



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

# Scheduled & Unscheduled Maintenance of Air conditioners for 12 months at cluster 02: Albert Luthuli & Mkhondo Municipalities.

**TENDER NO: NST24/007**

TENDER DOCUMENT

DECEMBER 2023

NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Nelspruit Regional Office

30 Brown Street

NEDBANK BUILDING 9TH Floor

NELSPRUIT

1200

NAME OF TENDERER.....

BID AMOUNT.....

## PA-04 (EC): NOTICE AND INVITATION TO TENDER

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

<b>Project title:</b>	Scheduled & Unscheduled Maintenance of Air conditioners for 12 months at cluster 02: Chief Albert Luthuli & Mkhondo Municipalities.
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<b>Tender no:</b>	NST24/007	<b>Reference no:</b>	
<b>Advertising date:</b>	17/01/2024	<b>Closing date:</b>	07/02/2024
<b>Closing time:</b>	11:00	<b>Validity period:</b>	84 Calendar days

### 1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **3 ME** or **select tender value range select class of construction works**\* or higher.

\* Delete "or select tender value range select class of construction works" where only one class of construction works is applicable

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **2 ME PE** or **select tender value range select class of construction works PE**\* or higher.

\* Delete "or select tender value range select class of construction works PE" where only one class of construction works is applicable

### 2. FUNCTIONALITY CRITERIA APPLICABLE YES ☒ NO ☐

**Note 1:** Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality criteria <sup>1</sup> :	Weighting factor:
<b>1. EXPERIENCE</b>  Current Projects Contractor to provide appointment letters/orders of HVAC related projects  Completed Projects Contractor to provide appointment and completion certificates/jobs of HVAC related projects. Ensure completion of the project on DPW09(EC) in the Tender Documents.  5 Projects and above=5 4 Projects=4 3 Projects=3 2 Projects=2 1 Projects=1 0 Projects=0	25

<sup>1</sup>The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

<b>2. FINANCIAL CREDIBILITY</b>  Contractor must provide original stamped banking rating letter from the banking institution to justify credit risk in the company's name, bank rating must be based on request value of R100,000 (one hundred thousand rands)  Grade A=5 Grade B=4 Grade C=3 Grade D=2 Grade E/bank confirmation=1	20
<b>3. LOCALITY</b>  The bidder to submit proof of residence, it can be lease agreement between the company and landlord, utility bill of the company or one of the directors, letter from local/tribal authority.  Gert Sibande District=5 Ehlanzeni or Nkangala District=3 Outside Mpumalanga Province=1 No Proof=0	40
<b>4. Transport</b>  Contractors to submit proof of vehicle owned to execute the project. vehicle should be on the company name or one of the director/s 1 Ldv or more=5 points no vehicle=0	15
<b>Total</b>	<b>100 Points</b>

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

<b>Minimum functionality score to qualify for further evaluation:</b>	<b>65</b>
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(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)

1. Locality is of importance for this project since it includes both scheduled and non-scheduled maintenance, however a bidder must score on other two more criteria as well 2. Qualification has been on responsive criteria under section 11 below.
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### 3. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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#### 3.1. Indicate which preference points scoring system is applicable for this bid:

Any reference to words "Bid" or Bidder herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

<input checked="" type="checkbox"/> <b>80/20</b> Preference points scoring system	<input type="checkbox"/> <b>90/10</b> Preference points scoring system	<input type="checkbox"/> <b>Either 80/20 or 90/10</b> Preference points scoring system
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#### 4. RESPONSIVENESS CRITERIA

**4.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:**

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
4	<input checked="" type="checkbox"/>	Submission of a signed bid offer as per the DPW-07 (EC).
5	<input checked="" type="checkbox"/>	Submission of DPW-09 (EC): Particulars of Tenderer's Projects.
6	<input type="checkbox"/>	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7	<input checked="" type="checkbox"/>	Submission of DPW-16 signed by the authorised official and completion of bid briefing attendance register.
8	<input type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
9	<input type="checkbox"/>	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10	<input checked="" type="checkbox"/>	Contractor to submit an originally certified certificate(Trade Test/Diploma/degree-minimum NQF level 6 Mechanical Qualification will be accepted) of 1x HVAC-R technician.The certificate should be on one of the directors of the company or employee of the company. Attach CV should the certificate be registered under the employee
11	<input checked="" type="checkbox"/>	Contractor to submit an originally certified certificate(Trade Test/Diploma/Degree-minimum NQF level 6 Electrical qualification will be accepted)of 1x Electrician.The certificate should be on one of the directors of the company or employee of the company.Attach CV should be certificate be registered under the employee
12	<input type="checkbox"/>	
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	

**4.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.**

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
4	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure
5	<input checked="" type="checkbox"/>	Submission of PA-16.1 (EC): Ownership Particulars
6	<input type="checkbox"/>	Submission of documentation relating to <b>risk assessment criteria</b> as contained in C 2.1 of DPW-03 Tender Data.
7	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups.
8	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-contractors if any
9	<input type="checkbox"/>	Data provided by the tenderer in Part 2 of DPW-04 Contract Data (JBCC 2018) or DPW-05 Contract Data (GCC 2015) whichever applicable to be fully completed.
10	<input checked="" type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities (complete document inclusive of all parts) within 14 calendar days from request.
11	<input checked="" type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
12	<input checked="" type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
13	<input checked="" type="checkbox"/>	Contractor to submit letter of good standing (COIDA), from Department of labour
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	
16	<input type="checkbox"/>	
17	<input type="checkbox"/>	
18	<input type="checkbox"/>	

**4.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.**

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

## 5. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS:



**5.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.**

**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
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**8.2. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

**NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

**Table 2**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul>

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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	OR			Or <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul>
		5. <input type="checkbox"/> An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

**Black people** mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

## 6. BID EVALUATION METHOD

This bid will be evaluated according to the preferential procurement model in the PPPFA: (Tick applicable preference point scoring system)

<input checked="" type="checkbox"/> <b>80/20</b> Preference points scoring system	<input type="checkbox"/> <b>90/10</b> Preference points scoring system	<input type="checkbox"/> <b>Either 80/20 or 90/10</b> Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

## 7. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:

### Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

### 7.1 Technical risks:

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".



**Criterion 1: Experience on comparable projects during the past specify period between 5 and 10 years.**

The tendering Service Provider's experience on comparable projects during the past specify period between 5 and 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive.

Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

**Criterion 2: Contractual commitment and quality of performance on comparable projects during the past specify period between 5 and 10 years.**

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past specify period between 5 and 10 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

**Criterion 3: Suitably qualified and appropriately experienced human resources**

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with

CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

#### **Criterion 4: Attendance of compulsory bid clarification meeting, if applicable**

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

### **7.2 Commercial risks:**

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

### **8. CONTRACT PARTICIPATION GOAL TARGETS AND CIDB B.U.I.L.D. PROGRAMME**

The contractor shall achieve in the performance of the contract the following Contract Participation Goals (CPGs) as described in PG-01.2 (EC): Scope of Work and PG-02.2 (EC): Pricing Assumptions and in accordance with the feasibility study, which forms part of the specifications in the CPG Section of the Specification of this contract.

(a)	Minimum Targeted Local Manufacturers of Material Contract Participation Goal, in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	<b>Not applicable</b>
(b)	Minimum Targeted Local Building Material Suppliers Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	<b>Not applicable</b>
(c)	Minimum Targeted Local Labour Skills Development Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	<b>Not applicable</b>
(d)	<b>cidb BUILD Programme:</b> Minimum Targeted Enterprise Development Contract Participation Goal in accordance with the cidb Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, No 36190 Government Gazette, 25 February 2013, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	<b>Not applicable</b>

(e)	<b>cidb BUILD Programme:</b> Minimum Targeted Local Labour Skills Development Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 48491 of 28 April 2023 and the cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.– Condition of Contract	<b>Not applicable</b>
(f)	DPWI National Youth Service training and development programme (NYS) – Condition of Contract.	<b>Not applicable</b>
(g)	Labour Intensive Works – Condition of Contract.	<b>Not applicable</b>
(h)		<b>Not applicable</b>
(i)		<b>Not applicable</b>

## 9. COLLECTION OF TENDER DOCUMENTS

- ☒ Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)
- ☒ Alternatively; Bid documents may be collected during working hours at the following address 30 Brown street. A non-refundable bid deposit of R 100 is payable (cash only) on collection of the bid documents.

## 10. SITE INSPECTION MEETING

A pre-tender site inspection meeting will **be** held in respect of this tender.  
Attendance of said pre- tender site inspection meeting is **compulsory**

The particulars for said pre- tender site inspection meeting or virtual bid clarification / site inspection meeting. are:

<b>Venue:</b>	Department of Public Works and Infrastructure Pilgrims Rest Boardroom,10th floor Nedbank building 30 Brown Street Mbombela		
<b>Virtual meeting link:</b>	N/A		
<b>Date:</b>	25/01/2024	<b>Starting time:</b>	10:00

## 11. ENQUIRIES

11.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Siyabonga Khumalo	<b>Telephone no:</b>	013 101 0130
<b>Cellular phone no</b>	082 085 0697	<b>Fax no:</b>	
<b>E-mail</b>	siyabonga.khumalo@dpw.gov.za		

11.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	Ayanda Mkhondza	<b>Telephone no:</b>	013 753 6318
<b>Cellular phone no</b>		<b>Fax no:</b>	
<b>E-mail</b>	Ayanda.mkhondza@dpw.gov.za		

## 12. DEPOSIT / RETURN OF TENDER DOCUMENTS

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

<b>Tender documents may be posted to:</b>  The Director-General Department of Public Works and Infrastructure Private Bag X 11280  MBOMBELA 1200  <b>Attention:</b> <b>Procurement section: Room 9TH FLOOR</b>	<b>OR</b>	<b>Deposited in the tender box at:</b>  30 Brown street Mbombela Nedbank building 9th floor Security foyer
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## DPW-09 (EC): PARTICULARS OF TENDERER'S PROJECTS

<b>Project title:</b>	<b><i>Scheduled &amp; Unscheduled Maintenance of Air conditioners for 12 months at cluster 02: Chief Albert Luthuli &amp; Mkhondo Municipalities.</i></b>		
<b>Tender / quotation no:</b>	NST24 007	<b>Closing date:</b>	07/02/2024
<b>Advertising date:</b>	17/01/2024	<b>Validity period:</b>	84 days

### 1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

#### 1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Current percentage progress
1						
2						
3						
4						
5						
6						
7						
8						

