completeness and notify the Employer of any discrepancy or omission.
- C.2.4 Confidentiality and copyright of documents**
- Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the Employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
- C.2.5 Reference documents**
- Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

## **C.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the Employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

## **C.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

## **C.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the Employer at least five (5) working days before the closing time stated in the tender data.

## **C.2.9 Insurance**

Be aware that the extent of insurance to be provided by the Employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

## **C.2.10 Pricing the tender offer**

**C.2.10.1** 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 14 days before the closing time stated in the tender data.

**C.2.10.2** Show VAT payable by the Employer separately as an addition to the tendered total of the prices.

**C.2.10.3** 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.

**C.2.10.4** 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.

## **C.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the Employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

## **C.2.12 Alternative tender offers**

**C.2.12.1** Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

**C.2.12.2** Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the Employer.

**C.2.12.3** An alternative tender offer may only be considered in the event that the main tender is the winning tender.

## **C.2.13 Submitting a tender offer**

- C.2.13.1** Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
- C.2.13.2** Return all returnable documents to the Employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
- C.2.13.3** Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the Employer.
- C.2.13.4** Sign the original and all copies of the tender offer where required in terms of the tender data. The Employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the Employer shall hold liable for the purpose of the tender offer.
- C.2.13.5** Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the Employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.
- C.2.13.6** Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the Employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.
- C.2.13.7** Seal the original tender offer and copy packages together in an outer package that states on the outside only the Employer's address and identification details as stated in the tender data.
- C.2.13.8** Accept that the Employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
- C.2.13.9** Accept that tender offers submitted by facsimile or e-mail will be rejected by the Employer, unless stated otherwise in the tender data.
- C.2.14** **Information and data to be completed in all respects**  
  
Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the Employer as non-responsive.
- C.2.15** **Closing time**
- C.2.15.1** Ensure that the Employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.
- C.2.15.2** Accept that, if the Employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.
- C.2.16** **Tender offer validity**
- C.2.16.1** Hold the tender offer(s) valid for acceptance by the Employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.
- C.2.16.2** If requested by the Employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.
- C.2.16.3** Accept that a tender submission that has been submitted to the Employer may only be withdrawn or substituted by giving the Employer's agent written notice before the closing time for tenders that a tender

is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the Employer evaluating tender, the Contractor reserves the right to review the price based on Consumer Price Index (CPI).

**C.2.16.4** Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as “SUBSTITUTE”.

**C.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the Employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

*Note:* Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

**C.2.18 Provide other material**

**C.2.18.1** Provide, on request by the Employer, any other material that has a bearing on the tender offer, the tenderer’s commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the Employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the Employer’s request, the Employer may regard the tender offer as non-responsive.

**C.2.18.2** Dispose of samples of materials provided for evaluation by the Employer, where required.

**C.2.19 Inspections, test and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

**C.2.20 Submit securities, bonds and policies**

If requested, submit for the Employer’s acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**C.2.21 Check final draft**

Check the final draft of the contract provided by the Employer within the time available for the Employer to issue the contract.

**C.2.22 Return of other tender documents**

If so instructed by the Employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

**C.2.23 Certificates**

Include in the tender submission or provide the Employer with any certificates as stated in the tender data.

**C.3 The Employer’s undertakings**

**C.3.1 Respond to requests from the tenderer**

**C.3.1.1** Unless otherwise stated in the Tender Data respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

**C.3.1.2** Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

**C.3.2 Issue addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

**C.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**C.3.4 Opening of tender submissions**

**C.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**C.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

**C.3.4.3** Make available the record outlined in C.3.4.2 to all interested persons upon request.

**C.3.5 Two-envelope system**

**C.3.5.1** Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

**C.3.5.2** Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality

**C.3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

**C.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

**C.3.8 Test for responsiveness**

**C.3.8.1** Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

**C.3.8.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

**C.3.9 Arithmetical errors, omissions and discrepancies**

**C.3.9.1** Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

**C.3.9.2** Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - ii) the summation of the prices.

**C.3.9.3** Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

**C.3.9.4** Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

**C.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

**C.3.11 Evaluation of tender offers**

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the Employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require Employers to conduct the process of offer and acceptance in terms of a set of standard procedures

<b>The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:</b>	
<b>Requirement</b>	<b>Qualitative interpretation of goal</b>
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

**The activities associated with evaluating tender offers are as follows:**

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

**C.3.11.1 General**

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

**C.3.12 Insurance provided by the Employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the Employer to provide.

**C.3.13 Acceptance of tender offer**

Accept the tender offer, if in the opinion of the Employer, it does not present any unacceptable commercial risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the Employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the Employer, to perform the contract free of conflicts of interest.

**C.3.14 Prepare contract documents**

**C.3.14.1** If necessary, revise documents that shall form part of the contract and that were issued by the Employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the Employer and the successful tenderer.

**C.3.14.2** Complete the schedule of deviations attached to the form of offer and acceptance, if any.

**C.3.15 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

**C.3.16 Registration of the award**

An Employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the CIDB Register of Projects.

**C.3.16.2** After the successful tenderer has been notified of the Employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

**C.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the tender data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

**C.3.18 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

# **PART T2: RETURNABLE DOCUMENTS**

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## T2.1 LIST OF RETURNABLE DOCUMENTS

### RD.A MANDATORY RETURNABLE DOCUMENTS

**Note:** *Failure to submit, fully complete and sign the applicable documents and submit all required attachments will result in the tender offer being disqualified from further consideration*

Document Name	Reference	Confirmation of Document Included (Tenders may use this column to confirm documents have been completed and included in the tender)
Compulsory Enterprise Questionnaire	Form RD.A.1	
<b>MBD 4:</b> Declaration of interest in tender of persons in service of state	Form RD.A.2	
<b>MBD 8:</b> Declaration of tenderer's past supply chain management practises	Form RD.A.3	
<b>MBD 9:</b> Certificate of independent tender determination	Form RD.A.4	
Certificate of authority of signatory	Form RD.A.5	
Certificate of authority of signatory for joint ventures and consortia	Form RD.A.6	

### RD.B RETURNABLE DOCUMENTS REQUIRED FOR PREFERENTIAL PROCUREMENT EVALUATION PURPOSES

**Note:** *Failure to submit, fully complete and sign the applicable documents and submit all required attachments will result in the tender offer being awarded 0 (zero) preference points*

Document Name	Reference	Confirmation of Document Included (Tenders may use this column to confirm documents have been completed and included in the tender)
Valid B-BBEE Status Level of Contributor Certificate	Form RD.B.1	
<b>MBD 6.1:</b> Preference points claim form in terms of the Preferential Procurement Regulations, 2022	Form RD.B.2	
B-BBEE Exempted Micro Enterprise – Sworn Affidavit	Form RD.B.3	
Promotion of local enterprises (Local Economic Participation)	Form RD.B.4	
Certified copy of Identity Document/s proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)	Form RD.B.5	
Medical Certificate with doctor's details (Practice Number, Physical Address and contact numbers) proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)	Form RD.B.6	

**RD.C ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES**

<b>Document Name</b>	<b>Reference</b>	<b>Confirmation of Document Included</b> (Tenders may use this column to confirm documents have been completed and included in the tender)
Valid Tax Compliance Status	RD.C.1	
Proof of registration on CSD with National Treasury	RD.C.2	
<b>MBD 5:</b> Declaration for procurement above R10 million (all applicable taxes included)	RD.C.3	
Proof of Registration with CIDB	RD.C.4	
Compliance with OHSA (Act 85 of 1993)	RD.C.5	
Record of services provided to organs of state	RD.C.6	
Status of concern submitting tender	RD.C.7	
Classification of business	RD.C.8	
Mandatory requirements	RD.C.9	
Mandatory requirements	RD.C.10	
Mandatory requirements (Company experience)	RD.C.11	
Mandatory requirements Key staff	RD.C.12	
Mandatory requirements Key staff	RD.C.13	

**RD.D OTHER DOCUMENTS REQUIRED FOR FUNTIONALITY EVALUATION PURPOSES AND THAT WILL FORM PART OF THE CONTRACT**

<b>Document Name</b>	<b>Reference</b>	<b>Confirmation of Document Included</b> (Tenders may use this column to confirm documents have been completed and included in the tender)
<b>Functionality Criteria</b>	RD.D.1	
Company Experience	RD.D.2	
Key Staff capacity	RD.D.3	
Record of addenda to tender documents	RD.D.4	
Form of offer and acceptance	Section C1.1	
Data provided by the contractor	Section C1.2	

## T2.2 RETURNABLE SCHEDULES

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**FORM RD.A.1 COMPULSORY ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of Enterprise:**

**Section 2: VAT registration number, if any:**

**Section 3: CIDB registration number, if any:**

**Section 4: CSD number:**

**Section 5: Particulars of sole proprietors and partners in partnerships:**

Name*	Identity Number*	Personal Income Tax Number*

*\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

**Section 6: Particulars of companies and close corporations**

Company registration number:

Close corporation number:

Tax reference number:

**Section 7: MBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

**Section 9: MBD8 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

**Section 10: MBD9 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Position</b>	
<i>Enterprise Name:</i>			

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name of bidder or his or her representative: .....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>) .....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number: .....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? YES / NO
  - 3.8.1 If yes, furnish particulars. ....

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

- 3.9 Have you been in the service of the state for the past twelve months? YES/NO
- 3.9.1 If yes, furnish particulars. ....
- 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO
- 3.10.1 If yes, furnish particulars. ....
- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO
- 3.11.1 If yes, furnish particulars. ....
- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO
- 3.12.1 If yes, furnish particulars. ....
- 3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO
- 3.13.1 If yes, furnish particulars. ....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:

.....

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

4. **Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	State Employee Number

.....  
Signature

Date

.....

.....  
Capacity

.....  
Name of Bidder

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

**FORM RD.A.3 MBD 8: DECLARATION OF TENDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTISES**

1. This municipal tender document must form part of all tenders invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The tender of any tenderer may be rejected if that tenderer, or any of it's directors have:
  - a. abused the municipality's/municipal entity's supply management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. wilfully neglected, reneged on or failed to comply with any government, Municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender:

Item	Question	Response	
4.1	<p>Is the tenderer, any of it's directors listed on the National Treasurer's database as a company or persons prohibited from doing business with the public sector?  <b>(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied)</b></p> <p>If so, furnish particulars:</p>	YES	NO
4.2	<p>Is the tenderer or any of it's directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004)?  <b>(To access this register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-326-5445).</b></p> <p>If so, furnish particulars:</p>	YES	NO
4.3	<p>Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p> <p>If so, furnish particulars:</p>	YES	NO

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

Item	Question	Response	
4.4	<p>Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality/municipal entity, that is in arrears for more than three months?</p> <p>If so, furnish particulars:</p>	YES	NO
4.5	<p>Was any contract between the tenderer and the municipality/municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p> <p>If so, furnish particulars:</p>	YES	NO

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the tender:

Full name (in BLOCK letters): \_\_\_\_\_

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

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

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

**FORM RD.A.4 MBD 9: CERTIFICATION OF INDEPENDENT TENDER DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids <sup>1</sup>invited.
2. Section 4 (1) (b) (iii) of the Competition Act Nol. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive tendering (or bid rigging<sup>2</sup>). Collusive tendering is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. Take all reasonable steps to prevent such abuse;
  - b. Reject the tender of any tenderer if that tenderer or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. Cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the tendering process or the execution of the contract.
4. This will serve as a certificate of declaration that would be used by institutions to ensure that, when tenders are considered, reasonable steps are taken to prevent any form of tender-rigging.
5. In order to give effect to the above, the attached Certificate of Tender Determination must be completed and submitted with the tender.

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

### CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying tender:

**GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required**

in response to the invitation for the tender made by

#### **City of Tshwane Metropolitan Municipality**

do hereby make the following statement that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ that:  
(Name of tenderer)

1. I have read and understand the contents of this certificate;
2. I understand that the accompanying tender will be disqualified if this certificate is found not to be true and complete in every aspect;
3. I am authorised by the tenderer to sign this certificate, and to submit the accompanying tender, on behalf of the tenderer;
4. Each person whose signature appears on the accompanying tender has been authorised by the tenderer to determine the terms of, and to sign, the tender, on behalf of the tenderer;
5. For the purposes of this Certificate and the accompanying tender, I understand that the word "competitor" shall include any individual or organization, other than the tenderer, whether or not affiliated with the tenderer who:
  - a. Has been requested to submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
  - b. Could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at the accompanying tender independently form, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>33</sup> will not be construed as collusive tendering.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. Prices;
  - b. Geographical area where product of services will be rendered (market allocation);
  - c. Methods, factors or formulas used to calculate prices;
  - d. The intention or decision to submit or not to submit, a tender;
  - e. The submission of a tender which does not meet the specifications and conditions of the tender; or
  - f. Tendering with the intention not to win the tender.

---

<sup>3</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.