Tender no: **NST24/007**

## 1.2. Completed projects

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						
9						

Name of Tenderer	Signature	Date

## DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

<b>Project title:</b>	<b><i>Scheduled &amp; Unscheduled Maintenance of Air conditioners for 12 months at cluster 02: Chief Albert Luthuli &amp; Mkhondo Municipalities.</i></b>		
<b>Tender / Quotation no:</b>	<i>NST24/007</i>	<b>Reference no:</b>	
<b>Closing date:</b>	<i>07/02/2024</i>		

This is to certify that I, \_\_\_\_\_ representing

\_\_\_\_\_ in the capacity of

\_\_\_\_\_ visited the site on:

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

## PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

<b>Project title:</b>	<b><i>Scheduled &amp; Unscheduled Maintenance of Air conditioners for 12 months at cluster 02: Chief Albert Luthuli &amp; Mkhondo Municipalities.</i></b>		
<b>Tender / Quote no:</b>	NST24/007	<b>Reference no:</b>	
<b>Receipt Number:</b>			

### 1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

**Note:** Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

<b>Tender document name</b>	<b>Number of pages issued</b>	<b>Returnable document</b>
Form of Offer and Acceptance (DPW-07 EC)	4 Pages	Yes
Declaration of Interest and Tenderer's Past Supply Chain Management Practices (PA-11)	4 Pages	Yes
Resolution of Board of Directors (PA-15.1) <i>(if applicable)</i>	1 Page	Yes
Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) <i>(if applicable)</i>	2 Pages	Yes
Special Resolution of Consortia or JV's (PA-15.3) <i>(if applicable)</i>	3 Pages	Yes
Preference points claim form in terms of the Preferential Procurement Regulations 2017 (PA – 16)	5 Pages	Yes
Certificate of independent Bid Determination (PA - 29)	4 Pages	Yes
Declaration Certificate for Local Production and Content for designated sectors (PA – 36 and Annexure/s C)		Yes
Fully completed Declaration of Designated Groups for Preferential Procurement (PA 40)	2 Pages	Yes
Registration on National Treasury's Central Supplier Database (CSD).	-	Yes
Particulars of Tenderer's Projects (DPW-09 EC)	2 Pages	Yes
Site Inspection Meeting Certificate (DPW-16 EC) <i>(if applicable)</i> .	1 Page	
Record of attending compulsory virtual bid clarification / site inspection meeting <i>(if applicable)</i> .	1 Page	
Record of Addenda to tender documents (DPW-21 EC)	1 Page	Yes
Site Inspection Meeting Certificate (DPW-16 EC) <i>(if applicable)</i>	1 Page	
Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017 <i>(if applicable)</i> .		

\* In compliance with the requirements of the CIDB SFU Annexure G



Tender no: **NST24/007**

**2. ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES**

**Note:** Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Any <u>additional</u> information required to complete a risk assessment ( <i>if applicable</i> )	-	Yes

**3. RETURNABLE DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT**

**Note:** Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Schedule of proposed sub-contractors (DPW-15 EC) ( <i>if applicable</i> )	1 Page	Yes
Particulars of Electrical Contractor (DPW-22 EC) ( <i>if applicable</i> )	1 Page	Yes
Mechanical / Electrical / Security Work material and equipment schedules ( <i>if applicable</i> )	Pages	Yes
Schedule for Imported Materials and Equipment (DPW-23 EC) ( <i>if applicable</i> )	1 Page	Yes

**4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT**

(Insert a tick in the "Returnable document" column to indicate which documents must be returned with the tender)

**Note:** Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
Priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts)	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fully priced and completed sectional summary- and final summary pages with the tender.	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Tender no: NST24/007**

**5. ADDITIONAL INFORMATION THAT MAY BE REQUIRED FOR TENDER EVALUATION PURPOSES**

<b>Legal Status of Tendering Entity:</b> <b>If the Tendering Entity is:</b>	<b>Documentation to be submitted with the tender, or which may be required during the tender evaluation:</b>
a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement – CK1
b. A profit company duly registered as a private company.  [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: i. Certificate of Incorporation – CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.
c. A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d. A profit company duly registered as a public company.	Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e. A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: i the Founding Statement – CK1; and ii the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f. A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or each of the Partners to the Partnership.
g. A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

**Signed by the Tenderer:**

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>

## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

**YES / NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES / NO**

- 2.2.1 If so, furnish particulars:

.....  
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES / NO**

- 2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**This form has been aligned with SBD4**

## DPW-07 (EC): FORM OF OFFER AND ACCEPTANCE

<b>Project title:</b>	<b><i>Scheduled &amp; Unscheduled Maintenance of Air conditioners for 12 months at cluster 02: Chief Albert Luthuli &amp; Mkhondo Municipalities.</i></b>		
<b>Tender no:</b>	<i>NST24/007</i>	<b>Reference no:</b>	

### OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: ***Scheduled & Unscheduled Maintenance of Air conditioners for 12 months at cluster 02: Chief Albert Luthuli & Mkhondo Municipalities.***

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 TOTAL OFFER INCLUSIVE OF ALL APPLICABLE TAXES (All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:**

<b>Rand (in words):</b>	
<b>Rand in figures:</b>	R

The award of the tender may be subjected to further price negotiation with the preferred tenderer(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer.**

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.

**THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY:** (cross out block which is not applicable)

<p>Company or Close Corporation:</p> <p>.....</p> <p>.....</p> <p>And: Whose Registration Number is:</p> <p>.....</p> <p>And: Whose Income Tax Reference Number is:</p> <p>.....</p> <p>CSD supplier number:.....</p>	OR	<p>Natural Person or Partnership:</p> <p>.....</p> <p>.....</p> <p>Whose Identity Number(s) is/are:</p> <p>.....</p> <p>Whose Income Tax Reference Number is/are:</p> <p>.....</p> <p>CSD supplier number:.....</p>
---	----	---

**AND WHO IS** (if applicable):

Trading under the name and style of: .....
--

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

\*\*Any reference to the words "payment reduction" herein shall be construed to have the same meaning as the word "retention"

**Tender no: NST24/007**

**AND WHO IS:**

Represented herein, and who is duly authorised to do so, by:  Mr/Mrs/Ms: ..... In his/her capacity as: ..... .....	<b>Note:</b>  <b>A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</b>
--	---

**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

**WITNESSED BY:**

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

- The official documents ..... ☐  
 The official alternative ..... ☐  
 Own alternative (only if documentation makes provision therefore) ..... ☐

**(N.B.: Separate Offer and Acceptance forms are to be completed for the main and for each alternative offer)**

**SECURITY OFFERED:**

(a) the Tenderer accepts that in respect of contracts up to R1 million, a payment reduction\*\* of 5% of the contract value (excluding VAT) will be applicable and will be deducted by the Employer in terms of the applicable conditions of contract

(b) in respect of contracts above R1 million, the Tenderer offers to provide security as indicated below:

- |  |  |
|--|--|
| (1) cash deposit of 10 % of the Contract Sum (excluding VAT)   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (2) variable construction guarantee of 10 % of the Contract Sum (excluding VAT)  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (3) payment reduction of 10% of the value certified in the payment certificate (excluding VAT)   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (4) cash deposit of 5% of the Contract Sum (excluding VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT)                 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| (5) fixed construction guarantee of 5% of the Contract Sum (excluding VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT) | Yes <input type="checkbox"/> No <input type="checkbox"/> |

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Insurance Act [Long-Term Insurance Act, 1998 (Act 52 of 1998) or Short-Term Insurance Act, 1998 (Act 35 of 1998)] or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

\*\*Any reference to the words "payment reduction" herein shall be construed to have the same meaning as the word "retention"

## of Offer and Acceptance

Tender no: **NST24/007**
**Other Contact Details of the Tenderer are:**

Telephone No..... Cellular Phone No. ....

Fax No .....

Postal address .....

Banker ..... Branch.....

Registration No of Tenderer at Department of Labour .....

CIDB Registration Number: .....

**ACCEPTANCE**

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 C1 Agreement and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work

Part C4 Site information and 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 tender 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 agreement. 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 (5) working days of the date of such receipt notifies the employer in writing of any reason why he/she cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

**For the Employer:**

Name of signatory	Signature	Date

<b>Name of Organisation:</b>	Department of Public Works and Infrastructure
<b>Address of Organisation:</b>	30 BROWN STREET NEDBANK BUILDING

**WITNESSED BY:**

Name of witness	Signature	Date

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

\*\*Any reference to the words "payment reduction" herein shall be construed to have the same meaning as the word "retention"  
For Internal & External Use



Tender no: **NST24/007**

## Schedule of Deviations

<b>1.1.1. Subject:</b>
<b>Detail:</b>
<b>1.1.2. Subject:</b>
<b>Detail:</b>
<b>1.1.3. Subject:</b>
<b>Detail:</b>
<b>1.1.4. Subject:</b>
<b>Detail:</b>
<b>1.1.5. Subject:</b>
<b>Detail:</b>
<b>1.1.6. Subject:</b>
<b>Detail:</b>

By the duly authorised 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 tender 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.

### 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. (Note: This note must be deleted by the Project Manager/ Consultant(s) when compiling the tender document)*

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

\*\*Any reference to the words "payment reduction" herein shall be construed to have the same meaning as the word "retention"

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



public works  
& infrastructure  
Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

**PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

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

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

**1.2 Preference Points System to be applied**

*(Tick whichever is applicable).*

- ☒ The applicable preference point system for this tender is the **80/20** preference point system.
- ☐ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ Either the **90/10 or 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 shall be awarded for:**

**1.3.1 Price; and**

**1.3.2 Specific Goals**

**1.4 The maximum points for this tender are allocated as follows:**

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	<input checked="" type="checkbox"/> 80/20	<input type="checkbox"/> 90/10
PRICE	80	
SPECIFIC GOALS	20	
Total points for Price and Specific Goals	100	

**1.5 Breakdown Allocation of Specific Goals Points**

**1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in table 1 below are applicable.**

All Acquisitions

Table 1

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by <b>black people</b>	10	ID Copy  Or  SANAS Accredited BBEE Certificate or sworn affidavit where applicable  Or  CSD Report  Or  CIPC (company registration)
2.	<b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement  Or  Permission To Occupy from local chief in case of rural areas (PTO)  Or  Lease Agreement
3.	An EME or QSE which is at least 51% owned by <b>women</b>	4	ID Copy  Or  CSD Report  Or  CIPC (company registration)

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

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
4.	An EME or QSE which is at least 51% owned by people with <b>disability</b>	2	Medical Certificate Or South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE which is at least 51% owned by <b>youth</b> .	2	ID Copy Or CSD Report Or CIPC (company registration)

1.5.2 **For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 2 below are applicable:**

All Acquisitions

Table 2

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	10	ID Copy Or SANAS Accredited BBBEE Certificate or sworn affidavit where applicable Or CSD Report

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

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			Or CIPC (company registration)
2.	<b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by <b>women</b>	4	ID Copy Or CSD Report Or CIPC (company registration)
4.	An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b>	2	Medical Certificate Or South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE or any entity which is at least 51% owned by <b>youth</b> .	2	ID Copy Or CSD Report Or CIPC (company registration)

**1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 3 below are applicable**

All Acquisitions

Table 3

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	4	ID Copy Or SANAS Accredited BBBEE Certificate or sworn affidavit where applicable Or CSD Report Or CIPC (company registration)
2.	<b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by <b>women</b>	2	ID Copy Or CSD Report Or CIPC (company registration)
4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b>	2	Medical Certificate Or

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

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
5. <input type="checkbox"/>	<p>OR</p> <p>An EME or QSE or any entity which is at least 51% owned by <b>youth</b>.</p> <p>(only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)</p>		<p>South African Social Security Agency (SASSA) registration</p> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</p> <p>ID Copy</p> <p>Or</p> <p>CSD Report</p> <p>Or</p> <p>CIPC (company registration)</p>

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

## 2. DEFINITIONS

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

5 of 2000).

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:



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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals</b> (HDI)	4	10		
2. <b>Located</b> in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE or any entity which is at least 51% owned by <b>women</b>	2	4		

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
4. An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b>  or 5. An EME or QSE or any entity which is at least 51% owned by <b>youth</b> .*	2	2		
(only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)		2		

**Note:** \*in respect of the 90/10 point system a selection of either disability or youth may be made with an allocation of 2 points for either of them.

#### 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,

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

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a 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 Bid / Tender to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Bid / Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

- \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
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19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a 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:**

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

\_\_\_\_\_

(Project description as per Bid /Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

	Name	Capacity	Signature
1			
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

**Note:**

- \* Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

## PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

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

on \_\_\_\_\_ (date)

### RESOLVED that:

#### RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

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

*(Project description as per Bid /Tender Document)*

Bid / Tender Number: \_\_\_\_\_ *(Bid / Tender Number as per Bid /Tender Document)*



PA-15.3: Special Resolution of Consortia or Joint Ventures

B. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal code) \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal code) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
2			
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15			

*The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.*

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

## PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

**Tender no:** NST24/007

**Name of Tenderer** .....

☐ EME<sup>1</sup> ☐ QSE<sup>2</sup> ☐ Non EME/QSE (tick applicable box)

**1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.**

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number  
 ## State date of South African citizenship obtained (not applicable to persons born in South Africa)

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

## PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

**Tender no:** NST24/007

### 2. DECLARATION:

**The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:**

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## Specification

for the

Priced rates for servicing, repairs and maintenance on Air  
Conditioning and Ventilation Installations

At

**VARIOUS INSTITUTIONS SITUATED IN  
NELSPRUIT REGIONAL OFFICE**

**Contract Period: 12 Months**

# **PART 1**

## **SCOPE OF CONTRACT**

## PART 1

### 1. **SCOPE OF CONTRACT**

- 1.1 This contract calls for the price rates for the servicing, repairs, maintenance of the Air conditioning and ventilation Installations at Various Institutions in accordance with the requirements as laid down in the specifications. It, furthermore, entails the servicing, maintenance and repair of said installations, in accordance with the requirements of the Department of Public Works and Infrastructure (DPWI).

It furthermore requires that all the machinery covered in this specification initially be repaired and brought to an acceptable working condition.

- 1.2 The systems/equipment covered by this tender/contract are the following:

- Fan Coil Units.
- Heating and cooling coils.
- Chiller Plants.
- Cooling tower units.
- Extraction fan units.
- Air Conditioning control units.
- Window units.
- Split air conditioning units.
- Cassette units, consoles etc.
- Maintenance inside plant rooms (for air conditioning equipment).
- All air filters banks in the system.
- Diffusers right through the installations.
- Air compressors and air dryers where applicable (Air controls purpose).
- Chemical dosing systems used at cooling towers.
- Condensers and chilled water pumps.
- Chilled water and condenser water reticulation.
- Building Management System
- Yearly test for legionnaires disease on water cooled systems
- Adherence to the Safety Regulations
- Meetings with Management of DPWI.
- Monthly reports to the DPWI.
- Supply of al lubricants and cleaning material needed.
- Supply of all hand tools and equipment needed for contract.

### 1.3 **COMPETENT PERSON**

The person appointed as such under the Machinery and Occupational Safety Act no 6 of 1983. (Refer to Annexure C)

- a) The successful Tenderer shall be required to maintain the complete installation and equipment in a proper and safe operating condition, to clean, adjust and lubricate the equipment as required in terms of the Contract, repair or replace all electrical and mechanical parts as necessary due to wear and tear.
- b) This shall include, but not be limited to the following:

- i. Examine the system in accordance with any applicable regulation Promulgated under the Occupational Health and Safety Act 85 of 1993 and any amendment thereof.
- ii. Properly maintain, adjust and keep the installation and equipment in a safe and proper operating condition at all times,
- iii. Repair/replace all parts of the installation which may become necessary for the proper use and/or operation of the installation
- iv. Examine, adjust and lubricate the complete installation, supply of all lubricants, replacement parts and the cleaning of material as required for proper maintenance of the equipment.
- v. Any malfunction or defect occurring within a period of 60 days after any service or repair being executed will be for the account of the Contractor.
- vi. Examine, periodically and when necessary, all devices and perform any statutory safety tests at or before the expiring of the required intervals
- vii. Complete the services, maintenance or repair action report, which shall be submitted with any invoice(s)
- viii. Cooling water test in accordance with SANS 10147

#### 1.4. **CONDITIONS IN AIR CONDITIONING SPACES**

The contractor will ensure that all the various plants are operating satisfactorily to give the following conditions in the relevant areas.

<b>AREAS</b>	<b>TEMPERATURE RANGE</b>
Courtroom and Chambers	20-26°
Office Space	22-28°
Server Room	18-22°
Hospitals and Medical Storage	20-26°
Controls in general may vary not more than	2°
Relative humidity in wards	48%p2%
Relative humidity in courtroom and chambers	50 to 55%p3%
Relative humidity in burns ward	Not less than 55% or as otherwise requested by the Medical Superintendent

The contractor must undertake maintenance and adjustments, etc., in such a manner as to cause the least inconvenience to clients. Permission to work in any client site must be obtained from the client site manager.

#### 1.5 **DESCRIPTION OF PLANTS TO WHICH THIS TENDER / CONTRACT APPLIES**

The following main items of equipment shall be checked, serviced and repaired as necessary at the intervals as stipulated. Plant consisting of compressors, cooling towers, cooling and heating coil fans and fan motors, filters, ducting and control systems and split and window units and Extraction fans.

All material and spares used during these services will be covered on rates as quoted for in this specification on the scheduled spares list where applicable or the % mark-up where applicable.

**NOTE: ALL WORK IN THIS CONTRACT SHALL BE DONE ACCORDING TO THE STANDARD QUALITY SPECIFICATION FOR AIR CONDITIONING INSTALLATIONS.**



# **PART 2**

## **TECHNICAL SPECIFICATIONS**

## PART 2

# **TECHNICAL SPECIFICATIONS**

### 2.1 **SERVICE INTERVALS AND SERVICES**

Item	Monthly	Three Monthly	Six Monthly	Yearly
Chillers/VRV Systems	X		X	X
Centrifugal pumps	X			X
Secondary chilled water pumps	X			X
Belt driven fans	X		X	X
Electrical boards			X	X
Cooling and heating coils	X		X	
Direct expansion units	X		X	X
Window & split units		X		
Cooling towers	X			
Air Handling units	X			
BMS			X	

2.2 The successful contractor must visit all sites covered under this contract and obtain the signature of the head of the site in a service book that must be kept for this purpose.

### 2.3 **MONTHLY SERVICES**

#### 2.3.1 **SCHEDULE A – DIFFUSERS:**

- Check and clean diffusers and return air louvers
- Check condition of Temperature sensors and Humidity sensors.

#### 2.3.2 **SCHEDULE B - FILTER BANKS:**

- All washable filters must be cleaned monthly.
- Primary, secondary and tertiary filters must be replaced when the airflow resistance over the filter bank reaches the maximum resistance as prescribed by the manufacturer of the filters.

#### 2.3.3 **SCHEDULE C – CHILLERS:**

- Check oil temperatures
- Check for any oil leaks and repair
- Check oil level and replenish if needed
- Check for any refrigerant leaks and repair
- Check refrigerant level and re-fill if required
- Check condensing pressure
- Test oil pressure cut-out
- Test refrigerant low temperature cut-out
- Test recycle thermostat
- Test control centre

- Test flow switches
- Test temperature control

2.3.4 **SCHEDULE D - CONDENSOR WATER AND CHILLED WATER PUMPS**

- Check for water leaks
- Check all guards and secure bolts
- Check fluctuations in pressure and amperage
- Check coupling and drivers
- Attend to all other aspects

**For monthly and yearly services see maintenance on specific components**

2.3.5 **SCHEDULE E - BELT DRIVEN FANS**

- Check whether belts are tight and in good condition
- Check tightness of bolts on guards, motors and bearings
- Attend to all other aspects

**For monthly and yearly services see maintenance on specific components**

2.3.6 **SCHEDULE F – AIR HANDLING UNITS:**

- Clean filters if required.
- Check belts for proper tension and pulleys for proper adjustment. Rectify as necessary.
- Check fan shaft for end play, vibration and bearing wear.
- Check coils for cleanliness, and clean accordingly.
- Check fan blades for looseness and dirty condition. Rectify as necessary.
- Clean and flush condensate pan and its drain lines properly.
- Test heating valves, cooling valves and humidity valves for correct operation.
- Clean in and outside of the units properly.
- All plant rooms shall be properly cleaned after completion of the service.

2.3.7 **SCHEDULE G – COOLING TOWERS:**

- Clean and remove all debris from unit without removing the fill packs.
- Clean and flush sump properly.
- Inspect spray nozzles, clean and report any damages.
- Check condition and tension of v-belts and adjust the tension accordingly.
- Lubricate fan shaft bearings.
- Lubricate motor base adjusting screw.
- Check motors for any loose electrical connections and tighten.
- Check speed drives (if applicable) for any loose electrical connections and tighten. Clean speed drives properly with air.
- Check operation off speed drives and correct where required. The contractor shall make sure that all sensors where applicable, are in correct position and function properly.