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

- 8. In addition, there have been no consultations, communications, agreements or arrangement with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
- 9. The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practises related to tenders and contracts, tenders 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 form conduction 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.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the tender:

Full name (in BLOCK letters): \_\_\_\_\_

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

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

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

**FORM RD.A.5 CERTIFICATE OF AUTHORITY OF SIGNATORY**

**RESOLUTION** of the meeting of the \*Board of Directors/Members/Partners of

\_\_\_\_\_  
 \_\_\_\_\_  
 (Legally correct full name and registration number, if applicable, of the enterprise)

Held at: \_\_\_\_\_ (place)

On: \_\_\_\_\_ (date)

**RESOLVED** that:

- The enterprise submits a tender to the Tshwane Metro Municipality in respect of the following project:

Tender Number:	GPM 16-2025/26:
Tender Description:	<b>Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required</b>

- \*Mr/Ms: \_\_\_\_\_  
 in \*his/her capacity as \_\_\_\_\_

and who will sign as follow:

Proof signature	Proof signature
-----------------	-----------------

be, and is hereby authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender for the enterprise mentioned above

NAME	CAPACITY	SIGNATURE

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

\*Joint venture/consortium name: \_\_\_\_\_

We, the undersigned, are submitting this tender in a \*joint venture/consortium and hereby authorise \*Mr/Ms

\_\_\_\_\_ authorised signatory of the enterprise

\_\_\_\_\_ acting in the capacity of lead partner

to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender for the \*joint venture/consortium mentioned above.

Registered name of enterprise	Registration number	% of contract value	Address	Duly authorised signatory	Mark with (x) for lead partner

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the tender:

Full name (in BLOCK letters): \_\_\_\_\_

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

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

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

**FORM RD.B.1 VALID B-BBEE STATUS LEVEL OF CONTRIBUTOR CERTIFICATE**

Submit B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA).

NOTE:

1. Attach original copy of B-BBEE Verification Certificate to this page.
2. In the case of a joint venture / consortium parties must each attach original copy of their B-BBEE Verification Certificates.

**FORM RD.B.2 MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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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).

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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).

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 points is allocated for price on the following basis:

**80/20**

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

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 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 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 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 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 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

**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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies		
Level 1	8 Points	
Level 2	7 Points	
Level 3	6 Points	
Level 4	5 Points	
Level 5	4 Points	
Level 6	3 Points	
Level 7	2 Points	
Level 8	1 Point	
Non-compliant	0 Points	
EME and/or QSE	2 Points	
At least 51% Women owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Points	
Local Economic Participation		
City of Tshwane Participants	4 Points	
Gauteng Participants	2 Points	
National participants	1 Points	

**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

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

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.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.7. Name of company/firm.....

4.8. Company registration number: .....

4.9. 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]

4.10. 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:

- v) The information furnished is true and correct;
- vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- vii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and

Contract: GPM 16-2025/26: Tender to appoint service provider/s for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems city wide: three (3) year period as and when required

4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

viii) 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 –

- (f) disqualify the person from the tendering process;
- (g) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (h) 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;
- (i) 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
- (j) forward the matter for criminal prosecution, if deemed necessary.

NAME:  
(in BLOCK letters)

\_\_\_\_\_

CAPACITY:  
(of authorized agent)

\_\_\_\_\_

SIGNATURE:  
(of authorized agent)

\_\_\_\_\_

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

WITNESSES:  
(Full name in BLOCK letters and signature)

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

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

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

**FORM RD.B.3 B-BBEE EXEMPTED MICRO ENTERPRISE – SWORN AFFIDAVIT**

I, the undersigned

<b>Full Name &amp; Surname</b>																			
<b>Identity Number</b>									-						-			-	

Hereby declare under oath as follow:

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

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>Enterprise Address</b>	

3. I hereby declare under oath that:

- The enterprise is \_\_\_\_\_ % black owned;
- The enterprise is \_\_\_\_\_ % black woman owned;
- Based on the audited management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R 10,000,000 (ten million rands);
- Please confirm on the below the B-BBEE level contributor, by ticking the applicable box.

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

4. The entity is an empowering supplier in terms of the DTI Codes of Good Practice
5. I know and understand the contents of the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 (twelve) month from the date signed by the commissioner.

Deponent Signature:	Date:
Commissioner of oaths (Signature and stamp)	

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

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**FORM RD.B.4 PROMOTION OF LOCAL ENTERPRISES**

The City of Tshwane has mandated the promotion of local enterprises. To comply with this the tenderer must provide proof of the type of business unit and whether the unit resides within the Tshwane and will be scored as follow:

**80/20 preference point system applies:**

	Promotion of local enterprises
<b>No Response (score 0)</b>	The tenderer did not respond or comply with this evaluation schedule. A score of 0 will also be awarded for any misrepresentation made in this regard,
<b>Satisfactory (score 2)</b>	The tenderer operates a head office or fully staffed office or his sole office outside the boundaries of Gauteng Province. (I.e. no business unit or office resides within the boundaries of Tshwane Metropolitan Municipality)
<b>Good (score 2)</b>	The tenderer’s office resides within the boundaries of Gauteng Province. (I.e. no business unit or office resides within the boundaries of Tshwane Metropolitan Municipality)
<b>Very good (score 4)</b>	The tenderer’s office resides within the boundaries of the Tshwane Metropolitan Municipality.

**Municipal Rates & Taxes not older than three months from tender advertisement date or Valid Lease Agreement should be attached as evidence.**

<p>The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.</p>	
<p><b>Person authorized to sign the tender:</b></p>	
<p>Full name (in BLOCK letters):</p>	_____
<p>Signature:</p>	_____
<p>Date:</p>	_____

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

**FORM RD.B.5 At least 51% Women owned companies and At least 51% owned companies by Youth**

The City of Tshwane has mandate for the promotion At least 51% Women owned companies and At least 51% owned companies by youth. To comply with this the tenderer must provide Certified copy of Identity Document/s that proof that company is 51% owned by Women or youth

	Promotion At least 51% Women owned companies and At least 51% owned companies by youth
No Response (score 0)	The tenderer did not respond or comply with this evaluation schedule. A score of 0 will also be awarded for any misrepresentation made in this regard,
Good (score 2)	Certified copy of Identity Document/s that proof that company is 51% owned by Women
Good (score 2)	Certified copy of Identity Document/s that proof that company is 51% owned by youth

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

**Person authorized to sign the tender:**

Full name (in BLOCK letters): \_\_\_\_\_

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

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

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

**FORM RD.B.6 At least 51% owned companies by People with disability**

The City of Tshwane has mandate for the promotion of At least 51% owned companies by People with disability. To comply with this the tenderer must provide Medical Certificate with doctor’s details (Practice Number, Physical Address and contact numbers that proof that company is 51% owned by People with disability

<b>Promotion of At least 51% owned companies by People with disability</b>	
<b>No Response (score 0)</b>	The tenderer did not respond or comply with this evaluation schedule. A score of 0 will also be awarded for any misrepresentation made in this regard,
<b>Good (score 2)</b>	Medical Certificate with doctor’s details (Practice Number, Physical Address and contact numbers

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

**Person authorized to sign the tender:**

**Full name (in BLOCK letters):** \_\_\_\_\_

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

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

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

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**FORM RD.C.1      VALID TAX COMPLIANCE STATUS**

1. Attach a valid Tax Compliance Status

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Part C1: Agreement and Contract Data

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**FORM RD.C.2 PROOF OF REGISTRATION ON CSD WITH NATIONAL TREASURY**

Attach original or certified copy of CSD registration certificate to this page.

In the case of a joint venture / consortium (excluding consulting engineering partners) the joint venture consortium must attach original or certified copy of their CSD registration certificate to this page.

**FORM RD.C.3 MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements \*YES / NO

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for auditing?

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? \*YES / NO

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. \*YES / NO

2.2 If yes, provide particulars.  
.....  
.....  
.....  
.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? \*YES / NO

3.1 If yes, furnish particulars  
.....  
.....

4.1 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? \*YES / NO

4.1 If yes, furnish particulars  
.....  
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of Bidder

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Part C1: Agreement and Contract Data

**FORM RD.C.4 PROOF OF REGISTRATION WITH THE CIDB**

3. Attach original or certified copy of CIDB registration certificate to this page.
4. In the case of a joint venture / consortium (excluding consulting engineering partners) parties must each attach original or certified copy of their CIDB registration certificate.

Firm	CRS Number	CIDB Grading	Lead Partner (Indicate with X)
<b>Combined CIDB Grading for Joint Venture / Consortium:</b>			

(Calculator is available at <https://registers.cidb.org.za/common/jvcalc.asp>)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the tender:

Full name (in BLOCK letters): \_\_\_\_\_

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

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

**GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

Part C1: Agreement and Contract Data

**FORM RD.C.5 COMPLIANCE WITH OHSA (ACT 85 OF 1993)**

Tenderers are required to satisfy the employer and the engineer as to their ability and available resources to comply with the above by answering the following questions and providing the relevant information required below.

(Tick applicable box)

1. Are your company familiar with the OHSA (ACT 85 of 1993) and its Regulations?	<b>YES</b>	<b>NO</b>
2. Who will prepare your company's Health and Safety Plan? Provide a copy of the person/s curriculum vitae/s or company profile.		
3. Do your company have a health and safety policy? If <b>YES</b> provide a copy.	<b>YES</b>	<b>NO</b>
4. How is this policy communicated to your employees? Provide supporting documentation.	<b>YES</b>	<b>NO</b>
5. Do your company keep record of safety aspects of each site where work is performed? If <b>YES</b> what records are kept?	<b>YES</b>	<b>NO</b>
6. Do your company conduct monthly safety meetings? If <b>YES</b> , who is the chairperson of the meeting, and attend these meetings?	<b>YES</b>	<b>NO</b>
7. Do your company have a safety officer in its employment, responsible for overall safety of your company? If <b>YES</b> , explain his duties and provide a copy of his CV	<b>YES</b>	<b>NO</b>
8. Do your company have trained first aid employees? If <b>YES</b> , indicate who.	<b>YES</b>	<b>NO</b>
9. Do your company have a safety induction training programme in place? If <b>YES</b> , provide a copy.	<b>YES</b>	<b>NO</b>
10. Do your company conduct medical surveillance for its employees?	<b>YES</b>	<b>NO</b>

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the tender:

Full name (in BLOCK letters): \_\_\_\_\_

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

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

**GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

Part C1: Agreement and Contract Data

**FORM RD.C.6 RECORD OF SERVICES PROVIDED TO ORGANS OF STATE**

Tenderers are required to complete this record in terms of the Supply Chain Management Regulations issued in terms of the Municipal Finance Management Act of 2003.

Include only those contracts where the tenderer identified in the signature block below was directly contracted by the employer. Tenderers must not include services provided in terms of a sub-contract agreement.

Where contracts were awarded in the name of a joint venture and the tenderer formed part of that joint venture, indicate in the column entitled "Title of the contract for the service" that was in joint venture and provide the name of the joint venture that contracted with the employer. In the column for the value of the contract for the service, record the value of the portion of the contract performed (or to be performed) by the tender.

Complete the record or attach the required information in the prescribed tabulation

<b>ALL SERVICES COMMENCED OR COMPLETED TO AN ORGAN OF STATE IN THE LAST FIVE YEARS</b>				
	<b>Organ of state, i.e. national or provincial department, public entity, municipality or municipal entity.</b>	<b>Title of contract for the service</b>	<b>Value of contract for service incl. VAT (Rand)</b>	<b>Date completed (State current if not yet completed)</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

(Attach additional pages if more space is required.)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the tender:

Full name (in BLOCK letters): \_\_\_\_\_

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

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

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Part C1: Agreement and Contract Data

**FORM RD.C.7 STATUS OF CONCERN SUBMITTING TENDER**

1. General

State whether the tenderer is a company, a closed corporation, a partnership, a sole practitioner, a joint venture/consortium or a co-operative

Public Company	<input type="checkbox"/>
Private Company	<input type="checkbox"/>
Closed Corporation	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Sole Proprietary	<input type="checkbox"/>
Joint Venture / Consortium	<input type="checkbox"/>
Co-operative	<input type="checkbox"/>

(Mark the appropriate option)

2. Information to be provided

If the Tendering Entity is a:		Documentation to be submitted with the tender
1	<u>Closed Corporation</u> , incorporated under the Close Corporation Act, 1984, Act 69 of 1984	CIPRO CK1 or CK2 (Certified copies of the founding statement) and list of members
2	<u>Private Company</u> incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 (Including Companies incorporated under Art 53 (b))	Certified copies of: a) CIPRO CM 1 - Certificate of Incorporation b) CIPRO CM 29 – Contents of Register of Directors, Auditors and Officers c) Shareholders Certificates of all Members of the Company, plus a signed statement of the Company’s Auditor, certifying each Member’s ownership/shareholding percentage relative to the total.
3	<u>Private Company</u> incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 in which any, or all, <u>shares are held by another</u> Closed Corporation or company with, or without, share capital.	Certified copies of documents referred to in 1 and/or 2 above in respect of all such Closed Corporations and/or Companies
4	<u>Public Company</u> incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 (Including Companies incorporated under Art 21)	A signed statement of the Company’s Secretary confirming that the Company is a public Company.
5	<u>Sole Proprietary</u> or a <u>Partnership</u>	Certified copy of the Identity Document of: a) such Sole Proprietary, or b) Each of the Partners in the Partnership Certified copy of the Partnership agreement.

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Part C1: Agreement and Contract Data

	If the Tendering Entity is a:	Documentation to be submitted with the tender
6	<u>Co-operative</u>	CIPRO CR2 - Certified copies of Company registration document.
7	<u>Joint Venture / Consortium</u>	All the documents (as described above) as applicable to each partner in the joint venture / consortium as well as a certified copy of the joint venture / consortium agreement.