## 2.4 **THREE MONTHLY**

### 2.4.1 **SCHEDULE I – SPLIT TYPE AIR CONDITIONING UNITS**

- Check for undue noises or vibration and repair.
- Check remote control / selector switch operation.
- Check filter media and clean.
- Check and observe operation of reversing solenoid valve and replace where required.
- Check compressor termination and overload and repair if required.
- Check and lubricate fan motor bearings where applicable.
- Check all 'start' and / or 'run' capacitors and replace if required.
- Clean all condensers properly with coil cleaner
- Check for refrigerant leaks / restrictions and repair if necessary.  
Recharge units to the correct working pressure.
- Check for any loose electrical connections and tighten.
- Check all drain pipes and unblock if necessary.
- Check for any water leaks and repair.
- Clean all indoor and outdoor units properly.
- Replace batteries on remote controls as required
- Report all faults found during the service in writing

## 2.5 **SIX MONTHLY SERVICES:**

### 2.5.1 **SCHEDULE J - HEPA FILTERS:**

Every six months penetration test using hot emery 3004 and the correct testing equipment i.e.,

- TDA-ZA Particle detection apparatus and TDA-56
- Hot aerosol generator must be carried out on all Hepa Filter installations and test certificates must be issued to the Department.

NB: ONLY FILTERS APPROVED BY DPWI REPRESENTATIVE MAY BE USED

### 2.5.2 **SCHEDULE K – CHILLERS:**

- Check oil temperatures
- Check for any oil leaks and repair
- Check oil level and replenish if needed
- Check for any refrigerant leaks and repair
- Check refrigerant level and re-fill if required
- Check condensing pressure
- Test oil pressure cut-out
- Test refrigerant low temperature cut-out
- Test recycle thermostat
- Test control centre
- Test flow switches
- Test temperature control
- Change compressor oil (new oil)
- Change oil filter
- Change refrigerant filter
- Clean condenser tubes (Chemical wash)

- Renew filter dryers
- Conduct meg-ohm stator winding test of compressor motors
- Check motor and starter plugs and tighten as required.

2.5.3 **SCHEDULE L - ELECTRICAL DISTRIBUTION BOARDS SUPPLY TO AIR  
CONDITIONING INSTALLATIONS THROUGHOUT THE INSTITUTION**

- Vacuum inside of boards thoroughly
- Ensure that all indicator lights are working
- Clean outside of panel
- Check all bus-bar connections and ensure they are tight
- Ensure that all connections to contacts are tight
- Attend to all other aspects

2.5.4 **SCHEDULE M – CHILLED WATER AND CONDENSING WATER LINES**

- Visually inspect all chilled water lines and lagging for any defects and report to Department
- Visually inspect all condensing water lines for any defects and report to Department
- Clean all strainers on chilled water and condensing water lines

2.6 **YEARLY SERVICES:**

2.6.1 **SCHEDULE N - COOLING TOWERS**

- Remove side panels of cooling towers, remove fill packs and clean properly with chemicals and high pressure water. Re-install fill packs in position. Re-install side panels of cooling towers and make sure no water leaks are present. The contractor must allow for sealant on the panels.
- Clean and flush sump properly.
- Inspect spray nozzles, clean properly and report any damages.
- Replace v-belts on cooling towers and adjust the tension accordingly.
- Lubricate fan shaft bearings.
- Lubricate motor base adjusting screw.
- Check motors for any loose electrical connections and tighten.
- Check speed drives for any loose electrical connections and tighten. Clean speed drives properly with air.
- Check operation off speed drives and correct where required. The contractor shall make sure that all sensors where applicable, are in correct position and function properly.
- All units shall be in good working condition after completion of the services.
- The site shall be cleaned after completion of the service.

## 2.7 **MAINTENANCE ON SPECIFIC COMPONENTS**

Maintenance on components listed below shall be carried out as follows:

### 2.7.1 **ROLLER BEARINGS**

- a) Check for any excessive bearing vibration, noise and temperature. The normal operating temperature of a ball/roller bearing is between 40°C to 60°C in an ambient temperature of approximately 20°C.
- b) Should excessive vibration be present, check for external factor which may be the cause of the vibration such as the misalignment or out of balance rotating parts and condition of mountings. Defective bearings shall be replaced.
- c) Should excessive noise be present the bearing shall be removed, washed out in clean spirit and checked for damage. Undamaged bearings shall be re-packed with grease and re-fitted. Damaged bearings shall be replaced.
- d) Should bearings run at excessive temperatures, check for over greasing, incorrect assembly, misalignment, excessive belt pull, excessive end thrust and position of bearing on shaft. Excessive loads on the bearing shall be reduced.
- e) Bearing housings fitted with grease nipples shall be greased.
- f) Plummer block housings with no provision for lubrication shall be greased by removal of the housing cap. Alternatively the housing shall be drilled and tapped to take a grease nipple.

#### NOTE

Unless bearing failure is expected, bearings shall not be removed for detail inspections during normal inspection services. Bearings in difficult accessible positions within enclosed assemblies such as gearboxes shall not be inspected individually unless the assembly is stripped for scheduled maintenance or repairs.

### 2.7.2 **SLEEVE BEARINGS**

- a) Check for excessive bearing vibration, noise and play
- b) Lubricate bearing. If oil wells are fitted check oil level and top up

### 2.7.3 **ELECTRIC MOTORS**

- a) Carry out the required inspections on bearings.
- b) Ensure that motor is not overheating. The maximum permitted temperature for class B insulation is 120°C and for class F insulation 140°C as measured by increase in stator winding resistance.
- c) Compare measured full load current with nameplate value when supplied at rated volts and frequency

- d) Check that terminal connections are clean and tight and that motor is soundly earthed. Ensure that the plastic terminal base is clean and undamaged.
- e) Examine motor for corrosion and mechanical damage
- f) Ensure free unobstructed ventilation. Examine cooler tubes if the motor is of the closed air circuit air (CACA) type.
- g) Check that motor is free from dirt, oil, chemical or any contaminant that can be detrimental to the satisfactory operation.
- h) Remove drain plugs and re-fit after draining any condensate.
- i) For slip ring motors, in addition to the above:
  - i) open slip ring inspection cover and check absence of sparking between brush and slip ring when the motor is operating on full load
  - ii) with the motor isolated from the supply, ensure that the slip rings are not worn, grooved or pitted in any way
  - iii) examine the brushes for wear, grooving or pitting etc., and for freedom of movement in their holders
  - iv) unless the motor is fitted with constant pressure type brushes, check brush pressures using a spring balance. The pressure should be in the order of 750kPa.
  - v) Ensure that the slip rings, brush holders and their enclosure is clean and free from any accumulation of carbon dust

#### **2.7.4 GEARBOXES (including geared motors)**

- a) Check for any excessive vibration, noise and temperature
- b) Check for possible overloads or excessive shock loads on gearbox
- c) Check oil level and ensure that housing is accurately filled with lubricant to the specified level
- d) Grease oil seals on units equipped with grease nipples
- e) Check for blockages in breather lines. Clean breather in a solvent.
- f) Check grade of oil and oil condition. Oxidized, dirty or oil with a high sludge content shall be drained and replaced with the correct grade as specified by the manufacturer. Clean oil filter.
- g) On forced feed systems ensure that oil pump is functioning. Check that oil passages are clear and permit free flow of lubricant. Inspect oil-line pressure regulators, nozzles and filters to be sure they are free of obstructions. Ensure that pump is not sucking air.
- h) Check for oil leaks:
  - i) Replace worn oil seals. Check condition of shaft under seal and polish if necessary
  - ii) Adjust or replace stuffing box packing. Tighten packing gradually to break in. Check condition of shaft and polish if necessary
  - iii) Reduce excessive flow of force-feed lubricant to bearing by adjusting orifices and/or

- iv) Tighten cap screws or bolts. If not entire effective, remove housing cover and caps, clean mating surfaces and apply new sealing compound and re-assemble
- i) Check for excessive play between drive and driven shafts
- j) Clean gearbox externally
- k) Check housing for signs of mechanical failure

#### **NOTE**

Should it be necessary to remove the housing cover in order to repair an oil leak, the complete gearbox shall thoroughly inspected as required for the scheduled maintenance.

### **2.7.5 PUMPS**

The following pumps shall be included where applicable:

- a) Condenser water pumps
- b) Chilled water pumps

#### **MAINTENANCE REQUIREMENTS**

- a) Check pumps for leaks
- b) Check bearing temperatures
- c) Check pump for excessive noise and vibration
- d) Check and adjust glands as necessary to maintain slight leakage
- e) Check oil level and top up if required
- f) Check pump coupling pins and bushes for wear
- g) Clean pump suction strainers
- h) Check condition of flexible suction and delivery connections
- i) Clean pump and pump base

## **2.8 ANNUAL SERVICE CHECK LIST**

### **2.8.1 ROLLER BEARINGS**

Wash out old grease with white spirit and examine bearing and bearing housing. Replace rough bearings. Re-grease sound bearings with the manufacturer's recommended lubricant.

#### **NOTE**

Re-lubrication of small bearings, particularly deep groove ball bearings, fitted with shields or seals are not required. These bearings shall however be thoroughly examined during the scheduled maintenance service.

### **2.8.2 SLEEVE BEARINGS**

Replace oil in oil wells and/or sumps



### 2.8.3 **ELECTRIC MOTORS (Fractional kW motors excluded)**

- a) Strip the motor down completely, removing rotor from stator
- b) Blow out the stator, rotor, terminal box and fan cowl with an air jet to remove any internal dust etc. If contaminated with oil or grease, etc., wash with a recommended detergent.
- c) Carry out the required maintenance on bearings as specified in paragraphs 1 and 2
- d) Measure winding insulating resistance using a 500 volt merger. If the reading is low, or if there is evidence of damp present (corrosion, etc.,) then consideration should be given to fitting motor heaters or at least, to giving the winding a double impregnation and baking.
- e) If oil seals are fitted, these shall be replaced, taking extreme care not to damage the lip of the seal when fitting.
- f) Re-assemble and ensure free rotation of the shaft.
- g) For slip ring motors, in addition to the above:
  - i) If the slip rings are grooved or pitted etc., skim the rings in a lathe, true to the bearing seating on the shaft. Finish with a polished surface;
  - ii) If the brushes are little worn and in a good condition, simply ensure freedom of movement in their holders and replace the brushes in exactly the same position from which they were removed
  - iii) If new brushes are necessary, these shall be fitted such that they move freely in their holders and are bedded in after the motor has been re-assembled
  - iv) Adjust the brush pressures to approximately 750kPa using a spring balance.
  - v) Log details of inspections, replacements and repairs as well as parts recommended for replacement

### 2.8.4 **GEARBOXES (including geared motors)**

- a) Remove housing cover and caps
- b) Carry out the required inspections on bearings as specified in paragraphs 1 and 2
- c) Check for misalignment of gears. The contact pattern on teeth must be over approximately 75% of face, preferably in the centre area.
- d) Check condition of teeth
- e) Check backlash and adjust to the manufacturers requirements
- f) Check that all shafts spin freely when disconnected
- g) Disconnect couplings and check alignment. Re-align as required.
- h) Check lateral float on coupling. Adjust spacing between drive motor to eliminate end pressure on shaft or arrange for the

replacement of the flexible coupling with a type allowing the required lateral float.

- i) Re-assemble gearbox and re-connect couplings
- j) Drain oil and replace with the correct grade oil as recommended by the gear manufacturer.
- k) Log details of inspections, replacements and repairs as well as parts recommended for replacement.

#### 2.8.5 **PUMPS**

- a) Strip pump completely
- b) Check condition of impeller(s) or diaphragm
- c) Carry out the required inspections on bearings as listed in paragraphs 1 and 2
- d) Examine gland and renew packing if required
- e) Examine condition of mechanical seals
- f) Check coupling alignment
- g) Re-assemble pump and ensure that mating surfaces are cleaned properly and provided with a durable sealing compound
- h) Replace lubricant with a grade as recommended by the pump manufacturer.
- i) Log details of inspections, replacements and repairs as well as parts recommended for replacement.

#### 2.9 **COOLING AND HEATING COILS**

##### **Monthly schedule**

- Check for leaks and general conditions
- Check door gaskets

##### **Six monthly schedule**

- Clean coil with appropriate solution and high pressure water
- Remove all rusts and treat

#### 2.10 **CONTRACTOR'S / INSPECTORS MONTHLY REPORT**

A random inspection/s will be performed by a representative of the Department of Public Works and Infrastructure at which the contractor must be present.

All log-books will be inspected.

# **PART 3**

## **ANNEXURES**

## ANNEXURE A

### PERFORMANCE SPECIFICATION (SCORE CARD)

#### 1. **GENERAL**

The Contractors performance will be measured against the following four parameters.

- Minimum incidence of faults
- Minimum downtime
- Good record keeping
- Optimal service costs

Operational efficiency will be evaluated against the standards set out above. The statistics will be recorded and set out in the quarterly report submitted to the Department by the Contractor.

#### 2. **AVAILABILITY OF SYSTEMS**

Any machine or system will in general be regarded as available when the system is performing the duty for which it originally was designed. When any component is “out of operation” this shall mean any component not working at all as well as when the component is still working but when the performance of the component cannot meet the design duties as originally specified.

#### 3. **PERFORMANCE STANDARD**

The contractor shall restore each system as detailed in this specification and maintain it to ensure the successful operation thereof. For this purpose the minimum requirements shall be measured against availability of the overall system of 90% or better. This availability will be calculated as follows.

$$\text{Availability} = \frac{(T_i - T_{di})}{T_i} \times 100$$

Where:

$T_i$  - The length of the time interval  $i$  for the applicable month under consideration expressed in hours

$T_{di}$  - The total of the MTTR's for the individual system during the time interval  $i$  for the applicable month under consideration expressed in hours

MTTR- This mean the time to repair the system as determined from the fault/service/repair logbook, and shall be equivalent to the sum of all the times that the system or any part of the system, does not conform to the operational requirements.

#### 4. **EXAMPLE CALCULATION**

4.1 April has 30 days @ 24 hour operation per day, this makes  $T_i$  720 hours

4.2 During the month 3 breakdowns, each with a response time of 1 hour and a repair time of 5 hours. The scheduled service takes 20 hours.

In this example

MTTR1  $3 \times (1+5) = 18$  hours and MTTR2 = 20

Sum of MTTR's 18 + 20 giving Tdi = 38 hours

$$\begin{aligned} 4.3 \quad \text{Availability} & \quad \frac{(720-38)}{720} \times 100 \\ & = 94,72\% \end{aligned}$$

The onus shall rest on the contractor to submit the necessary motivation to the Department for its consideration and decision for MTTR periods, which the contractor considers to have been caused by factors outside his control, and which should not be included in the calculations, e.g. malicious damage, lightning, import of material, etc. Actual damaged or faulty equipment shall be presented by the contractor as proof before removal thereof or repairs thereto.

Where breakages or faults are caused by factors outside the contractor's control, he shall immediately report the incident to the Department in writing, giving a full list of the details/persons involved. A specified quotation must be attached to the report including and showing mark up. If prices are unreasonably high, the Department reserves the right to pay the contractor an amount in line with current market related prices only, plus mark up.

## 5. **GUARANTEE OF PERFORMMANCE**

The contractor shall guarantee the availability of 90% of all systems specified in this contract, as calculated and specified in paragraph 4 hereof. In the event of the contractor failing to achieve this specified availability, a penalty, equal to ten cents per One Hundred Rand of the total contract value will be levied against the contractor for each percentage point per month that the overall system availability is below the availability percentage as specified herein. The penalty will be levied each month during which the availability is below the specified percentage, and not on an annual or contract period basis.

## 6. **CONDITIONS AND CIRCUMSTANCES EXCLUDED FROM THE AVAILABILITY CONCEPT**

- 6.1 Air conditioning systems undergoing repairs where inspection authorities is involved.
- 6.2 In cases where spares have to be import or specially manufactured. In all these cases the fact must be proofed and estimated time needed to obtain the spares must be given.

## 7. **MAINTENANCE CONTROL SYSTEMS**

### 7.1 **MACHINE IDENTIFICATION NUMBER**

A unique identification number shall be provided on each and every equipment item to be maintained after the acceptance of the tender. Each number is made up as follows:

- a) The building identification number. This number identifies each building and since machines installed are related to a building, it will not be necessary to provide the building ID number on the machines/equipment
- b) The system identification number. System numbers have been allocated to the type of service under which the equipment was originally installed.

- c) The machine number for each system type. Since the compressed air installation is related to the operation of boilers, the same system identification number has been used though out.

The number to be provided on any machine/installation in a building will thus be in the format of the system number followed by the machine number e.g. M17/12

The number shall be clearly engraved in an aluminum plate and shall not be less than 10mm high. The plate shall be fastened to the machine/equipment item in a conspicuous position with self-tapping screws or pop rivets.

Identification numbers will be issued to the contractor after the acceptance of his/their tender.

## 8. **QUARTERLY REPORTS**

The Contractor shall submit written quarterly reports to the Department on the status of the systems and progress achieved. The schedules and service sheets comprising the quarterly report, enclosed as ANNEXURE "B" hereto, serve as a guide ONLY and give the MINIMUM requirements. The Contractor shall prepare his own schedules and service sheets for acceptance by the Department and shall make his own arrangements for printing and duplicating of quarterly reports and service sheets.

The reports shall also be countersigned by the Department Representative on site and he/she shall endorse the sheets to the effect that the plant is, in the opinion of the Officer in charge of the building operating satisfactorily. His/her name in print, his signature, the date and his telephone number must appear on the sheet.

This report shall show the following:

- Availability as calculated in paragraph 4 on a daily basis for continuous 30 day periods with the running average for those periods
- Any complaints received during the period, as well as the reason for the complaints, with corrective actions taken and dates
- Quarterly test results, showing, with dates:
  - equipment tested
  - faulty equipment
  - repairs undertaken
- Call-out log
- Short description of call-outs with corrective action taken and dates
- Copies of the service sheets for each individual system issued for that period

The identification number of the machine/equipment item repaired/replaced together with the cost for the repair/replacement shall be clearly indicated in the quarterly report. Details of normal servicing need not be described unless a potential defect is found on any piece of equipment, which will need attention in future.

The Quarterly report shall be both narratives and statistical. The statistical content shall deal typically with the incidence and nature of breakdown maintenance carried out during the preceding quarter, equipment downtime and the frequency of spares replacement. The narrative content shall highlight corrective maintenance executed and shall draw attention to ongoing deficiencies being attended to by the Contractor and/or any matters requiring attention by the Department.

9. **SERVICE SHEETS**

Every service, repair, test etc., shall be fully described on a work sheet which must be completed on site and signed by the Department. The following minimum information shall appear on work sheets:

- The company name and address
  - A work sheet serial number
  - The building name
  - The system number and system description
  - The call-out no. (if applicable)
  - The nature of the call, i.e. urgent or normal call-out
  - A general description of the problem or purpose of the work done
  - A statement whether the individual system is in terms of the specification operational or not
  - Should the system not be operational the response time and repair time shall be recorded individually
  - The ID number, machine/equipment description and description of the repairs/replacements carried out on each machine/equipment item on that specific system
  - A list of material used for each machine/component
  - A detailed report on the extent of the work done together with the estimated cost involved
  - Suggestions to avoid future problems
  - A list of the Contractor's personnel responsible for the work with the date, starting time, completion time and distance travelled
  - Signature and name of the responsible technician/artisan/engineer
  - Signature of the Department of Infrastructure Development Representative
- Service sheets shall also be used for normal routine maintenance services.

10. **SITE MAINTENANCE FILES AND SHELVES**

The contractor shall provide and maintain hard cover A4 maintenance files for each individual system, which shall be kept in the client file. These logbooks will remain the property of the Department and may not be removed from the client offices under any circumstances. The contractor shall be required to file all master copies of the Service Reports for each system in chronological order.

Suitable steel or timber shelves shall be provided by the Contractor for storing the maintenance files. These shelves shall become the property of the Department after delivery and erection on site.

11. **REPAIR AND RESPONSE TIME**

It shall be expected of the Contractor to relate his actions in respect of call-outs, repairs and general maintenance to specific prescribed response and repair times.

Depending on the urgency of the call-out, the response times may vary and the table below indicates maximum time-spans.

CALL-OUT TYPE	RESPONSE TIME	REPAIR TIME
Urgent Normal	1 hours 4 hours	Refer Definition below

where:

**RESPONSE TIME** shall mean the time lapsed from the time the call-outs are logged by the system operator or person making the call. Until the Contractor responds on site. The time shall be recorded in the Service Sheet if the system is not operational as specified in terms of this specification.

**REPAIR TIME** shall mean the maximum time taken by the Contractor to repair the fault, in order to limit the downtime of the system to a minimum. The time shall be recorded in the Service Sheet if the system is not operational as specified in terms of this specification.

Unless for circumstances beyond the control of the contractor the down-time on systems shall be limited to the following:

48 hours for completion irrespective of the breakdown

**DOWNTIME** with respect to call-outs, shall mean the total time for which the system is not 100% operational, i.e. response time plus repair time.