**Note:**

1. If the shares are held in trust provide a copy of the Deed of Trust (only the front page and pages listing the trustees and beneficiaries are required) as well as the Letter of Authority as issued by the Master of the Supreme Court wherein trustees have been duly appointed and authorised
2. Include a certified copy of the Certificate of Change of Name (CM9) if applicable.

3. Registered for VAT proposes in terms of the Value-Added Tax Act (89 of 1991)

Yes


No

(Make an X in the appropriate space)

REGISTRATION NO: \_\_\_\_\_

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Part C1: Agreement and Contract Data

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**FORM RD.C.8 CLASSIFICATION OF BUSINESS**

1. The Small Businesses are defined in the National Small Business Act, 1996 (Act 102 of 1996).

2. Information furnished with regard to the classification of Small businesses

(a.) Indicate whether the company/entity is defined as a small, medium or micro enterprise by the National Small Business Act.

YES	NO
-----	----

(Tick appropriate box)

(b.) If the response to 2.(a.) is **YES**, the following must be completed:

i. Sector/sub-sector in accordance with the Standard Industrial classification:

\_\_\_\_\_

ii. Size or class:

\_\_\_\_\_

iii. Total full-time equivalent of paid employees:

\_\_\_\_\_

iv. Total annual turnover:

\_\_\_\_\_

v. Total gross asset value (fixed property excluded):

\_\_\_\_\_

(A schedule indicating the different sectors is attached to this form.)

(c.) The tenderer should substantiate the information provided by submitting the following documentation:

i. A letter from the tenderer's auditor or an affidavit from the South African Police Services confirming the correctness of the abovementioned information,

ii. Company profile indicating the tenderer's staff compliment, and

iii. 3 year financial statement or since their establishment if established during the past 3 years.

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Part C1: Agreement and Contract Data

**SCHEDULE OF SECTORS**

SIZE OF CLASS	THE TOTAL FULL-TIME EQUIVALENT OF PAID EMPLOYEES	TOTAL TURNOVER	TOTAL GROSS ASSET VALUE (FIXED PROPERTY EXCLUDED)
<b>AGRICULTURE</b>			
Medium	100	R 5 mil	R 5 mil
Small	50	R 3 mil	R 3 mil
Very Small	10	R 500 000	R 500 000
Micro	5	R 200 000	R 100 000
<b>MINING AND QUARRYING</b>			
Medium	200	R 39 mil	R 23 mil
Small	50	R 10 mil	R 6 mil
Very Small	20	R 4 mil	R 2 mil
Micro	5	R 200 000	R 100 000
<b>MANUFACTURING</b>			
Medium	200	R 51 mil	R 19 mil
Small	50	R 13 mil	R 5 mil
Very Small	20	R 5 mil	R 2 mil
Micro	5	R 200 000	R 100 000
<b>ELECTRICITY, GAS &amp; WATER</b>			
Medium	200	R 51 mil	R 19 mil
Small	50	R 13 mil	R 5 mil
Very Small	20	R 5.1 mil	R 1.9 mil
Micro	5	R 200 000	R 100 000
<b>CONSTRUCTION</b>			
Medium	200	R 26 mil	R 5 mil
Small	50	R 6 mil	R 1 mil
Very Small	20	R 3	R 500 000
Micro	5	R 200 000	R 100 000
<b>RETAIL AND MOTOR TRADE &amp; REPAIR SERVICES</b>			
Medium	200	R 39 mil	R 6 mil
Small	50	R 19 mil	R 3 mil
Very Small	20	R 4 mil	R 600 000
Micro	5	R 200 000	R 100 000
<b>WHOLESALE TRADE, COMMERCIAL AGENTS AND ALLIED SERVICES</b>			
Medium	200	R 64 mil	R 10 mil
Small	50	R 32 mil	R 5 mil
Very Small	20	R 6 mil	R 600 000
Micro	5	R 200 000	R 100 000
<b>CATERING, ACCOMMODATION AND OTHER TRADE</b>			
Medium	200	R 13 mil	R 3 mil
Small	50	R 6 mil	R 1 mil
Very Small	20	R 5.1 mil	R 1.9 mil
Micro	5	R 200 000	R 100 000
<b>TRANSPORT, STORAGE &amp; COMMUNICATIONS</b>			
Medium	200	R 26 mil	R 6 mil
Small	50	R 13 mil	R 3 mil
Very Small	20	R 3 mil	R 600 000
Micro	5	R 200 000	R 100 000
<b>FINANCE &amp; BUSINESS SERVICES</b>			
Medium	200	R 26 mil	R 5 mil
Small	50	R 13 mil	R 3 mil
Very Small	20	R 3 mil	R 500 000
Micro	5	R 200 000	R 100 000
<b>COMMUNITY, SOCIAL AND PERSONAL SERVICES</b>			
Medium	200	R 13 mil	R 6 mil
Small	50	R 6 mil	R 3 mil
Very Small	20	R 1mil	R 600 000
Micro	5	R 200 000	R 100 000

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Part C1: Agreement and Contract Data

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**FORM RD.C.9 MANDATORY REQUIREMENTS**

***The City reserves the right to verify submitted documentation.***

***Bids that do not meet the below requirements will be disqualified.***

- ***CIDB certificate***

*The applicant must submit a valid CIDB certificate with a grading 3SF or higher.*

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**FORM RD.C.10 MANDATORY (SANAS CERTIFICATE)**

- **SANS 1475 (2010) accreditation certificate**

*Bidder must submit a SANS 1475 (2010) accreditation certificate*

*The bidder must provide SANS certificate stipulating the number of years registered the service provider must have a minimum of two (2) years registered with SANS (1475) for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems.*

<b><i>The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.</i></b>	
<b><i><u>Person authorized to sign the tender:</u></i></b>	
<b><i>Full name (in BLOCK letters):</i></b>	_____
<b><i>Signature:</i></b>	_____
<b><i>Date:</i></b>	_____

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**FORM RD.C.11 COMPANY EXPERIENCE**

Bidders are required to submit a minimum of one (1) appointment letter and completion certificate. The appointment letter should be in company letterhead with contactable numbers and signed for similar work done by the service provider within the past 5 years.

Employer, contact person and telephone number	Description of contract	Year of project completion.	Corresponding Letters of appointment and completion certificates Attached YES / NO

*The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

**Person authorized to sign the tender:**

**Full name (in BLOCK letters):** \_\_\_\_\_

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

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

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**FORM RD.C.12 MANDATORY KEY STAFF**

Bidders must submit a detailed CV indicating the number of years the technician have been performing similar work and the required certificate.

**1. SANS 1475**

- The technician must have a minimum of three (3) years for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems.
- Attached proof of a valid SAQCC certificate/ Valid license / valid proof of registration (The South African Qualification & Certification Committee for the Fire Industry) Fire Registration in terms of SANS 1475.

	NAME	NUMBER OF YEARS WORKING EXPERIENCE	VALID SAQCC CERTIFICATE/ VALID LICENSE / VALID PROOF OF REGISTRATION
1			
2			
3			
4			
5			
6			
7			
8			

*The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

**Person authorized to sign the tender:**

**Full name (in BLOCK letters):** \_\_\_\_\_

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

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

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

**CURRICULUM VITAE OF KEY PERSONNEL**

*The technician must have a minimum of three (3) years for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems*

<b>Name:</b>	<b>Date of birth:</b>
<b>Profession:</b>	<b>Nationality:</b>
<b>Qualifications:</b>	
<b>Professional membership:</b>	
<b>Number of years post registration experience:</b>	
<b>Name of employer (firm):</b>	
<b>Current position:</b>	<b>Years with firm:</b>
<b>Employment record:</b> (list in chronological order starting with earliest work experience)	
<b>Experience record pertinent to project scope:</b>	
<b>Certification:</b>	
<p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications, and my experience.</p>	
_____	_____
<i>(Signature of person named in schedule)</i>	Date:

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

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**FORM R.D.C 13 MANDATORY KEY STAFF SANS 10139**

- *Technicians must have a minimum of 1 year working experience in installation, testing and commissioning of fire detection and alarm systems. Detailed CVs indicating the number of years the technicians have been performing similar work. SAQCC (The South African Qualification & Certification Committee for the Fire Industry) Fire Registration in terms of SANS 10139.*
- *Attached proof of a valid SAQCC certificate/ Valid license / valid proof of registration (The South African Qualification & Certification Committee for the Fire Industry) Fire Registration in terms of SANS 10139.*

	NAME	NUMBER OF YEARS WORKING EXPERIENCE	VALID SAQCC CERTIFICATE/ VALID LICENSE / VALID PROOF OF REGISTRATION
1			
2			
3			
4			
5			
6			
7			
8			

*The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

*Person authorized to sign the tender:*

*Full name (in BLOCK letters):*

\_\_\_\_\_

*Signature:*

\_\_\_\_\_

*Date:*

\_\_\_\_\_

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

**CURRICULUM VITAE OF KEY PERSONNEL**

*Technicians must have a minimum of 1 year working experience in installation, testing and commissioning of fire detection and alarm systems. Detailed CVs indicating the number of years the technicians have been performing similar work. SAQCC (The South African Qualification & Certification Committee for the Fire Industry) Fire Registration in terms of SANS 10139*

<b>Name:</b>	<b>Date of birth:</b>
<b>Profession:</b>	<b>Nationality:</b>
<b>Qualifications:</b>	
<b>Professional membership:</b>	
<b>Number of years post registration experience:</b>	
<b>Name of employer (firm):</b>	
<b>Current position:</b>	<b>Years with firm:</b>
<b>Employment record:</b> (list in chronological order starting with earliest work experience)	
<b>Experience record pertinent to project scope:</b>	
<b>Certification:</b>	
I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications, and my experience.	

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

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<i>(Signature of person named in schedule)</i> _____ _____	Date: _____ _____

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Part C1: Agreement and Contract Data

**FORM RD.D.1 FUNCTIONALITY CRITERIA**

Service Providers must submit the necessary documents to be evaluated for functionality as per the Bid Evaluation Criteria. Bids that do not achieve a minimum score of (70 out of 100) for functionality will not be evaluated further.

CRITERIA	SUB-CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
<p><b>Company Experience</b> The service provider (organization profile) must have a minimum of two (2) years registered with SANS (1475) for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems (The bidder must provide SANS certificate stipulating the number of years registered)</p>	<p>- 2 years' experience but less than 5 years' experience - 5 years' experience or more</p>	<p>4 5</p>	<p>5</p>	<p>25</p>
<p><b>Client References (appointment letter and Completion Certificates to be attached)</b> (the appointment letter and completion certificates should be in company letterhead with contactable numbers and signed for similar work done by the service provider by the service provider within the past 5 years )  <b>The City reserves the right to verify the submitted documentation</b></p>	<p>- 1 to 2 appointment letter and completion certificates - 3 to 4 appointment letter and completion certificates - 5 and above appointment letter and completion certificates</p>	<p>3 4 5</p>	<p>6</p>	<p>30</p>

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

<p><b>Staff Capacity</b></p> <p><b><u>SANS 1475</u></b></p> <p>Technicians must have a minimum of 3 years for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention systems. Detailed CVs indicating the number of years the technicians have been performing similar work.</p> <p>SAQCC (The South African Qualification &amp; Certification Committee for the Fire Industry) Fire Registration in terms of SANS 1475.</p> <p><b>(a valid SAQCC certificate/ Valid license / valid proof of registration)</b></p>	<ul style="list-style-type: none"> <li>- 2 Technicians with a minimum of 3 years' experience</li> <li>- 3 Technicians with more than 3 years' experience</li> <li>- 4 or more Technicians with more than 3 years' experience</li> </ul>	<p>3</p> <p>4</p> <p>5</p>	<p>6</p>	<p>30</p>
<p><b><u>SANS 10139</u></b></p> <p>Technicians must have a minimum of 1 year for the installation, testing and commissioning of fire detection and alarm systems. Detailed CVs indicating the number of years the technicians have been performing similar work.</p> <p>SAQCC (The South African Qualification &amp; Certification Committee for the Fire Industry) Fire Registration in terms of SANS 10139.</p> <p><b>(a valid SAQCC certificate/ Valid license / valid proof of registration)</b></p>	<ul style="list-style-type: none"> <li>- 1 Technician with more than 1 years' experience</li> <li>- 2 Technicians with more than 1 years' experience</li> </ul>	<p>2</p> <p>3</p>	<p>5</p>	<p>15</p>

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Total	100
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GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

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**FORM RD.D.1 FUNCTIONALITY CRITERIA**

**Company Experience**

1.The bidder must provide SANS certificate stipulating the number of years registered

<b>The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.</b>	
<b><u>Person authorized to sign the tender:</u></b>	
<b>Full name (in BLOCK letters):</b>	_____
<b>Signature:</b>	_____
<b>Date:</b>	_____

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Part C1: Agreement and Contract Data

**FORM RD.D.1 FUNCTIONALITY CRITERIA**

(the appointment letter and completion certificates should be in company letterhead with contactable numbers and signed for similar work done by the service provider by the service provider within the past 5 years )

Employer, contact person and telephone number	Description of contract	Year of project completion.	Corresponding Letters of appointment and completion certificates Attached YES / NO

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

**Person authorized to sign the tender:**

Full name (in BLOCK letters): \_\_\_\_\_

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

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

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Part C1: Agreement and Contract Data

**FORM RD.D.1 FUNCTIONALITY CRITERIA**

Key Staff capacity

	NAME	NUMBER OF YEARS WORKING EXPERIENCE	VALID SAQCC CERTIFICATE/ VALID LICENSE / VALID PROOF OF REGISTRATION SANAS
1			
2			
3			
4			
5			
6			
7			
8			

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

**Person authorized to sign the tender:**

**Full name (in BLOCK letters):** \_\_\_\_\_

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

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

# PORTION 1: CONTRACT

## PART C1: AGREEMENTS AND CONTRACT DATA

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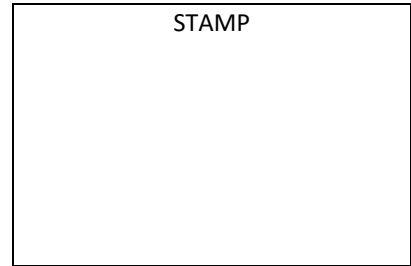
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Part C1: Agreement and Contract Data

**C1.1 FORM OF OFFER AND ACCEPTANCE**



**OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**CONTRACT: NO.: GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

.....  
.....  
..... Rand (in words) ;

R ..... (in figures) (or other suitable wording)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s).....