With regard to Routine periodic services, the Contractor shall notify the Department Representative and the institution at least 7 days in advance.

## 12. **INSPECTION AND TESTING**

The Department and/or its duly appointed representative, or any person he may appoint for the purpose, may inspect and test the various portions of the work at all times and shall have full power to reject all or any portion of the work that he may consider to be defective or inferior in quality of material, workmanship or design with respect to the original installation. Any portion of the work so rejected shall be replaced immediately by the Contractor, unless, in the opinion of the Department, the work rejected can be so treated and repaired as to render it fit for incorporation in the contract works. In this event the Contractor shall, at his own risk and expense, be at liberty to repair the work to the satisfaction of the Department. The Contractor shall carry out such tests as are necessary, in the opinion of the Department, to prove that the contract requirements are being complied with.

The cost of all tests and/or analyses shall be borne by the Contractor.

## 13. **SITE MEETING**

A meeting between the Department and/or its duly appointed representative, and the Contractor shall be held monthly or more frequently if so required by the Department, at a time, date and venue determined by the Department, to discuss all aspects of the maintenance of works as documented in the Quarterly Report. No additional compensation will be paid for this.

The site meetings will be under the chairmanship of the Department Representative and/or his duly appointed representative.

## 14. **SHUT DOWN OF EQUIPMENT AND PLANT**

14.1 No mechanical/electrical equipment or plant involved in this Contract may be shut down,



switched off or isolated in any way without prior written permission from the Head of the Institution concerned, being a Superintendent or the most Senior Personnel of the facility/Institution at the time of the request.

14.2 Maintenance and repairs shall be carried out timorously, punctually and with the utmost care to minimize the necessity for affecting the services rendered by the installation/equipment covered by this Tender/Contract. Should during the effecting of any repair, it be deemed necessary to isolate any section of the plant arrangements shall be made with the Representative of the Department who will make arrangements with the official in charge of the sections of the institution served, which will be affected by the intended shut-down, prior to proceeding with the intended activities.

14.3 The request for a shutdown shall be channelled in the following manner. The Contractor must first approach the Department Representative, so as to assess that the shutdown is necessary. The representative will approach the Institution/Facility's authorities for authorization of the shutdown. In the event of any emergency, and a Representative of the Department is not available at the time, the Contractor shall get authority from the Superiors of the Institution or Facility concerned and shall thereafter furnish the Representative of the Department with a copy of such written authorization for record purposes.

15. **REPLACEMENT PARTS AND MATERIAL PROVIDED FOR IN THE PARTS AND MATERIAL PRICE SCHEDULE**

15.1 Authorization for the replacement of parts or materials shall, when such replacement is required, be obtained from the Representative of the Department, before such replacement is executed, subject to the limits set out below.

15.2 If replacement of parts or material are necessary for items not covered in the schedule the contractor must submit a written quote to the representative agent.

15.3 The Contract has two phases, a repair phase and a maintenance phase.  
Some differences between the phases are noted in the table below:

REPAIR PHASE	MAINTENANCE PHASE
Starts when access is given to an installation.	Starts on day one.
Ends 1 month later.	Ends after 36 months
Has penalties and a 5 % retention No	Has a payment reduction, score card.
12 month guarantee for replacement	No Guarantee.12-month
Scorecard to apply	3 months defects liability period.
The exact work to be done is determined on site after inspections and tests on the Installations.	The scope is defined in this specification.
The items are measured after inspection on the installations.	The scorecard is used to measure the points and the performance of the Contractor is used to measure the payment reductions.

15.4 Installations are to be repaired to a fully serviceable condition if necessary, before any maintenance can commence. Hence the following categories:

15.5.1 **Urgent/emergency repair work**

- 15.5.1.1 This is life threatening situations or situations, which pose a potential serious damage.
- 15.5.1.2 Materials and parts for such repair work, shall be eligible for payment as per prices and/or the mark-up quoted in the price schedules up to a certain ***prescribed limit*** as per repair task without having to obtain the prior authorization, from the Representative of the Department, required for the execution of such repairs.
- 15.5.1.3 The written report in respect of expenditure as well as the reasons for emergency/urgency thereof shall be submitted to the Representative of the Department within 48 hours of the occurrence thereof so that it can qualify for being urgent/emergency exercise.

16. **MAINTENANCE**

- 16.1 Maintenance refers to a routine and/or remedial intervention required, ensuring that the asset is retained in a serviceable condition, and also to ensure that it retains its value and usefulness.
- 16.2 There are different kinds of maintenance services that are to be undertaken, depending on the installation to be maintained, namely: -
  - 16.2.1 Preventative Service Maintenance – for which the service provider has to perform certain actions to prevent failure on the operation of the installation in due course.
  - 16.2.2 Condition-based Maintenance – it is corrective maintenance to be performed to restore the installation to its required condition or standard.
  - 16.2.3 Statutory Maintenance – both preventative and condition-based maintenance may contain the elements of statutory maintenance which is defined in the Act as actions performed to meet legal requirements as contained in the Occupational Health and Safety Act No 85 of 1993 and other relevant regulations.
  - 16.2.4 Emergency Maintenance – these are reactive maintenance actions performed to restore installations to operational condition.
  - 16.2.5 Incident Maintenance – actions performed to restore an installation to an operational or safe condition after it was damaged as a result of external events.
- 16.3 The Contractor shall compile the Preventative Service Maintenance Works Programme for periods of three months and submit same in writing in advance to the Representative of the Department, giving him/her enough time to evaluate and to notify the Contractor of possible amendments before approval.
- 16.4 The contractor shall compile a condition-based Maintenance programme based on the results of machinery inspections as per 16.2.1.

17. **REDUNDANT MATERIAL**

The Contractor shall hand over all used parts (worn and/or damaged) to the Representative of the Department as such become the property of the Department and shall be handed to the Representative of Department or client Representative.

18. **INSTRUCTIONS TO CONTRACTOR**

- 18.1 No instructions from any personnel other than the Department Project Manager or Lead Project Manager shall be carried out.
- 18.2 The Department will ensure that a **logbook/job card** is kept on Site and that all faults and defects reported after hours are recorded. A report for each call-out will be entered by the Contractor's Supervisor in this book and signed by the client Representative and the Project Manager employed by the Department.
- 18.2 The nature of work at the Institutions is such that all repairs will be carried out punctually, with great care and minimal inconvenience to the facility.

**ANNEXURE "B" (EXAMPLE REPORTS)**

**THE FOLLOWING REPORT FORMS IN THIS ANNEXURE ARE EXAMPLES ONLY AND ARE INCLUDED IN THE SPECIFICATION AS GUIDE TO GIVE THE TENDERER AN IDEA OF WHAT WILL BE EXPECTED OF THEM**

**(EXAMPLE ONLY)**

**QUARTERLY MAINTENANCE REPORT FOR THE PERIOD**

\_\_\_\_\_ TO \_\_\_\_\_

CONTRACT NO. : \_\_\_\_\_

CITY / TOWN : \_\_\_\_\_

BUILDING : \_\_\_\_\_

SYSTEM ID NO. : \_\_\_\_\_

SYSTEM DESCRIPTION : \_\_\_\_\_

**STATEMENT BY CONTRACTOR**

THE CONTENTS OF THIS DOCUMENT IS TRUE AND CORRECT AND ALL SYSTEMS ARE FULLY OPERATIONAL EXCEPT WHERE INDICATED DIFFERENTLY IN THIS DOCUMENT

CONTRACTOR (PRINT) : \_\_\_\_\_

COMPILED BY (PRINT) : \_\_\_\_\_

SIGNED BY (CONTRACTOR) : \_\_\_\_\_

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

**ENDORSED BY OFFICIAL IN CHARGE**

ALL SYSTEMS WERE TESTED IN MY PRESENCE AND TO THE BEST OF MY KNOWLEDGE IS FULLY OPERATIONAL EXCEPT WHERE INDICATED IN THIS REPORT

OFFICIAL IN CHARGE (PRINT) : \_\_\_\_\_

OFFICIAL IN CHARGE (SIGN) : \_\_\_\_\_

TEL NUMBER : \_\_\_\_\_

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

**QUARTERLY MAINTENANCE REPORT  
WITH A SCORE CARD  
(EXAMPLE ONLY)**

**AVAILABILITY OF THE SYSTEM/MACHINE**

MONTH _____	MONTH _____	MONTH _____
<i>T<sub>i</sub></i> ..... hours	<i>T<sub>i</sub></i> ..... hours	<i>T<sub>i</sub></i> ..... hours
<i>T<sub>di</sub></i> ..... hours	<i>T<sub>di</sub></i> ..... hours	<i>T<sub>di</sub></i> ..... hours
Availability ..... %	Availability ..... %	Availability ..... %
Service Sheet reference no's ..... .....	Service Sheet reference no's ..... .....	Service Sheet reference no's ..... .....
Notes (if any) ..... ..... ..... .....	Notes (if any) ..... ..... ..... .....	Notes (if any) ..... ..... ..... .....

[illegible]

[illegible]

### TEST / COMMISSIONING REPORT

<b>MACHINE ID NUMBER</b>	.....	.....	.....
1. Service sheet ref. no.	.....	.....	.....
2. External service connections	.....	.....	.....
3. Electrical system	.....	.....	.....
4. Mechanical components of the machine	.....	.....	.....
5. Settings of mechanical components and electrical Control equipment	.....	.....	.....
5.1 Low pressure cut out	.....	.....	.....
5.2 High pressure cut out	.....	.....	.....
5.3 High Condensing water temperature cut out	.....	.....	.....
5.4 Low condensing water temperature cut out	.....	.....	.....
5.5 Low oil cut out	.....	.....	.....
5.6 Condensing water flow cut out	.....	.....	.....

### SERVICE SHEET

BUILDING NUMBER: B.....	DATE .....
BUILDING NAME : .....	
INSTALLATION : .....	
MACHINE ID & DESCRIPTION : .....	

NATURE OF SERVICE	CALL OUT	MAIN-TENANCE	REPAIRS	COM-PLAINT	INSPEC-TION	RESTORA-TION	COMMIS-SIONG	UNSCHE-DULED	OTHE R
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\* Mark applicable item

TIME SPENT AND DOWN TIME ON INSTALLATION	TIME IN (h) & TRAVEL	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
	RESPONSE TIME							
	HOURS WORKED							
	DOWN TIME							
	TRAVELLING TIME							
	DISTANCE TRAVEL							

DESCRIPTION/SUGGESTIONS. ....
.....
.....