Name(s) .....

Capacity for the tenderer

.....  
.....  
(Name and address of organization)

Name and signature of witness..... Date.....

**Acceptance**

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

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By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part T1 Tendering procedures

Part T2 Returnable documents

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data (Bill of Quantity)

Part C3 Scope of work

Part C4 Bid Information Schedule

Drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s).....

Name(s).....

Capacity for the Employer.....

.....  
(Name and address of organization)

Name and signature of witness.....

Date.....

1 As an alternative, the following wording may be used:

**GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

Part C1: Agreement and Contract Data

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Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that which is not applicable), provided that the employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now contractor) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

**SCHEDULE OF DEVIATIONS**

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

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**Notes:**

1. *The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.*
2. *A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.*
3. *Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.*
4. *Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.*

1 Subject \_\_\_\_\_

Details \_\_\_\_\_

2 Subject \_\_\_\_\_

Details \_\_\_\_\_

3 Subject \_\_\_\_\_

Details \_\_\_\_\_

4 Subject \_\_\_\_\_

Details \_\_\_\_\_

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

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Part C1: Agreement and Contract Data

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**C1.2 CONTRACT DATA**

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Part C1: Agreement and Contract Data

---

**C.1.2.1 GENERAL CONDITIONS OF CONTRACT**

The general conditions of contract applicable to this contract shall be **NEC3 Term Service Contract, 2005 (with amendments April 2013)**, as well as the Data provided by Employer.

Tenderers, contractors and subcontractors shall obtain their own copies of the document **NEC3 Term Service Contract, 2005 (with amendments April 2013)** for tendering purposes and for use for the duration of the contract and shall bear all expenses in this regard:

Engineering Contracting Strategies (ECS)  
Telephone: 011 803 3008  
E-Mail: [admin@ecs.co.za](mailto:admin@ecs.co.za)  
Web: [www.ecs.co.za](http://www.ecs.co.za)

OR

Consulting Engineers South Africa (CESA)  
Telephone: 011 463 2022  
E-Mail: [general@cesa.co.za](mailto:general@cesa.co.za)  
Web: [www.cesa.co.za](http://www.cesa.co.za)

OR

South African Institution of Civil Engineering (SAICE)  
Telephone: 011 80505947 / 48 / 53  
E-Mail: [civilinfo@saice.org.za](mailto:civilinfo@saice.org.za)  
Web: [www.saice.org.za](http://www.saice.org.za)

**C1.2.2 DATA PROVIDED BY THE EMPLOYER**

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Part C1: Agreement and Contract Data

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**C1.2.2.1 The following contract specific data is applicable to this contract.**

CLAUSE/OPTION	DATA
20.1	• The <i>scope</i> is in <b>Part C3: Scope of Work</b>
	• The <i>selection procedure</i> is in <b>C3.3.1.1 Selection Procedure</b>

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Part C1: Agreement and Contract Data

**C1.2.2.2 The Data which will apply to all Works Orders is.**

The Conditions of Contract for all work will be the **NEC3 Term Service Contract, 2005 (with amendments April 2013)**

CLAUSE/OPTION		DATA
		<p>The <i>conditions of contract</i> are the core clauses and the clauses for main Option</p> <p><b>A: Priced contract with activity schedule</b></p> <p>dispute resolution Option</p> <p><b>W1: Dispute resolution</b></p> <p>and secondary Options</p> <p><b>X1: Price adjustment for inflation</b></p> <p><b>X2: Changes in the law</b></p> <p><b>X7: Delay damages</b></p> <p><b>X9: Transfer of rights</b></p> <p><b>X10: Employer’s Agent</b></p> <p><b>X17: Low service damages</b></p> <p><b>X18: Limitation of Liability (as amended in Option Z)</b></p> <p><b>X19: Works Order</b></p> <p><b>X20: Key performance indicators</b></p> <p><b>Z: Additional conditions of contract</b></p> <p>of the <b>NEC3 Term Services Contract, 2005 (with amendments April 2013)</b></p>
<b>1.</b>	<b>General</b>	
10.1	The <i>Employer</i> is	<ul style="list-style-type: none"> <li>• <b>City of Tshwane Metropolitan Municipality.</b></li> </ul>
		<ul style="list-style-type: none"> <li>• The <i>Employer</i> has authorised the Group Head to act on his behalf in respect of this Contract, save for such duties or functions: <ul style="list-style-type: none"> <li>– which other holders of office ex officio execute on behalf of the <i>Employer</i>; or</li> <li>– for which the Group Head has no authority and the <i>Employer’s</i> approval is required before execution thereof.</li> </ul> </li> <li>• The Group Head is: <p><b>Mr Thabiso Hlongwane (Acting Group Head)</b>  <b>Facilities Management: Group Property</b></p> </li> </ul>
	Address	<ul style="list-style-type: none"> <li>• 320 Madiba Street, Pretoria,0001</li> </ul>
	Tel No.	<ul style="list-style-type: none"> <li>• 012 358 6036</li> </ul>
	The Service Manager is	<ul style="list-style-type: none"> <li>• Kgomotsego Kekana (<b>Chief Preventative Maintenance Officer</b>)</li> </ul>
11.2(1)	The Accepted Plan is	<ul style="list-style-type: none"> <li>• The <i>services</i> are for the provision of professional services specified in the Scope and identified in the Acceptance portion of the Form of Offer and Acceptance</li> </ul>
11.2(2)	The Affected Properties are	<ul style="list-style-type: none"> <li>• City of Tshwane Facilities.</li> </ul>

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Part C1: Agreement and Contract Data

CLAUSE/OPTION		DATA
11.2(13)	The service is	<ul style="list-style-type: none"> <li>Maintenance, Repairs and Upgrades of Existing and New Fire Prevention Systems City Wide for Period of Three (3) Years as and when required, as more fully set out in Section C3 Service Information.</li> </ul>
11.2(14)	The following matters will be included in the Risk Register	<ul style="list-style-type: none"> <li>Access to Sites</li> <li>Technical Competency</li> <li>Service Level Agreement</li> <li>Health and Safety hazards</li> </ul>
11.2(15)	The Service Information is in	<ul style="list-style-type: none"> <li>Part C3: Employer's Service Information and all documents</li> </ul>
12.2	The law of the contract is the law of	<ul style="list-style-type: none"> <li>The Republic of South Africa subject to the jurisdiction of the Courts of South Africa</li> </ul>
13.1	The language of this contract is	<ul style="list-style-type: none"> <li><b>English</b></li> </ul>
13.3	The <i>period for reply</i> is	<ul style="list-style-type: none"> <li><b>2 (two) weeks</b></li> </ul>
<b>2.</b>	<b>The Contractors' main responsibilities</b>	<ul style="list-style-type: none"> <li><b>Detailed in Part C3 (Service Information)</b></li> </ul>
21.1	The Contractor submits a first plan for acceptance within	<ul style="list-style-type: none"> <li>Two (2) weeks from the date of commencement for approval and acceptance by the City</li> </ul>
<b>3.</b>	<b>Time</b>	
30.1	The starting date is	<ul style="list-style-type: none"> <li>Upon signing of the contract by the City</li> </ul>
30.2	The Service Period is	<ul style="list-style-type: none"> <li>3 years after date of acceptance.</li> </ul>
<b>4.</b>	<b>Testing and Defects</b>	
42.2	The defects date is	<ul style="list-style-type: none"> <li>Twelve (12) months after Completion of the whole of the works</li> </ul>
43.1	The defects correction period is	<ul style="list-style-type: none"> <li>Seven (7) days</li> </ul>
<b>5.</b>	<b>Payment</b>	
50.1	The assessment interval is	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
51.1	The currency of this contract is the	<ul style="list-style-type: none"> <li>The South African Rand (ZAR)</li> </ul>
51.2	The period within which payment is made is	<ul style="list-style-type: none"> <li>30 (thirty) days.</li> </ul>
51.4	The interest rate is	<ul style="list-style-type: none"> <li>The <i>interest rate</i> is <b>2% (two percent)</b> per annum above the <b>prime lending rate</b> of the <b>Employer's</b> bank at the time an interest payment is due.</li> </ul>
<b>6.</b>	<b>Compensation events</b>	<ul style="list-style-type: none"> <li><b>No data is required for this section of the conditions of contract.</b></li> </ul>
<b>7.</b>	<b>Use of Equipment Plant and Materials</b>	<ul style="list-style-type: none"> <li><b>No data is required for this section of the conditions of contract.</b></li> </ul>

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

CLAUSE/OPTION		DATA									
8.	<b>Indemnity, insurance and liability</b>	<ul style="list-style-type: none"> <li>The amounts of insurance and the periods for which the Consultant maintains insurance are: <table border="1"> <thead> <tr> <th>Event</th> <th>Cover</th> <th>Period following Completion of the whole of the services or earlier termination</th> </tr> </thead> <tbody> <tr> <td>Death of or bodily injury to a person (not an employee of the Consultant) or loss of or damage to property resulting from an action or failure to take action by the Service Provider</td> <td>As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Consultant's common law liability for people falling outside the scope of the Act <b>with a limit of indemnity of not less than R5-million in respect of each claim, without limit to the number of claims</b></td> <td><b>12 months</b></td> </tr> <tr> <td>Death or bodily injury to employees of the Consultant arising out of and in the course of their employment in connection with this contract</td> <td>That which is prescribed by the Compensation Injuries and disease Act No. 130 of 1993 as amended and whatever the Consultant deems desirable in addition</td> <td><b>12 months</b></td> </tr> </tbody> </table> </li> </ul>	Event	Cover	Period following Completion of the whole of the services or earlier termination	Death of or bodily injury to a person (not an employee of the Consultant) or loss of or damage to property resulting from an action or failure to take action by the Service Provider	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Consultant's common law liability for people falling outside the scope of the Act <b>with a limit of indemnity of not less than R5-million in respect of each claim, without limit to the number of claims</b>	<b>12 months</b>	Death or bodily injury to employees of the Consultant arising out of and in the course of their employment in connection with this contract	That which is prescribed by the Compensation Injuries and disease Act No. 130 of 1993 as amended and whatever the Consultant deems desirable in addition	<b>12 months</b>
Event	Cover	Period following Completion of the whole of the services or earlier termination									
Death of or bodily injury to a person (not an employee of the Consultant) or loss of or damage to property resulting from an action or failure to take action by the Service Provider	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Consultant's common law liability for people falling outside the scope of the Act <b>with a limit of indemnity of not less than R5-million in respect of each claim, without limit to the number of claims</b>	<b>12 months</b>									
Death or bodily injury to employees of the Consultant arising out of and in the course of their employment in connection with this contract	That which is prescribed by the Compensation Injuries and disease Act No. 130 of 1993 as amended and whatever the Consultant deems desirable in addition	<b>12 months</b>									
9.	<b>Termination</b>	<ul style="list-style-type: none"> <li><b>There is no reference to Contract Data in this section of the core clauses</b></li> </ul>									
10.	<b>Data for main Option clause</b>										
A	<b>Priced contract with price list</b>	<ul style="list-style-type: none"> <li><b>as detailed in Part C2</b></li> </ul>									
20.5	The Contractor prepares forecasts of the final total of the Prices for the whole of the service at intervals no longer than:	<ul style="list-style-type: none"> <li><b>4 Weeks</b></li> </ul>									
<b>W1</b>	<b>Option W1</b>										
W1.1	The Adjudicator is	<ul style="list-style-type: none"> <li>The person selected by the Parties in terms of the relevant Z Clause from the Panel of NEC Adjudicators set up by the Joint Civils Division of the Institution of Civil Engineers and the South African Institution of Civil Engineering.</li> </ul>									

GPM 16 2025/26 TENDER FOR THE MAINTENANCE, REPAIRS AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED

Part C1: Agreement and Contract Data

CLAUSE/OPTION		DATA
W1.2(3)	The Adjudicator nominating body	<ul style="list-style-type: none"> <li>The Chairman of the Joint Civils Division of the Institution of Civil Engineers and the South African Institution of Civil Engineering.</li> </ul>
W1.4(2)	The tribunal is	<ul style="list-style-type: none"> <li>A South African court of law.</li> </ul>
<b>12 Data for secondary Option</b>		
<b>X1</b>	<b>Price adjustment for inflation</b>	
X1.1		<ul style="list-style-type: none"> <li>The <i>index</i> is the index as per Statistical News Release P0141, Table B1 – CPI Headline, as published by Statistics South Africa</li> <li>The <i>staff rates</i> are: <ul style="list-style-type: none"> <li>fixed at the Contract Date and are not variable with changes are those that are based on a rate per hour.</li> <li>variable with changes in salary paid to individuals are those derived from the total annual cost of employment or the daily market related wage.</li> </ul> </li> </ul>
<b>X2</b>	<b>Changes in law</b>	
X2.1		<ul style="list-style-type: none"> <li>The <i>law of the project</i> is the law of the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.</li> </ul>
<b>X7</b>	<b>Delay Damages</b>	
X10.1	Delay damages of the service is	<ul style="list-style-type: none"> <li>0.5% of the Contract value per day, to the maximum of 10% of the Contract value</li> </ul>
<b>X18 Limitation of liability</b>		
X18.1	The Contractor's liability to the Employer for indirect or consequential loss is limited to	<ul style="list-style-type: none"> <li>Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue</li> </ul>
X18.2	For any one event, the Contractor's liability to the Employer for loss of or damage to the Employer's property is limited to	<ul style="list-style-type: none"> <li>Total of the losses incurred and/or repairs to the damages caused</li> </ul>
X18.3	The Contractor's liability for Defects due to his design of an item of Equipment is limited to	<ul style="list-style-type: none"> <li>Total of the losses incurred and/or repairs to the damages caused</li> </ul>
X18.4	The Contractor's total liability to the Employer, for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<ul style="list-style-type: none"> <li>The Contractor's total direct liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the total of the Prices and applies in contract, tort or delict and otherwise to the extent allowed under the law of the contract. The excluded matters are amounts payable by the Contractor as stated in this contract for: <ul style="list-style-type: none"> <li>Defects due to manufacture and fabrication outside the Site,</li> <li>loss of or damage to property (other than the works, Plant and Materials),</li> <li>death of or injury to a person.</li> <li>damage to third party property; and</li> <li>infringement of an intellectual property right.</li> </ul> </li> </ul>

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Part C1: Agreement and Contract Data

<b>X19 Works Order</b>	
X19.1 The Contractor submits a Works Order programme to the Service Manager within	<ul style="list-style-type: none"> <li>• 5 days of receiving the Works Order</li> </ul>
<b>X20 Key Performance indicators</b>	
X20.1 The incentive schedule for Key Performance Indicators is in	<ul style="list-style-type: none"> <li>• As per the Service Information (C3)</li> </ul>
X20.2 A report of performance against each Key Performance Indicator is provided at intervals of	<ul style="list-style-type: none"> <li>• One (1) month</li> </ul>
<b>Z</b>	<b>The additional conditions of contract are</b>
Z1 Tax Invoices	<p><b>The Contractor's invoice</b></p> <p>Delete the first sentence of core Clause 50.2 and replace by:</p> <p>Invoices submitted by the <i>Consultant</i> to the <i>Employer</i> include:</p> <ul style="list-style-type: none"> <li>– the details stated in the Scope to show how the amount due has been assessed, and</li> <li>– the details required by the <i>Employer</i> for a valid tax invoice.</li> </ul> <p>Delete the first sentence of core Clause 51.1 and replace by:</p> <p>Each payment is made by the <i>Employer</i> within 30 days of receiving the <i>Consultant's</i> invoice showing the details which this contract requires or, if a different period is stated in the Contract Data, within the period stated</p>
Z2 Communications	<p>Add to the end of the first sentence in core Clause 13.1</p> <p>Excluding communication by a communication protocol allowing the interchange of short text messages between mobile telephone devices and a store-and-forward method of writing, sending, receiving and saving messages over the internet.</p>
Z3 Selection and appointment of the Adjudicator	<ul style="list-style-type: none"> <li>• A Party may at any time notify the other Party of the names of two persons he has chosen from the Panel of NEC Adjudicators set up by the Joint Civils Division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see <a href="http://www.jointcivils.co.za">www.jointcivils.co.za</a>) whose availability to act as the Adjudicator the notifying Party has confirmed. The other Party selects one of the two persons chosen to be the Adjudicator within four days of receiving the notice, failing which the person chosen by the notifying Party will be the Adjudicator. The Parties appoint the selected Adjudicator under the NEC Adjudicator's Contract, June 2005 with amendments June 2006.</li> </ul>
Z4 Notification of a compensation event	<ul style="list-style-type: none"> <li>• Replace eight weeks in clause 61.3 with four weeks.</li> </ul>

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Part C1: Agreement and Contract Data

**C1.2.3 DATA PROVIDED BY THE SUPPLIER**

**C1.2.3.1 Data which will apply to all work under the Term Service Contract**

CLAUSE/OPTION	DATA	
10.1	<ul style="list-style-type: none"> <li>The legal name of the Service Provider is:</li> </ul>	
	<ul style="list-style-type: none"> <li>Physical Address:</li> </ul>	
	<ul style="list-style-type: none"> <li>Postal Address:</li> </ul>	
	<ul style="list-style-type: none"> <li>Telephone</li> </ul>	
	<ul style="list-style-type: none"> <li>Facsimile:</li> </ul>	
	<ul style="list-style-type: none"> <li>E-Mail Address:</li> </ul>	
5.3 Designated Representative	<ul style="list-style-type: none"> <li>The authorised and designated representative of the Service Provider is:</li> </ul>	
	<ul style="list-style-type: none"> <li>The address for receipt of communications is:</li> </ul>	
	<ul style="list-style-type: none"> <li>Physical Address:</li> </ul>	
	<ul style="list-style-type: none"> <li>Postal Address:</li> </ul>	
	<ul style="list-style-type: none"> <li>Telephone</li> </ul>	
	<ul style="list-style-type: none"> <li>Facsimile:</li> </ul>	
<ul style="list-style-type: none"> <li>E-Mail Address:</li> </ul>		



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### C1.3 HEALTH AND SAFETY AGREEMENT

Article of Agreement in terms of Section 37(2) of the Occupational Safety Act, 1993 between

**CITY OF TSHWANE**

(Hereinafter referred to as the "EMPLOYER")

AND

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

Herein represented by \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ duly authorised by virtue of a resolution dated \_\_\_\_\_, attached hereto Annexure A, of the said \_\_\_\_\_ (herein after referred to as the "CONTRACTOR")

WHEREAS the CONTRACTOR is the mandatory of the EMPLOYER as contemplated in an agreement in respect of

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AND WHEREAS section 37 of the Occupational Health and Safety act, 1993 (Act 85 of 1993), hereinafter referred to as the "ACT"), imposes certain powers and duties upon the EMPLOYER.

AND WHEREAS the parties have agreed to enter into an agreement in terms of section 37(2) of the ACT.

NOW THEREFORE the parties agree as follows:

- (a) The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
- (b) The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations will be fully complied with. Provided that should the EMPLOYER prescribe certain arrangements and procedures, that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
- (c) The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedure, if any, imposed by the ACT and Regulations and the EMPLOYER expressly absolves the EMPLOYER from itself being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedure as the case may be.
- (d) The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with the undertakings as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to inspect

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any appropriate records held by the CONTRACTOR or to take such steps it may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.

- (e) The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigations, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such an investigation, complaint or criminal charge as the case may be

**FOR AND ON BEHALF OF THE CONTRACTOR:**

NAME:

(in BLOCK letters)

\_\_\_\_\_

CAPACITY:

(of authorized agent)

\_\_\_\_\_

SIGNATURE:

(of authorized agent)

\_\_\_\_\_

SIGNED at \_\_\_\_\_

on this \_\_\_\_\_

day of \_\_\_\_\_

WITNESSES:

(Full name in BLOCK letters and signature)

1.

\_\_\_\_\_

2.

\_\_\_\_\_

**FOR AND ON BEHALF OF THE EMPLOYER:**

NAME:

(in BLOCK letters)

\_\_\_\_\_

CAPACITY:

(of authorized agent)

\_\_\_\_\_

SIGNATURE:

(of authorized agent)

\_\_\_\_\_

SIGNED at \_\_\_\_\_

on this \_\_\_\_\_

day of \_\_\_\_\_

WITNESSES:

(Full name in BLOCK letters and signature)

1.

\_\_\_\_\_

2.

\_\_\_\_\_

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# PART C2: PRICING DATA

## PRICING DATA

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# PART C2: PRICING DATA

## PRICING DATA

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## **PART 1: PRICING INSTRUCTIONS**

### **1.1 General**

- 1.1.1 Nature of award the tender will be appointment to more than one bidder.
- 1.1.2 This section provides the tenderer with guidelines and requirements with regard to the completion of the Price Schedule. The Schedule has to be completed in black ink and the tenderer is referred to the Tender Specifications in regard to the correction of errors.
- 1.1.3 The Price Schedule shall be read with all the documents which form part of this tender.
- 1.1.4 The following words shall have the meanings hereby assigned to them:
- Unit: The unit of measurement for each item of work in terms of the Specifications and the Project Specifications.
- Quantity: The number of units of work for each item.
- Rate: The payment per unit of work at which the tenderer tenders to do the work.
- Amount: The product of the quantity and the rate tendered for an item.
- 1.1.5 Descriptions in the Price Schedule are abbreviated and comply generally with those in the Standard Specifications and are in line with industry practices.
- 1.1.6 The item numbers appearing in the Price Schedule refer to the corresponding item.
- 1.1.7 The pricing is required for a single unit quantities set out in the Price Schedule are the estimated quantities of the Works, but the Service Provider will be required to undertake whatever quantities may be directed by the COT from time to time. The Contract Price for the completed contract shall be computed from the actual quantities of work done, valued at the relevant unit rates and prices.
- 1.1.8 The units of measurement described in the Price Schedule are metric units. Abbreviations used in the Price Schedule are as follows:

mm	=	millimetre	h	=	hour
m	=	metre	kg	=	kilogram
Km	=	kilometre	t	=	ton (1000kg)

m <sup>2</sup>	=	square metre	no.	=	number
l	=	litre	Prov sum	=	Provisional sum
kl	=	kilolitre	%	=	Per cent

## 1.2 Prices

- 1.2.1 The prices to be inserted in the Price Schedule are to be full inclusive prices for the work described under the items. Such prices shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.
- 1.2.2 **The bidder must complete all sub-items in the pricing schedule to be evaluated for the item.**
- 1.2.3 All items quoted are for a single unit or as specified in the price schedule.
- 1.2.4 An item against which no price is entered will be disqualified under the item unless the Tenderers clearly indicate if the price is “included under item number....” or “provided elsewhere under item number...” will be accepted as a price of nil (R0,00) having been entered against such items and covered by the other prices in the Price Schedule only if clearly indicated under which item number it has been covered under.
- 1.2.5 Any work executed to which such a price applies, shall be measured under the appropriate items in the Price Schedule and valued at a price of nil (R0,00). The rate of nil shall be valid irrespective of any change in the quantities during the execution of the Contract/service level agreement.
- 1.2.6 The Tenderer shall fill in a unit price in rand against all items for each of the three (3) years in the respective item row and column. The intention is that, the price shall apply should work under this item be actually required.
- 1.2.7 The tenderer shall not group together a number of items and tender one price

for such group of items.

1.2.8 All prices and sums of money quoted in the Price Schedule shall be in rands and whole cents. Fractions of a cent shall be discarded.

1.2.9 All prices entered in the Price Schedule must exclude VAT as indicated. VAT will be added last on the summary row of the Price Schedule as indicated.

1.2.10 Should excessively high unit prices be tendered, such prices may be of

1.2.11 sufficient importance to warrant rejection of a tender by the COT.

### **CORRECTION OF ENTRIES MADE BY TENDERER**

*Any entry made by the Tenderer in the Price Schedule, forms, etc, which the tenderer desires to change, shall not be erased or painted out. A line shall be drawn through the incorrect entry and the correct entry shall be written above in black ink and the full signature of the Tenderer shall be placed next to the correction.*

## **C2.1 BILL OF QUANTITIES**

**BILL OF QUANTITIES** (The quantities given are only to provide a method to evaluate the bids and are not a reflection of the actual expected quantities as the tender is a **RATE ONLY TENDER**)

**Allocation method of service providers to various regions will be based on the pricing with the highest scoring bidder to be placed at the region with the highest work demand and lowest scoring bidder/s to be allocated to region with the least amount of work.**

Region	No. of Facilities	Bidders points
1	134	First highest scoring bidders
2	43	second highest scoring bidders
3	168	Third highest scoring bidder
4	99	fourth highest scoring bidder
5	32	Fifth highest scoring bidder

<b>6</b>	<b>83</b>	<b>Sixth highest scoring bidder</b>
<b>7</b>	<b>59</b>	<b>Seventh highest scoring bidder</b>

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

**Person Authorized to sign Tender:**.....

**FULL NAME (BLOCK LETTERS):** .....

**SIGNATURE:** .....



**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

**TENDER TO APPOINT SERVICE PROVIDER/S FOR THE SERVICING, MAINTENANCE, REPAIRS, INSTALLATION AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS**

**BID NUMBER:**

**GPM 16 2025/26**

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

**TENDER TO APPOINT SERVICE PROVIDER/S FOR THE SERVICING, MAINTENANCE, REPAIRS, INSTALLATION AND UPGRADES OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS**

**2. INTRODUCTION AND PURPOSE**

The City of Tshwane Metropolitan Municipality (COT) hereby invites interested and suitably-qualified service providers to submit bids for the servicing, maintenance, repairs, installation and upgrades of existing and new fire prevention, detection and suppression systems throughout the COT especially in relation to COT owned and occupied properties. The services are intended to be provided through a corporate tender which be utilized COT wide to service all departments. The tender is for a period of 3 (three) years.