..... ...
--------------

LIST OF MATERIAL USED	ESTIMATED COST (EXCLUDING VAT)
.....	MATERIALS R.....
.....	LABOUR R.....
.....	OVERHEADS R.....
.....	TOTAL R.....

NAMES OF CONTRACTOR'S PERSONNEL RESPONSIBLE	
.....	SIGNED ..... TECHNICIAN/ARTISAN/ENGINEER
.....	DATE .....

COMMENT

.....

.....

## **ANNEXURE C**

### **SITE STAFF AND QUALIFICATIONS**

1) **Supervisor: 1**

The site Supervisor will not form part of the permanent site personnel but will be a person with at least 5 years practical experience in the maintenance and operation of the type of machinery covered in this specification. This person must have a written mandate from the board of Directors of the successful tenderer to take enforceable decisions on behalf of the company. This person must further ensure that all aspects of this tender/contract is fully adhered to and will be held responsible to that effect. This will also be the company representative on all meetings with the Department of Infrastructure Development and the Client Departments that will participate in this tender/contract. This person can be the owner of the company.

The Supervisor will be designated in writing in accordance with General Machinery Regulation (7)(a) to assist the Competent Person on site to supervise the Plant and Machinery contained in this specification and to ensure that it is inspected, tested, operated and maintained according to the OHS Act. He will report to the Competent Person.

2) **AIR CONDITIONING TECHNICIAN:**

Qualifications and experience: Has served an apprenticeship in an engineering trade which included the operation and maintenance of machinery, or has had at least 5 years practical experience in the operation and maintenance of machinery, and who during or subsequent to such apprenticeship or practical experience, as the case may be, has had not less than 1 year experience in the operation and maintenance appropriate to the class of machinery he is required to maintain. Preference will be given to a person qualified as a millwright.

3) **Technician Assistant:**

Training: Attended a 3 week Hands Skills Training Course, or is an Apprentice.

ANNEXURE D

SITE INSPECTION CERTIFICATE

1. ATTENDANCE BRIEFING SESSION :  
(Tenderers to visit site on own time)

- 1.1 Cluster 1: .....
- 1.2 Cluster 2: .....
- 1.3 Cluster 3: .....
- 1.4 Cluster 4: .....
- 1.5 Cluster 5: .....
- 1.6 Cluster 6: .....

It is hereby certified that  
.....  
of.....

attended the Site Inspection held on .....

Signed : .....  
(Departmental Representative).

2. EXAMINATION OF SITE

Declaration

I/we have inspected and examined the Sites listed above and its surroundings and am/are satisfied as to the nature of the installation (so far as is practicable) and the means of access to the site. I/We further certify that I/we am/are satisfied with the description of the work and the explanations given by, or on behalf of, the Project manager at the Briefing/site inspection.

Signature : .....

Date : .....



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

**MAINTENANCE TO BE DONE IN ACCORDANCE WITH TECHNICAL SPECIFICATION ADHERANCE**

**MAINTENANCE OF AIR CONDITIONERS FOR 12 MONTHS**

Cluster:		
Tender No.:		
Sch No.	Description	Amount
1	SCHEDULE 1: PRELIMINARIES AND GENERAL	R
2	SCHEDULE 2: SERVICES	R
3	SCHEDULE 3: BREAKDOWNS	R
4	SCHEDULE 4: PROVISIONS	R
5	SCHEDULE 5: EPWP	R
Total carried to total summary table		R

**Summary Table**

	Totals	
	Total of Schedule 1-5 excl VAT	R
	Value added Tax (VAT) The Tenderer shall add 15% of the Total of Schedule of Quantities above	R
	Tender Sum incl of VAT carried to: 'Form of Offer and Acceptance' DPW-07-EC	R

Upon written notice to the Supplier,

DPWI shall be entitled:

- to cede, assign and transfer its right, title and interest in the provision of **Maintenance of Air Conditioners** to the client department;
- notify the Service Provider of such cession to ensure that the performance of the payment for services

Bidder Signature

Date

**Schedule 1 Preliminary and General**

Item no.	Item Description	Unit	QTY	Rate	Total
	<b>As-built information and Operating and Maintenance Manuals:</b>				
1	Obtaining of all available information, compiling, reproducing (1) one set of hard copy as-built and operating & maintenance manuals for each site as specified in Technical Specification. Documents to be handed over to the Departmental Representative	each	1		
2	Submit (1) one set of as-built drawings and operating & maintenance manuals in electronic format. The copies shall be in PDF and AutoCAD 2014 format with no passwords protection.	each	1		
3	Logging and recording of operating of conditions, services, maintenance visits, reports, breakdowns, samples, inspections, tests etc.	each	sum		
4	Health and Safety Plan (Safety File)	each	1		
	<b>Total to be carried to Summary Page</b>				

**Schedule 2 Service**

Item no.	Item Description	Unit	QTY	Rate	Total
<b>Supply rates as per Technical Specification. Sum given in the bill below shall be inclusive of all labour, supplies, material, transport and equipment required to complete the service</b>					
	<b><u>MONTHLY SERVICES</u></b>				
1	Service of Diffusers as per Technical Specification	each	1	R	
2	Service of Chillers as per Technical Specification	each	1	R	
3	Service of Filter Banks as per Technical Specification	each	1	R	
4	Service of VRV as per Technical Specification				
	<b><u>THREE MONTHLY SERVICES</u></b>				
5	Service of Pumps as per technical specification	each	1	R	
6	Service of Belt Driven Fans as per technical specification	each	1	R	
7	Service of Air Handling Units as per technical specification	each	1	R	
8	Service of Cooling Towers as per technical specification	each	1	R	
9	Service of Cooling and Heating coils as per Technical Specification	each	1	R	
10	Service of Split Unit/Cassette technical specification	each	1	R	
	<b><u>SIX MONTHLY SERVICES</u></b>				
11	Service of Hepa Filters as per technical specification	each	1	R	
12	Service of Distribution Boards as per technical specification	each	1	R	
13	Service of Chilled and Condensing water lines as per technical specification	each	1	R	
14	Service of Chillers as per Technical Specification				
	Service of VRV as per Technical Specification				
	<b><u>YEARLY SERVICES</u></b>				
15	Service of Cooling Towers as per Schedule technical specification	each	1	R	
16	Service of roller bearings as per Technical Specification	each	1	R	
17	Service of sleeve bearings as per Technical Specification	each	1	R	
18	Service of electrical motors and gearboxes as per Technical Specification	each	1	R	
<b>Total to be carried to Summary Page</b>					

### Schedule 3 Breakdown

Item no.	Item Description	Unit	QTY	Rate	Total
Supply rates as per Technical Specification. Sum given in the bill below shall be inclusive of all labour, supplies, material, transport and equipment required to complete the breakdown					
	<b><u>CONTROLS</u></b>				
1	Valve Actuator M7425A3005	each	1	R	
2	Modutrol Motor M985A	each	1	R	
3	Steam valve V5011R1042-1/2"	each	1	R	
4	Steam valve V5011R1042-3/4"	each	1	R	
5	Sail switch SA43A	each	1	R	
6	Damper Motor ML6194E	each	1	R	
7	Thermostat T92-A-1183	each	1	R	
8	Micronic 100 Humidity Controller R7420F-1037	each	1	R	
9	Micronic 100 Humidity display S7004C-1019	each	1	R	
10	Micronic 100 Module Q642Q-1005	each	1	R	
11	Micronic 100 Temperature display S7004B	each	1	R	
12	Micronic 100 Temperature controller R7420F-1045	each	1	R	
13	Step Controller 5984-A-F	each	1	R	
14	Three-way mixing valve V5011R1065 PN 16 DN 25 KVS 25	each	1	R	
15	Balance relay assembly 24337DB	each	1	R	
16	Valve repack kit 14003294-001	each	1	R	
17	Pneumatic Controller RP 920C 1054	each	1	R	
18	Valve Actuator ML7421A1008	each	1	R	
19	ML 6194C-1000 Damper Actuator	each	1	R	
20	ML7425A3005 Actuator	each	1	R	
21	M9185A1018 Modutrol motor	each	1	R	
22	M9185E1019 Modutrol motor	each	1	R	
23	M9174D1007 Modutrol motor	each	1	R	
24	Sail Switch S43A1037	each	1	R	
25	T921A1183 Thermostat	each	1	R	
26	MP953E-1376-1 Actuator	each	1	R	
27	14003295001 Repack Kit	each	1	R	
28	R43176754001 Valve kit	each	1	R	
29	S984F1088 Step Controller	each	1	R	
	<b><u>FILTERS</u></b>				
30	600x600x50 Filter BFW washable 85% arrestance 26 pleats	each	1	R	
31	500x500x50 Filter BFW washable 85% arrestance 26 pleats	each	1	R	
32	10mm X 25mm filter gasket	Roll	1	R	
33	600X600X300 Microcell Filters F8	each	1	R	
34	600X300X300 Microcell Filters F8	each	1	R	
35	600X500X300 Microcell Filters F8	each	1	R	
36	600X600X50 Washable Panel Filter External Wire Support	each	1	R	

Schedule 3: Continuation					
37	600X300X50 Washable Panel Filter External Wire Support	each	1	R	
38	500X500X50 Washable Panel Filter External Wire Support	each	1	R	
39	Neoprene Filter Gasket	each	1	R	
40	Split air con unit Filters	each	1	R	
41	Cassette Filter F9 600X300X292	each	1	R	
42	Cassette Filter F9 600X600X292	each	1	R	
43	Cassette Filter F8 600X600X292	each	1	R	
	<b>COMPRESSORS</b>				
44	9,000 BTU Piston	each	1	R	
45	12,000 BTU Piston	each	1	R	
46	18,000 BTU Piston	each	1	R	
47	24,000 BTU Piston	each	1	R	
48	36,000 BTU Piston	each	1	R	
49	48,000 BTU Piston	each	1	R	
50	60,000 BTU Piston	each	1	R	
51	Bristol H2NG184DPEF	each	1	R	
52	Bristol H2NG294DPE	each	1	R	
53	Copeland 2R16M3TWD570	each	1	R	
54	Copeland 4RK2 2500 FSD	each	1	R	
55	Copeland D6 FJJ 4000 BWM	each	1	R	
56	Copeland D8 DJI 6000 BWM	each	1	R	
57	Maneurop MT160 R22	each	1	R	
58	Maneurop MT 80 R22	each	1	R	
59	Maneurop MT 50 R22	each	1	R	
60	CopelandCRK 3-8325-TFD	each	1	R	
61	Carrier 06EF299-4-610	each	1	R	
62	9000 BTU Rotary Compressor	each	1	R	
63	12000 BTU Rotary Compressor	each	1	R	
64	18000 BTU Rotary Compressor	each	1	R	
65	24000 BTU Rotary Compressor	each	1	R	
66	36000 BTU Rotary Compressor	each	1	R	
67	44000 BTU Rotary Compressor	each	1	R	
68	58000 BTU Rotary Compressor	each	1	R	
69	Hitachi scroll compressor 401 RH	each	1	R	
70	Hitachi compressor 753-FITB-T	each	1	R	
71	Copeland Compressor 4 RK2 2500 FSD	each	1	R	
72	Copeland Compressor D6 FJ-4000	each	1	R	
73	Copeland Compressor D8 DHI 5000 BWM	each	1	R	
74	Copeland Compressor D8 DJI 6000 BWM	each	1	R	
75	Maneurop Compressor MT50HV4	each	1	R	
76	Maneurop Compressor MT80HV4	each	1	R	
77	Maneurop Compressor MT160HW	each	1	R	
78	Carrier Compressor 06EF299-4-610A-EE	each	1	R	
79	Carrier Compressor 06DA8242-BA3601	each	1	R	
80	Copland CRK 3-8325-TFD/552	each	1	R	
81	Tecumseh AG5573 E	each	1	R	
82	Bristol H2NG294DPE	each	1	R	