**Allocation method of service providers to various regions will be based on the pricing with the highest scoring bidder to be placed at the region with the highest work demand and lowest scoring bidder/s to be allocated to region with the least amount of work.**

•

Region	No. of Facilities	Bidders
1	134	First highest scoring bidder
2	43	second highest scoring bidder
3	168	Third highest scoring bidder
4	99	fourth highest scoring bidder
5	32	Fifth highest scoring bidder
6	83	Sixth highest scoring bidder
7	59	Seventh highest scoring bidder

**3. BACKGROUND**

COT is required to ensure that its facilities are Occupational Health and Safety (OHS) compliant in line with the OHS Act, No 85 of 1993 (as amended). One of the requirements for OHS compliance is to ensure adequate fire equipment (prevention and detection) is in place and serviced accordingly.

This bid is for the service, maintenance, repairs, installation and upgrades of existing and new fire prevention systems City wide for a period of 3 (three) years.

Compliance is required in line with the National Building Regulations in relation to fire safety and protection against fire in any building. The design, construction and equipment of

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

buildings are required to comply with SANS 10400 Part T and must satisfy the local authority requirements.

There are several offences that owners of buildings need to avoid, including the need for fire extinguishers that comply with SANS 10105.

Service providers working within this sector of the fire industry are required to have the appropriate competence through training, qualifications, and experience in compliance with:

- The specifications laid out in SANS 1475 for portable fire extinguishers;
- The requirements of SANS 14520 and/or SANS 306 where individuals and companies designing, installing, commissioning, and servicing gaseous fire extinguishing systems;
- The requirements of SANS 10139 where individuals and companies designing, installing, commissioning, and servicing fire detection and alarm systems; and
- Applicable legislation and/or directives, as applicable, including those issued by the Department of Employment and Labour.

**4. PROJECT SCOPE**

**Description of Scope of the service.**

Work to be performed by the appointed service provider shall consist of labour, materials and tools for the complete service, maintenance, repairs, installation and upgrades of existing and new fire prevention systems throughout the COT, as and when required for the continuous and efficient operation of fire prevention systems for a three (3) year period in respect of the following:

<b>ITEM NO.</b>	<b>ITEM DETAIL</b>
<b>1</b>	<b>SERVICE, MAINTENANCE, REPLACEMENT/INSTALLATION OF FIRE EQUIPMENT</b> (item 1 of pricing schedule)
<b>2</b>	<b>FIRE SUPPRESSION SYSTEMS</b> (item 2 of pricing schedule)
<b>3</b>	<b>FIRE DETECTION SYSTEM</b> (item 3 of pricing schedule)
<b>4</b>	<b>SPRINKLER SYSTEMS</b>

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

	(sub-total brought down from item 4 of pricing schedule)
5	<b>FIRE COMPLIANCE AUDITS</b> (sub-total brought down from item 5 of pricing schedule)
6	<b>PUBLIC ANNOUNCEMENT SYSTEMS</b> (sub-total brought down from item 6 of pricing schedule)
7	<b>PASSIVE FIRE PREVENTION SYSTEMS</b> (sub-total brought down from item 7 of pricing schedule)
8	<b>SUBMIT FIRE REGISTRY</b>

The detailed project scope includes, but is not limited to, the following:

4.1 DRY CHEMICAL POWDER (STORED PRESSURE TYPE) FIRE EXTINGUISHERS

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include, but not be limited to, the following:

- Replacement of wall mounting boards and brackets where damaged or missing.
- Replacement of discharge hose and nozzle where damaged or missing.
- Replacement of gauge on head assembly where reading is incorrect, damaged or missing.
- Check, service activation mechanism.
- Check correct mass of extinguisher as to the manufactures specifications and correct if required.
- Replacement of DCP powder 70% MAP if required.
- Recharge discharge cylinder to the required capacity.
- Re-pressurize to manufactures correct operating pressure.
- Pressure test cylinder if required as to SANS specification.
- Re-seal discharge mechanism.
- Replacement of instructions on extinguishers where necessary.
- Extinguishers shall be labelled with identifying tags and details recorded, including service record.

# **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

- Replacement of redundant, stolen, missing extinguishers.

## **4.2 CO<sub>2</sub> CARBON DIOXIDE FIRE EXTINGUISHER (HIGH PRESSURE TYPE)**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include, but not be limited to, the following:

- Replacement of wall mounting boards and brackets where damaged or missing.
- Replacement of discharge hose and nozzle where damaged or missing.
- Check, service activation mechanism.
- Check correct mass of extinguisher as to the manufactures specifications and correct if required.
- Replacement of Co<sup>2</sup> if required.
- Recharge discharge cylinder to the required capacity.
- All cylinders shall be tested and hydro-static tested in accordance to SANS regulations, this must be carried out by an approved SANAS service provider as scheduled.
- Reseal discharge mechanism.
- Replace instructions on extinguishers where necessary.
- Extinguishers shall be labelled with identifying tags and details recorded, including service record.
- Replace redundant, stolen, missing extinguishers.

## **4.3 NAF-S-III FIRE SUPPRESSION SYSTEM**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include, but not be limited to, checking equipment for functionality and operation for the following:

- Control system
- Fire detectors
- Manual release system
- Audible and visual alarm devices
- Auxiliary devices and controls
- Shutdown gas control units
- Alarm interface
- Caution advisory signs
- NAF-S-III Pressure vessels (Cylinders)

## **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

- All cylinders shall be tested and hydro-static tested in accordance to SANS regulations, this must be carried out by an approved SANAS service provider as scheduled.
- Check operation of mechanical electronic activator device, simulation of system, replace detonators annually.
- Cylinders need to be weighed for correct mass, re-charge if required.

### **4.4 INERGEN FIRE SUPPRESSION SYSTEM**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include, but not be limited, to checking equipment for functionality and operation the following:

- Control system
- Fire detectors
- Manual release system
- Audible and visual alarm devices
- Auxiliary devices and controls
- Shutdown gas control units
- Alarm interface.
- Caution advisory signs
- INERGEN Pressure vessels (Cylinders)
  - All cylinders shall be tested and hydro-state test in accordance to S.A.N.S regulations, this must be carried out by an appointed SANAS service provider as scheduled.
  - Check operation of mechanical/electronic activator device, simulation of system, replace detonators annually.
  - Cylinders need to be weighed for correct mass, re-charge if required.

### **4.5 CARBON DIOXIDE FIRE SUPPRESSION SYSTEM**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited, to checking equipment for functionality and operation the following:

- Control system

## **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

- Fire detectors
- Manual release systems
- Audible and visual alarm devices
- Auxiliary devices and controls
- Shutdown gas control units
- Alarm interface
- Caution advisory signs
- Carbon dioxide Pressure vessels (Cylinders)
  - All cylinders shall be tested and hydro-static test in accordance to S.A.N.S regulations, this must be carried out by an appointed SANAS Service provider as scheduled.
  - Check operation of mechanical/electronic activator device, simulation of system, replace detonators annually.
  - Cylinders need to be weighed for correct mass, re-charge if required.

### **4.6 FM200 FIRE SUPPRESSION SYSTEM**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited, to checking equipment for functionality and operation the following:

- Control system.
- Fire detectors.
- Manual release system.
- Audible and visual alarm devices.
- Auxiliary devices and controls.
- Shutdown gas control units.
- Alarm interface.
- Caution advisory signs.
- FM200 Pressure Vessels (Cylinders)
  - All cylinders shall be tested and hydro-static test in accordance to S.A.N.S regulations, this must be carried out by an appointed SANAS service provider as scheduled.
  - Check operation of mechanical/electronic activator device, simulation of system, replace detonators annually.
  - Cylinders need to be weighed for correct mass, re-charged if required.

# **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

## **4.7 BREATHING APPARATUS (BSA) EMERGENCY SYSTEMS**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited, to checking equipment for functionality and operation the following:

- Cleaning, repair and testing of face pieces.
- Cleaning, repair and testing of breathing apparatus.
- Cleaning and testing of the respiratory equipment.
- Disassembly and assembly of cut-off valves.
- Performance of an aero test.
- Performance of testing with the use of appropriate testing equipment.
- Testing as required for Pressure Vessels in accordance to S.A.N.S. regulations.

## **4.8 LAY FLAT HOSES**

Installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited to the following:

- Replacement of damaged or perished hoses.
- Couplings must be bound correctly and checked for correct operation/connecting to fire hydrant.
- Lay flat hose must be checked for leaks.
- Lay flat hose must be drained after inspection and rolled up.

## **4.9 FIRE HOSE REELS**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include, but not be limited to, the following:

- Replacement of the hose drum seal if leaks occur.
- Replacement of the 30m hose if perished, damaged, missing or of not correct length.
- Replacement of washer, gaskets to hose reel shut-off valve if required, leaking.

## **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

- Replacement of hose reel shut-off hand wheel if missing or damaged.
- Replacement of hose reel shut-off nozzle if missing, damaged or not functioning correctly.
- Replacement of hose reel draw-off shackle if missing or damaged.
- Replacement of hose reel frame if damaged beyond repair.
- Replacement of hose reel shut-off valve if damaged beyond repair.

### **4.10 FIRE HYDRANTS**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited to the following:

- Replacement of clack washer if perished, leaking and not sealing correctly.
- Replacement of hydrant lip washer if perished or missing.
- Check for correct operation of coupling catches and replace, repair if required.
- Replacement of hand wheel if missing or broken.
- Replacement of hand wheel nut if missing.
- Check for correct operation of fire hydrant.

### **4.11 BOOSTER CONNECTIONS**

Installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited to the following:

- Booster must be free from obstruction and cleaned if required.
- Booster must be check for correct operation by attaching fire hose.
- Booster spring must be lubricated and checked for correct operation.

### **4.12 FIRE SPRINKLER SYSTEMS**

Installation (as and when required) and quarterly servicing in line with the latest SANS 10400 and 10139 regulations and manufacturing requirements.

# **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

## **4.13 FIRE SPRINKLER VALVES**

Installation of all items shall be done in accordance to the relevant SANS, ASIB specification at intervals prescribed and shall include but not be limited to the following:

- Overhaul/Service of sprinkler valve, every 3 years.
- Test for correct operation of all valves' gong and alarms.
- Deluge valve service annually.
- Deluge valve start – every 6 months.

## **4.14 FIRE SPRINKLER BOOSTER PUMPS**

Installation of all items shall be done in accordance to the relevant SANS, ASIB specification at intervals prescribed and shall include but not be limited to the following:

- Replacement of batteries if/and when required and/or every 3 (three) years.
- Test control panels and audible alarms for correct operation
- Service of diesel engine as prescribed by SANS, ASIB regulations, once annually.
- Service of electrical motor as prescribed by SANS, ASIB regulations, once annually.
- Pipes – rust test every 20 years.
- Sprinkler heads – replace every 20 years.
- Water flow test pumps and tanks yearly.
- Fire water reservoirs – inspections and repairs annually.

## **4.15 OHS SAFETY SYMBOLIC SIGNATURE**

Installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited to the following:

- Replacement of damaged or perished signage.
- Installation of required signage.
- All signage installed shall be SABS approved and as required by local authority by-laws.
- All signage shall be installed as to SABS requirement.

## **4.16 FIRST AID KITS**

# **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

- Minimum requirements OHS regulations.

## **4.17 FIRE DETECTION SUPPRESSION SYSTEMS**

To be maintained as per 3.18 and 3.19.

## **4.18 FIRE DETECTION ADDRESSABLE SYSTEM**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include, but not be limited, to checking equipment for functionality, installation and operation as follows:

- Remove all detectors and blow the dust out with compressed air.
- Clean the detector cover with a cleaning agent applied to a clean cloth.
- Check the integrity of the cable at the detector base with a multi meter, the reading must be no less than 24 Volts.
- Refit all the cleaned detectors.
- Check for changes of the lay-out of the building, if any changes have taken place, for example an office has been divided into two offices, then an extra detector must be supplied and installed.
- Check the unique number of the detector location. The detector must match the actual location it was originally installed and must be in accordance with the building lay out plan.
- Test all isolators by creating an overload, this condition should only effect one zone between the two isolators, each zone consist of approximately twenty (20) detectors.
- Test all mapped outputs for example when a detector detects a simulated fire, then the output of that detector must switch on or off outputs for air conditioners, sounders, strobes, smoke extractors, vents, etc. Areas for a group of zones to set off stairwell alarms, switch ventilation and smoke extraction, fire doors.
- Check the control panel visually, tighten all cables, measure voltage on all out-puts, visually check for overheating burn marks on PC Board (dry joints).
- Clean Panel with compressed air by blowing out all the dust.
- Reset the Fire Detection panel to operational condition and simulate a fire condition by activating at least 25% of detectors per zone. Heat detectors must be tested with a heat

## **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

generating Tester.

- Battery Test, switch off the AC Power then activate an alarm and allow the panel to sound the alarm for (30) thirty minutes, if the panel stops working within (30) thirty minutes then the batteries must be replaced. (Check condition of batteries, full charge before the Battery Test commences.) After the (30) thirty minute test, switch the system off and check the battery voltage, this should be no less than 24 Volts.
- Finally reset the system back to normal operating condition.