83	Bristol H2NG184DPEF	each	1	R	
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Schedule 3: Continuation					
	<b>EXTRACTORS</b>				
84	G x 9 Extract Fan	each	1	R	
85	G x 12 Extract Fan	each	1	R	
86	GX 6 Extractor fan	each	1	R	
87	GX 9 Extractor fan	each	1	R	
88	GX 12 Extractor fan	each	1	R	
	<b>V BELTS</b>				
89	13N1725	each	1	R	
90	13X1100	each	1	R	
91	13X1860	each	1	R	
92	13X1150	each	1	R	
93	1725x17	each	1	R	
94	13 X 2900	each	1	R	
95	13N 1800	each	1	R	
96	13 X 8 X 1130	each	1	R	
97	13 X 2120	each	1	R	
98	10N 2280	each	1	R	
99	13N 1700	each	1	R	
100	13 X 8 X 1030	each	1	R	
101	17 X 2890	each	1	R	
102	10N 950	each	1	R	
103	16N 2280	each	1	R	
104	17 X 2080	each	1	R	
105	17 X 4060	each	1	R	
106	17 X 3950	each	1	R	
107	17 X 3500	each	1	R	
108	17 X 1820	each	1	R	
109	10N 1420	each	1	R	
110	10N 1900	each	1	R	
111	13N 1600	each	1	R	
112	13N 1140	each	1	R	
113	13 X 1530	each	1	R	
114	16 N 3170	each	1	R	
115	13 X 1150	each	1	R	
116	13 X 2020	each	1	R	
117	16 N 2150	each	1	R	
118	16N 2530	each	1	R	
119	16N 3550	each	1	R	
120	16 N 2280	each	1	R	
121	17 X 2250	each	1	R	
122	17 X 2460	each	1	R	
123	17 X 2580	each	1	R	
124	17 X 2890	each	1	R	
125	17 X 3090	each	1	R	
126	17 X 3500	each	1	R	
127	17 X 3800	each	1	R	
128	10N1320	each	1	R	
129	10N2990	each	1	R	
130	10N1760	each	1	R	
131	10N1800	each	1	R	
132	10N2037	each	1	R	
133	10N950	each	1	R	
134	10N720	each	1	R	
	<b>COPPER TUBING</b>				
135	Copper tubing ¼	p/m	1	R	
136	Copper tubing ½	p/m	1	R	
137	Copper tubing 3/8	p/m	1	R	
138	Flare Nut ½	each	1	R	
139	Flare Union ½	each	1	R	
140	Flux 250 gram	each	1	R	
141	Rob Silver Solder Fluxed	each	1	R	
142	Rob copper to copper	S	1	R	

<b>Schedule 3: Continuation</b>					
	<b>3 WAY REVERSE VALVES</b>				
	<b>PANASONIC</b>				
143	Reverse valve for 9000 BTU unit	each	1	R	
144	Reverse valve for 12000 BTU unit	each	1	R	
145	Reverse valve for 18000 BTU unit	each	1	R	
146	Reverse valve for 24000 BTU unit	each	1	R	
147	Reverse valve for 44000 BTU unit	each	1	R	
	<b>MISC</b>				
148	Magnehelic Gauge 0-250Pa	each	1	R	
149	Magnehelic Gauge 0-500Pa	each	1	R	
150	Magnehelic Gauge 0-700Pa	each	1	R	
151	Magnehelic Gauge 0-100Pa	each	1	R	
152	Electrodes Mild Steel Each	each	1	R	
153	R141B FLUSHING AGENT	Per kg	1	R	
154	R404 Refrigerant	Per kg	1	R	
155	R410a Refrigerant	Per kg	1	R	
156	WF 68 Refrigeration Oil	Per litre	1	R	
157	WF 32 Refrigeration Oil	Per litre	1	R	
158	Refrigeration Oil Emkarate Ester	Per litre	1	R	
159	ALVANIA EP-2 GREASE	Per kg	1	R	
160	Pump Oil	Per litre	1	R	
161	Paraffin	Per litre	1	R	
162	Degreaser	Per litre	1	R	
163	Coil Brite	Per litre	1	R	
164	Duct tape	each	1	R	
165	Insulation Tape	each	1	R	
166	RCW 48 Drier Core Std capacity	each	1	R	
167	RCW 48 Drier Core High capacity	each	1	R	
	<b>ELECTRICAL</b>				
168	220V Multi Function Timer	each	1	R	
169	220V 11 Pin Relay	each	1	R	
170	5.5KW Contactor With Coil	each	1	R	
171	7.5KW Contactor With Coil	each	1	R	
172	11KW Contactor With Coil	each	1	R	
173	15KW Contactor With Coil	each	1	R	
174	Overload relay 6-10 amp	each	1	R	
175	Overload relay 10-16 amp	each	1	R	
176	Overload relay 16-24 amp	each	1	R	
177	Overload relay 18-36 amp	each	1	R	
178	Overload relay 63-75 amp	each	1	R	
179	Circuit Breaker 3 pole – 10 A	each	1	R	
180	Circuit Breaker 3 pole	each	1	R	
181	Circuit Breaker 3 pole	each	1	R	
182	Circuit Breaker 3 pole	each	1	R	
183	Circuit Breaker 3 pole	each	1	R	
184	Circuit Breaker 3 pole	each	1	R	
185	Circuit Breaker 1 pole	each	1	R	
186	Circuit Breaker 1 pole	each	1	R	
187	Circuit Breaker 1 pole	each	1	R	
188	Circuit Breaker 1 pole	each	1	R	
189	50 VA TRANSFORMER 220/24	each	1	R	
190	30 VA TRANSFORMER 220/24	each	1	R	

<b>Schedule 3: Continuation</b>					
	<b>PIPE SPARES</b>				
191	Socket 15mm steam	each	1	R	
192	Socket 20mm steam	each	1	R	
193	Socket 25mm steam	each	1	R	
194	Socket 32mm steam	each	1	R	
195	Socket 40mm steam	each	1	R	
196	Steam safety Valve 15mm	each	1	R	
197	Steam safety Valve 20mm	each	1	R	
198	Steam safety Valve 25mm	each	1	R	
199	Steam safety Valve 32mm	each	1	R	
200	Steam safety Valve 40mm	each	1	R	
201	Elbow 15 mm steam	each	1	R	
202	Elbow 20mm steam	each	1	R	
203	Elbow 25mm steam	each	1	R	
204	Elbow 32 mm steam	each	1	R	
205	Elbow 40mm steam	p/m	1	R	
206	Straight Brass Pipe Thermometer	each	1	R	
207	Pipe 15mm steam per meter	p/m	1	R	
208	Pipe 20mm steam per meter	p/m	1	R	
209	Pipe 25mm steam per meter	p/m	1	R	
210	Pipe 32mm steam per meter	p/m	1	R	
211	Copper Tube 15mm	each	1	R	
212	Copper Tube 20mm	each	1	R	
213	Copper Tube 25 mm	each	1	R	
214	15mm Conex Elbow	each	1	R	
215	20mm Conex Elbow	each	1	R	
216	25mm Conex Elbow	each	1	R	
217	Steam reducing Valve 25mm	each	1	R	
218	Steam reducing Valve 32mm	each	1	R	
219	Drier 25 gram all gasses	each	1	R	
220	Thermostat Double	each	1	R	
221	Thermostat Single	each	1	R	
222	Pu Foam	each	1	R	
223	Electronic Temperature Controller including sensor	each	1	R	
224	Check valve 20mm	p/m	1	R	
225	Check valve 25 mm	p/m	1	R	
<b>Total for Schedule 3 to be carried to Summary Page</b>					

**SCHEDULE 5 – Expanded Public Works Program – (EPWP)**

Item no.	Item Description	Unit	QTY	Rate	Total
	<b>EMPLOYMENTS OF YOUTH WORKERS</b>				
	The unit of measurement shall be the number of youth workers at the labour rate of R185,52 per day multiplied by the period employed in months and the rate tender shall include full compensation for all costs associated with the employment of one youth workers and for complying with the conditions of contract.				
1	General (EPWP compliance) @ R 185,52 per day working 8 hours per day only on weekdays	day	1	R 185,52	R 185,52
	<b>PROVISION OF EPWP DESIGNED OVERRALLS AND HARD HATS TO EPWP BENEFICIARIES</b>				
2	Supply 2 x EPWP branded overalls, 1x EPWP branded hard hat and safety shoes	sum	1		
	<b>Total to be carried to Summary Page</b>				

ITEM	BUILDING OR INSTITUTION	PLACE OR STREET	Local Municipality	
	South African Police Services	Amsterdam	Albert Luthuli	
	Magistrate Office	Carolina	Albert Luthuli	
	SA Correctional Service	Carolina	Albert Luthuli	
	South African Police Services	Driefontein	Mkhondo	
	South African Police Services	Ekulindeni	Albert Luthuli	
	Correctional Services	Piet Retief	Mkhondo	
	Magistrate Office	Piet Retief	Mkhondo	
	Magistrate Office	Amsterdam	Albert Luthuli	
	Magistrate Office	Driefontein	Mkhondo	
	Magistrate Office	Elukwatini	Albert Luthuli	
	SA National Defence Force	Zontraal	Albert Luthuli	
	Magistrate Office	Eerstehoek	Albert Luthuli	
	South African Police Services	Haartebeesskop	Albert Luthuli	