### **4.19 FIRE DETECTION CONVENTIONAL SYSTEM**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include, but not be limited to, checking for functionality, installation and operation of the following:

- Remove all detectors and blow the dust out with compressed air.
- Cleaning the detector cover with a cleaning agent applied to a clean cloth.
- Check the integrity of the cable at the detector base with a multi meter, the reading must be no less than 24 Volts.
- Refit all the cleaned detectors.
- Check for changes of the lay-out of the building, if any changes have taken place, for example an office has been divided into two offices, taken an extra detector must be supplied and installed.
- Check the Control Panel visually, tighten all cables, measure voltage on all out-puts, visually check for overheating burn marks on the PC Board (dry joints).
- Clean the Panel with compressed air by blowing out all the dust.
- Reset the Panel to operational condition and simulate a fire condition by checking at least 25% of the detectors per zone. Heat detectors must be tested with a heat generating Tester.
- Check all equipment that are activated by the Fire Detection Control Panel when in an alarm condition. For example fire doors, switching on of smoke extractor fans, etc.
- Battery Test. Switch the AC Power off then activate an alarm and allow the panel to sound the alarm for (30) thirty minutes, if the panel stops functioning within (30) thirty minutes, then the batteries must be replaced. (Check condition of batteries, full charge before the Test commence). After the thirty (30) minute test, switch the system off and check

# **TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

batteries voltage. The must be no less than 24 Volt.

- Reset the system back to normal operating conditions.

## **4.20 FIRE PREVENTION COMPLIANCE AUDITS**

Inspections of all items shall be done in accordance to the relevant SANS specification by an independent service provider at intervals prescribed and shall include but not be limited to the following:

- Compliance inspection of correct maintenance procedures been carried out by the maintenance service provider.
- Compliance inspections of symbolic signage.
- Compliance reports of defects or non-compliance maintenance procedures been carried out by the maintenance service provider.
- Compliance inspections / audits of compliance to SANS 0400.

## **4.21 PASSIVE FIRE PREVENTION SYSTEMS**

Installation of passive fire prevention systems shall be done in accordance to the relevant SANS specifications which shall include but not be limited to the following:

- Installation of fire doors.
- Installation of fire proofing.

## **4.22 PUBLIC ANNOUNCEMENT SYSTEMS**

Service and installation of all items shall be done in accordance to the relevant SANS specification at intervals prescribed and shall include but not be limited to the following:

- Testing of audible system.
- Testing of speakers.
- Testing of emergency call / intercom systems.

# TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.

## 5. DELIVERABLES

Supply, fit and maintenance/servicing the COT municipality with fire equipment as and when required and as detailed in the project scope.

The successful tenderer must provide the following:

- The refilling of fire equipment;
- Certain spare parts for fire equipment;
- Fit or install specified fire equipment;
- Maintenance of fire equipment;
- Certificate of compliance of maintenance or service of fire equipment; and
- Risk Assessment and pro-active maintenance plans.
- If item is not specified on bill of quantities, a 3<sup>rd</sup> party quotation must be attached, and a 10% handling fee will be allowed.

### 5.1 Terms of appointment

**Allocation method of service providers to various regions will be based on the pricing with the highest scoring bidder to be placed at the region with the highest work demand and lowest scoring bidder/s to be allocated to region with the least amount of work.**

Region	No. of Facilities	Bidders points
1	134	First highest scoring bidders
2	43	second highest scoring bidders
3	168	Third highest scoring bidder
4	99	fourth highest scoring bidder
5	32	Fifth highest scoring bidder
6	83	Sixth highest scoring bidder
7	59	Seventh highest scoring bidder

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

**CITY OF TSHWANE  
FINANCIAL SERVICES: SUPPLY CHAIN MANAGEMENT  
BID DOCUMENT INFORMATION SCHEDULE**

**Note:** Table 1 must be completed in full and is applicable to all tenders. The compiler of the bid document must than select the applicable tender and complete the specific table in full.

***Table 1: Information for all tenders- this table must be completed for all tenders***

	<b>Details to be furnished by Project Manager</b>
Department	Group Property Management
Division	Facilities Management
Tender Reference Number	GPM -16 2025/26
Tender heading	GPM 16 2025/26: Tender For the maintenance, repairs and upgrades of existing and new fire prevention systems city wide. For Period Of Three ( 3 ) Years As And When Required
Tel of Project Manager (COT Department)	012 358 0817
Physical Address of Employer (CoT Department)	OU Raadsaal Building, Church Square
Postal address of Employer (CoT Department)	Box 890 Pretoria, 0001
Fax Number of Employer (CoT Department)	012 358 4863
E-mail address of Employer (CoT Department)	<a href="mailto:Kgomotsegok@Tshwane.gov.za">Kgomotsegok@Tshwane.gov.za</a>

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

***Table 2: Supply of goods tenders only***

		<b>Details to be furnished by Project Manager</b>
Delivery and Documents (Clause 10 of GCC)	Delivery address	Facilities Maintenance, Ou Raadsaal Building, Church square.
	Delivery period after receipt of purchaser's order	3 days preferably but depend on scope of work

***Table 3: Supply of services tenders only***

		<b>Details to be furnished by Project Manager</b>
Delivery and Documents	Delivery address/es	Facilities Maintenance, Ou Raadsaal Building Church square. (Maintenance of City of Tshwane Facilities city wide
	Delivery period after receipt of purchaser's order	3 year contract
Time schedule	Starting date of the service	01 November 2026 or nearest date
	The term service period	2026 to 2029

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

	<b>Details to be furnished by Project Manager</b>
CIDB Category <b>(CIDB bids only)</b>	3SF or Higher only
Name and Postal address of Consultant <b>(CIDB bids only)</b>	Departmental no Consultation
Agent / Consultant Telephone number as per clause F1.4 in tender data <b>(CIDB bids only)</b>	N/A in house Project Manager x 0817
Agent / Consultant Fax number as per clause F1.4 in tender data <b>(CIDB bids only)</b>	n/a
Agent / Consultant email address as per clause F1.4 in tender data <b>(CIDB bids only)</b>	kgomotsegok@tshwane.gov.za
The following matters will be included in the Risk Register. State	
Name of the Engineer <b>(CIDB bids only)</b>	N/A
Address of the Engineer <b>(CIDB bids only)</b>	N/A
State the starting date	1 November 2026 or nearest
State the possession date/s	
State the date the site to be complete	As and when maintenance
Option X13 State the performance bond	R..... )
<b>Option X1</b>  The proportions used to calculate the Price Adjustment Factor are:0.85 linked to the index for ..... Consumer Price for Pretoria PO142.1 .....	.....
Option X16 State the retention free amount	(Example only)
Option X7 State the delay damages for the whole works.	R..... per day (Example only)

	<b>Details to be furnished by Project Manager</b>
CIDB Category <b>(CIDB bids only)</b>	
Name and Postal address of Consultant <b>(CIDB bids only)</b>	

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

Agent / Consultant Telephone number as per clause F1.4 in tender data <b>(CIDB bids only)</b>	
Agent / Consultant Fax number as per clause F1.4 in tender data <b>(CIDB bids only)</b>	
Agent / Consultant email address as per clause F1.4 in tender data <b>(CIDB bids only)</b>	j
State the practical completion of the works	
State the penalty per calendar day	R.....calendar day
State the support insurance to be effected by the employer for the sum of	R.....

**Table 6: CIDB – Fidic tenders only**

	<b>Details to be furnished by Project Manager</b>
CIDB Category <b>(CIDB bids only)</b>	
Name and Postal address of Consultant <b>(CIDB bids only)</b>	
Agent / Consultant Telephone number as per clause F1.4 in tender data <b>(CIDB bids only)</b>	
Agent / Consultant Fax number as per clause F1.4 in tender data <b>(CIDB bids only)</b>	
Agent / Consultant email address as per clause F1.4 in tender data <b>(CIDB bids only)</b>	i
Name of the Engineer <b>(CIDB bids only)</b>	
Address of the Engineer <b>(CIDB bids only)</b>	

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

*Table 7: CIDB – EPWP tenders only*

		<b>Details to be furnished by Project Manager</b>
CIDB Category <b>(CIDB bids only)</b>		
Name and Postal address of Consultant <b>(CIDB bids only)</b>		
Agent / Consultant Telephone number as per clause F1.4 in tender data <b>(CIDB bids only)</b>		(
Agent / Consultant Fax number as per clause F1.4 in tender data <b>(CIDB bids only)</b>		
Agent / Consultant email address as per clause F1.4 in tender data <b>(CIDB bids only)</b>		
Name of the Engineer <b>(CIDB bids only)</b>		
Address of the Engineer <b>(CIDB bids only)</b>		
Guarantee (percentage/amount) <b>(CIDB bids or where applicable only)</b>		.....% or R..... <i>10% or R100 000 (whichever is applicable) (Example only)</i>
Penalty for delays (Rand per day)		R.....per day <i>R1000,00 per day (Example only)</i>
Adjustment in Prices <b>(CIDB bids only)</b>		The value of the certificates issued shall be adjusted in accordance with the Contract Price Adjustment Schedule with the following values:
		<i>If the value of x is not 0.1 then:</i>
		The value of “x” ..... the portion expressed as a decimal of unity, not subject to adjustment.
		The values of the coefficients are:
		A = ..... Labour
		B = ..... Contractors equipment
		C = ..... Material
Are there any Interim Payments going to be applied?	Indicate Yes or No	(YES / NO) Indicate: .....
	State the percentage thereof.	.....% <i>80% (Example only)</i>

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

<b>(CIDB bids only)</b>	Limit of Retention money	R.....(excl VAT) R10 000 <i>(Example only)</i>
Defects: State the Defects liability period (in months) <b>(CIDB bids only)</b>		.....months 6 months <i>(Example only)</i>

**Table 8: CIDB Professional Services tenders only**

<b>Details to be furnished by Project Manager</b>	
State the period of performance (in years)	3 years

**Table 9: Generic Non professional services tenders only**

<b>Details to be furnished by Project Manager</b>	
State the starting date	1 October 2010 <i>(Example only)</i>
State the completion date for the whole of the services	15 October 2010 <i>(Example only)</i>
State the delay damages for completion of the whole of the services	R

**TENDER TO APPOINT SERVICE PROVIDERS FOR THE MAINTENANCE, AUDITS, REPAIRS AND UPGRADE OF EXISTING AND NEW FIRE PREVENTION SYSTEMS CITY WIDE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

*Table 10: CIDB – NEC tenders only*

	<b>Details to be furnished by Project Manager</b>
CIDB Category ( <b>CIDB bids only</b> )	3 SF or higher
Name and Postal address of Consultant ( <b>CIDB bids only</b> )	Departmental no consultation
Agent / Consultant Telephone number as per clause F1.4 in tender data ( <b>CIDB bids only</b> )	N/A in house project manager x0817
Agent / Consultant Fax number as per clause F1.4 in tender data ( <b>CIDB bids only</b> )	N/A
Agent / Consultant email address as per clause F1.4 in tender data ( <b>CIDB bids only</b> )	Kgomotsegok@tshwane.gov.za
State the matters to be included in the Risk Register	
State the starting date	1 November 2026 or nearest date
State the possession dates	15 November 2026
State the completion site date	30 September 2011 ( <i>Example only</i> )
<b>Option X1</b> The proportions used to calculate the Price Adjustment Factor are: <ul style="list-style-type: none"> <li>• 0.85 linked to the index for ..... Consumer Price for Pretoria PO142.1 .....</li> </ul>	The proportions used to calculate the Price Adjustment Factor are: <ul style="list-style-type: none"> <li>• 0.85 linked to the index for ..... Consumer Price for Pretoria PO142.1 .....</li> </ul>
Option X16 State the retention free amount	R.....
Option X7 State the delay damages for the whole works	R.....
Guarantee (percentage/amount) ( <b>CIDB bids or where applicable only</b> )	.....% or R..... <i>10% or R100 000 (whichever is applicable)</i> <i>(Example only)</i>

## PART 2: PRICING SCHEDULE

The bidder must complete all sub-items in the pricing schedule to be evaluated for each item – refer to Part 1 : Pricing Instruction

ITEM	Material Number	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES	EACH UNIT PRICE IN RANDBS (VAT)	Amount
1						
		<b>SERVICE, MAINTENANCE, REPLACEMENT/INSTALLATION OF FIRE EQUIPMENT</b>				
<b>1,1</b>		<b>ANNUAL MAINTENANCE OF FIRE EQUIPMENT (ALL PARTS INCLU</b>				
1.1.1	3037640	1Kg DCP Fire Extinguisher	Each	100		
1.1.2	3037639	1,5Kg DCP Fire Extinguisher	Each	100		
1.1.3	3037641	2Kg DCP Fire Extinguisher	Each	100		
1.1.4	3037642	2,5Kg DCP Fire Extinguisher	Each	100		
1.1.5	3037643	4,5Kg DCP Fire Extinguisher	Each	500		
1.1.6	3037644	9Kg DCP Fire Extinguisher	Each	500		
1.1.7	3037635	2Kg Co <sup>2</sup> Fire Extinguisher	Each	500		
1.1.8	3037636	2,27Kg Co <sup>2</sup> Fire Extinguisher	Each	20		
1.1.9	3037637	5Kg Co <sup>2</sup> Fire Extinguisher	Each	100		
1.1.10	3037638	6,8Kg Co <sup>2</sup> Fire Extinguisher	Each	20		
1.1.11	3037646	50Kg Trolley Unit	Each	50		
1.1.12	3037645	Fire Hose Reel unit	Each	500		
1.1.13	3037647	Fire Hydrants	Each	300		
1.1.14	3037634	Booster connections	Each	100		
<b>1,2</b>		<b>REPLACEMENT/INSTALLATION OF REDUNDANT/NEW FIRE EQUIPMENT</b>				
1.2.1	3037665	1Kg DCP Fire Extinguisher	Each	50		
1.2.2	3037664	1,5Kg DCP Fire Extinguisher	Each	50		
1.2.3	3037667	2Kg DCP Fire Extinguisher	Each	50		
1.2.4	3037666	2,5Kg DCP Fire Extinguisher	Each	50		

1.2.5	3037668	4,5Kg DCP Fire Extinguisher	Each	500		
1.2.6	3037669	9Kg DCP Fire Extinguisher	Each	500		
1.2.7	3037661	2Kg Co <sup>2</sup> Fire Extinguisher	Each	300		
1.2.8	3037660	5Kg Co <sup>2</sup> Fire Extinguisher	Each	200		
1.2.9	3037662	50Kg Trolley Unit	Each	50		
1.2.10	3037663	Super Sound Alarm Complete With B	Each	100		
1.2.11	3037670	30m PVC Hose	Each	300		
1.2.12	3037681	CP Valve	Each	100		
1.2.13	3037658	Open Back Hose Reel Cabinet - Steel	Each	100		
1.2.14	3037657	Closed Back Hose Reel Cabinet - Steel	Each	100		
1.2.15	3037649	Hose Box On Legs - Steel	Each	100		
1.2.16	3037650	Hose Box Wall Mounted - Steel	Each	50		
1.2.17	3037652	4,5Kg Fire Extinguisher Cabinet - Steel	Each	100		
1.2.18	3037653	9Kg Fire Extinguisher Cabinet - Steel	Each	100		
1.2.19	3037654	5Kg Co <sup>2</sup> Fire Extinguisher Cabinet - Steel	Each	50		
1.2.20	3037651	Key Box - Steel	Each	50		
1.2.21	3037679	190x190mm Symbolic Signage - Photo	Each	100		
1.2.22	3037680	290x290mm Symbolic Signage - Photo	Each	100		
1.2.23	3037675	190x190mm Symbolic Signage - ABS	Each	100		
1.2.24	3037676	290x290mm Symbolic Signage - ABS	Each	100		
1.2.25	3037677	190x190mm Symbolic Signage - Chrome	Each	100		
1.2.26	3037678	290x290mm Symbolic Signs - Chroma	Each	100		
1.2.27	3037648	65mm Right Angle Hydrant - Brass	Each	50		
1.2.28	3037673	30mx65mm Lay Flat Hose 13 Bar	Each	200		
1.2.29	3037674	30m Hose Reel Complete	Each	100		
1.2.30	3037672	Fire Hose Reel Frame	Each	30		
1.2.31	3037671	Fire Hose Reel back frame	Each	30		
1.2.32	3037659	Fire Hose Reel Covers (PVC)	Each	50		
1.2.33	3037656	Fire Hose reel cabinets (plastic)	Each	50		
1.2.34	3037655	Fire Hose Reel Cabinets (Fibre Glass)	Each	20		
1.3.		<b>SPARES</b>				
1.3.1	200000046467	Hose Reel Nozzles	Each	100		



1.4.3	3037688	Purple-K Powder per Kilogram	Kg	200		
1.4.4	3037689	Pressure Testing	Each	100		
1.4.5	3037690	Hydro-Static Pressure Testing	Each	100		
1,5	3037632	Labour Per Hour	Hr			
1,6	3037633	Traveling Per Kilometer (starting point	Km			
<b>SUB-TOTAL (EXC VAT)</b>						

ITEM	Material number	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES	EACH UNIT PRICE IN RANDS (VAT EXCL.)
<b>2</b>		<b>FIRE SUPPRESSION SYSTEMS</b>			
2,1	3037691	Maintenance of complete Co <sup>2</sup> system	Each	1	
2,2	3037692	Maintenance of complete NAFS III System	Each	1	
2,3	3037693	Maintenance of complete FM200 System	Each	1	
2,4	3037694	Maintenance of complete Inergen System	Each	1	
2,5	3037695	Room Integrity Test	Each	1	
		<b>SPARES</b>			
2,6	200000046485	Power supply 24VDC 5A incl. Batteries	Each	1	
2,7	200000046483	3000lb fittings and Nozzles	Each	1	
2,8	200000046484	Fire seal openings	Each	1	
2,9	200000046479	175 Litre Cylinder Engineered	Each	1	
2,1	200000046480	155 Litre Cylinder Engineered	Each	1	
2,11	200000046481	Dampers	Each	1	
		<b>RECHARGE</b>			
2,12	3037696	Co <sup>2</sup> per Kilogram	kg	1	
2,13	3037697	NAFS III per kilogram	kg	1	
2,14	3037698	FM200 per kilogram	kg	1	
2,15	3037699	Inergen per kilogram	kg	1	
2,16	3037632	Labour Per Hour	hr	1	
2,17	3037633	Traveling Per Kilometer	km	1	
		<b>SUB-TOTAL (EXCL VAT)</b>			

ITEM	Material number	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES	EACH UNIT PRICE IN RANDS (VAT EXCL.)
3	FIRE DETECTION SYSTEM				
	QUARTERLY FULL MAINTENANCE OF ADDRESSABLE FIRE DETECTION SYSTEM				
3,1	3037700	Maintenance and testing of fire detectors - per detector	Each	1	
3,2	3037701	Maintenance and testing of manual control points - per control point	Each	1	
3,3	3037702	Maintenance and testing of sounders - per sounder	Each	1	
3,4	3037703	Maintenance and testing of magnetic door holders - per door	Each	1	
3,5	3037704	Maintenance and testing of control panel	Each	1	
3,6	3037705	Maintenance and testing of strobe lights	Each	1	
3,7	3037632	Labour per hour	hr	1	
3,8	3037633	Traveling per kilometer	km	1	
		QUARTERLY FULL MAINTENANCE OF CONVENTIONAL FIRE DETECTION SYSTEM			

3,9	3037706	Maintenance and testing of fire detectors - per detector	Each	1	
3,10	3037707	Maintenance and testing of manual control points - per control point	Each	1	
3,11	3037708	Maintenance and testing of sounders - per sounder	Each	1	
3,12	3037709	Maintenance and testing of magnetic door holders - per door	Each	1	
3,13	3037710	Maintenance and testing of control panel	Each	1	
3,14	3037711	Maintenance and testing of strobe lights	Each	1	
3,15	3037632	Labour per hour	hr	1	
3,16	3037633	Traveling per kilometer	km	1	
		<b>FIRE DETECTION SPARES</b>			
3,17	200000046510	2 Zone conventional fire alarm panel	Each	1	
3,18	200000046511	4 Zone conventional fire alarm panel	Each	1	
3,19	200000046512	8 Zone conventional fire alarm panel	Each	1	
3,20	200000046501	Gas control unit	Each	1	
3,21	200000046526	Power supply unit - conventional panel	Each	1	
3,22	200000046494	Mother board - conventional panel	Each	1	
3,23	200000046505	Conventional smoke detectors	Each	1	
3,24	200000046503	Conventional heat detectors	Each	1	
3,25	200000046487	Conventional detector bases	Each	1	
3,26	200000046519	Conventional manual call points	Each	1	
3,27	200000046497	Conventional call point box back	Each	1	
3,28	200000046506	Conventional call point glass	Each	1	
3,29	200000046518	Conventional call point plastic element	Each	1	
3,30	200000046522	Conventional sounders	Each	1	
3,31	200000046524	Conventional sounder/beacon	Each	1	

3,32	200000046490	Beacons	Each	1	
3,33	200000046493	Bells	Each	1	
3,34	200000046498	PH30 Fire Cable 1mm 2 Core per meter	m <sup>2</sup>	1	
3,35	200000046517	25mm Steel bosal piping per meter	m <sup>2</sup>	1	
3,36	200000046520	Steel hospital saddles	Each	1	
3,37	200000046516	25mm conduit piping per meter	m <sup>2</sup>	1	
3,38	200000046489	Batteries 12v 7AH	Each	1	
3,39	200000046513	2 Loop fire detection panel	Each	1	
3,40	200000046514	4 Loop fire detection panel	Each	1	
3,41	200000046500	Addressable gas control unit	Each	1	
3,42	200000046515	Addressable repeater panels	Each	1	
3,43	200000046508	Loop expansion kit - addressable panel	Each	1	
3,44	200000046495	Mother board - addressable panel	Each	1	
3,45	200000046525	Power supply unit - addressable panel	Each	1	
3,46	200000046499	Addressable manual call points	Each	1	
3,47	200000046504	Addressable smoke detectors	Each	1	
3,48	200000046502	Addressable heat detectors	Each	1	
3,49	200000046486	Addressable bases	Each	1	
3,50	200000046521	Addressable combination sensors	Each	1	
3,51	200000046523	Addressable loop sounders	Each	1	
3,52	200000046488	Addressable loop base sounder	Each	1	
3,53	200000046491	Addressable loop beacons	Each	1	
3,54	200000046492	Addressable beadcon/sounder	Each	1	
3,55	200000046509	Addressable loop labels	Each	1	
3,56	200000046527	I/O units	Each	1	
3,57	200000046507	Mini Indicators	Each	1	
3,58	200000046528	Interface units	Each	1	
SUB-TOTAL (EXC VAT)					

ITEM	MATERIAL NUMBER	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES	EACH UNIT PRICE IN Rands (VAT EXCL.)
4		<b>SPRINKLER SYSTEMS</b>			
		<b>YEARLY SPRINKLER VALVE MAINTENANCE</b>			
4,1	3037712	Maintenance testing and overhaul of spr	Each	1	
4,2	3037713	Service Jockey Pump Control Panel	Each	1	
4,3	3037714	Service Electric Pump Control Panel	Each	1	
4,4	3037715	Service Diesel Pump Control Panel	Each	1	
4,5	3037716	Service Diesel fire pump and motor	Each	1	
4,6	3037717	Service Electrical fire pump and motor	Each	1	
4,7	3037632	Labour per hour	hr	1	
4,8	3037633	Traveling per kilometer	km	1	
		<b>SPARES</b>			
4,9	200000046535	Sprinkler gong complete	Each	1	
4,10	200000046530	Control Panel Batteries	Each	1	
4,11	200000046538	150mm pipe	m <sup>2</sup>	1	
4,12	200000046537	100mm pipe	m <sup>2</sup>	1	
4,13	200000046539	Galvanized pipe	m <sup>2</sup>	1	
4,14	200000046540	Galvanized Sockets	Each	1	
4,15	200000046532	150mm Clamp on	Each	1	
4,16	200000046543	T-Piece	Each	1	
4,17	200000046533	Elbow	Each	1	
4,18	200000046545	100mm Shut off Valve	Each	1	
4,19	200000046541	3-way Stop Cock	Each	1	
4,20	200000046534	100mm pressure gauge	Each	1	
4,21	200000046544	3inch Gate Valve	Each	1	

4,22	200000046536	Sprinkler heads	Each	1	
4,23	200000046529	105Ah Battery	Each	1	
4,24	200000046542	Pressure switches	Each	1	
4,25	200000046531	Groove Clamps	Each	1	
		<b>SUB-TOTAL (EXC VAT)</b>			

ITEM	Material number	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES	EACH UNIT PRICE IN Rands (VAT EXCL.)
5		<b>FIRE COMPLIANCE AUDITS</b>			
5,1	3037718	Complete SANS0400 inspection report p	Each	1	
5,2	3037719	Provide building fire plan complete with f	Each	1	
5,3	3037720	Provide emergency evacuation plan per	Each	1	
5,4	3037721	Provide rational design per site	Each	1	
5,5	3037722	Provide a fire register	Each	1	
5,6	3037632	Labour per hour	hr	1	
5,7	3037633	Traveling per kilometer	km	1	
		<b>SUB-TOTAL (EXC VAT)</b>			

ITEM	Material number	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES	EACH UNIT PRICE IN Rands (VAT EXCL.)
6		<b>PUBLIC ANNOUNCEMENT SYSTEMS</b>			
6,1	3037723	Quarterly full maintenance of public announcement system - per system	EACH	1	
6,2	3037632	Labour per hour	hr	1	
6,3	3037633	Traveling per kilometer	km	1	
		<b>SUB-TOTAL EXL VAT</b>			

ITEM	Material number	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES	EACH UNIT PRICE IN Rands (VAT EXCL.)
7		<b>PASSIVE FIRE PREVENTION SYSTEMS</b>			
7,1	3037724	Single fire door & frame installed	EACH	1	
7,2	3037725	Double fire door & frame installed	EACH	1	
7,3	3037726	Sealing of vertical and horizontal penetrations in wall and floors per m <sup>2</sup>	m <sup>2</sup>	1	
7,4	3037632	Labour per hour	hr	1	
7,5	3037633	Traveling per km	km	1	
<b>SUB-TOTAL EXL VAT</b>					

ITEM	SUMMARY PRICING	SUB TOTAL (VAT EXCL)
1	SERVICE, MAINTENANCE, REPLACEMENT/INSTALLATION OF FIRE EQUIPMENT	
2	FIRE SUPPRESSION SYSTEMS	
3	FIRE DETECTION SYSTEM	
4	SPRINKLER SYSTEMS	
5	FIRE COMPLIANCE AUDITS	
6	PUBLIC ANNOUNCEMENT SYSTEMS	
7	PASSIVE FIRE PREVENTION SYSTEMS	
	TOTAL EXCLUDING VAT	
	15% VAT	
	TOTAL	