

**Bid No:JHB.24/03**

**CLOSING DATE:**  
**06 MAY 2024 @ 11:00**

**ADVERT DATE:**  
**16 APRIL 2024**

**SERVICE: DPWI : MAINTENANCE,**  
**SERVICE, REPAIRS AND**  
**REPLACEMENT OF FIRE AUTOMATIC**  
**SPRINKLER SYSTEMS AND FIRE**  
**AUTOMATIC SYSTEM TO ALL**  
**CLIENTS WITHIN THE JURISDICTION**  
**OF THE JHB REGIONAL OFFICE FOR**  
**A PERIOD OF 24 MONTHS.**

**REQUIRED CIDB GRADING : 5 SF OR HIGHER**

**DOCUMENT WILL BE SOLD AT A NON-REFUNDABLE**  
**DEPOSIT OF R300-00 CASH PER SET**

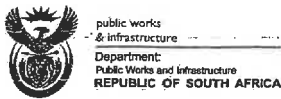
**COMPULSORY BRIEFING : 24 APRIL 2024 AT 10;30AM .**  
**VENUE: 78 DE KORTE, MINERALIA BUILDING,**  
**BRAAMFONTEIN**

**Enquiries: Mr Mcedisi Matakane 011 713 6140/084 606 9909**

**Or**

**Ms. Cikizwa Ntshanga – (011) 713-6078**

**Mr. Daniel Magogodi – (011) 713-6157**



Invitation to Bid: PA-32

**PART A  
INVITATION TO BID (EXEMPTION)**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	<b>JHB.24/03</b>	CLOSING DATE:	<b>06/05/2024</b>	CLOSING TIME:	<b>11 H00 am</b>
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DESCRIPTION	<b>Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months</b>
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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT**

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**78 Cnr De Korte and De Beer, Minerallia Building, Braamfontein, JHB, 2017**

**OR POSTED TO: N/A**

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]		

SIGNATURE OF BIDDER		DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL APPLICABLE TAXES)	
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**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:      TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT/ PUBLIC ENTITY	Department of Public Works	CONTACT PERSON	<b>084 606 9909</b>
CONTACT PERSON	<b>Cikizwa Ntshanga</b>	TELEPHONE NUMBER	<b>011 713 6140</b>
TELEPHONE NUMBER	<b>011 713 6078</b>	FACSIMILE NUMBER	-
FACSIMILE NUMBER	-	E-MAIL ADDRESS	<b>mcedisi.matakane@dpw.gov.za</b>
E-MAIL ADDRESS	<b>Cikizwa.ntshanga@dpw.gov.za</b>		



Invitation to Bid: PA-32

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**Note Well:**

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer**.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

<b>Project title:</b>	Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months
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<b>Tender no:</b>	JHB.24/03	<b>Reference no:</b>	N/A
<b>Advertising date:</b>	16/04/2024	<b>Closing date:</b>	06/05/2024
<b>Closing time:</b>	11H00 am	<b>Validity period:</b>	84 Calendar days

## 1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **5 SF or 5 SF\*** 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 **Not applicable Not applicable PE or Not applicable Not applicable 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:
1. Technical assistance in term of qualified tradesmen (i.e. artisan)	30
1.1 Attach a South African trade certified copy of a trade certificate which can be verified by QCTO Or	
1.2 In a case where an artisan is not a SA citizen, attach a trade certified copy of a trade certificate which can be verified by SAQA	
2 qualified electrical/millwrights artisans.....Score=1	
3 qualified electrical/millwrights artisans.....Score=2	
4 qualified electrical/millwrights artisans.....Score =3	
5 qualified electrical/ millwrights artisans.....Score=4	
6 qualified electrical/ millwrights artisans.....Score=5	
Certified certificates should not be older than 6 months (Submit different personnel from functionality category 2)	

<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".

<p>2. Technical assistance in term of qualified tradesmen (i.e. artisan)</p> <p>2.1 Attach a South African trade certified copy of a trade certificate which can be verified by QCTO Or 2.2 In a case where an artisan is not a SA citizen, attach a trade certified copy of a trade certificate which can be verified by SAQA</p> <p>2 qualified fitters/millwrights artisans.....Score=1 3 qualified fitters/millwrights artisans..... Score=2 4 qualified fitters/millwrights artisans.....Score =3 5 qualified fitters/millwrights artisans.....Score=4 6 qualified fitters/millwrights artisans.....Score=5</p> <p>Certified certificates should not be older than 6 months (Submit different personnel from functionality category 1)</p>	<p>35</p>
<p>3. Experience on maintenance, service, repairs and replacement of fire automatic sprinklers</p> <p>3.1 Attach list of similar or comparable projects successfully completed with a completion letter/ completion certificate and appointment letter from the client.</p> <p>1 successfully completed project valued from R1 500 000 and above.....Score =1 2 successfully completed projects valued from R1 500 000 and above.....Score=2 3 Successfully completed project valued from R1 500 000 and above.....Score=3 4 Successfully completed project value from R1 500 000 and above.....Score=4 5 Successfully completed project value from R1 500 000 and above.....Score=5</p>	<p>35</p>
<p><b>Total</b></p>	<p><b>100 Points</b></p>

*(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)*

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

<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 checked="" type="checkbox"/>	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7	<input type="checkbox"/>	Submission of DPW-16 signed by the authorised official and completion of bid briefing attendance register. <b>insert motivation why the tender clarification meeting is declared compulsory</b>
8	<input checked="" 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 checked="" 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"/>	Site briefing is Compulsory. The Attendance Register will serve as proof of attendance wherein DPW-16 is not signed by the Project Manager.
11	<input checked="" type="checkbox"/>	Submit a minimum of one fitter/millwright and electrician/millwright artisan: Attach a certified copy of trade test certificates from accredited body.
12	<input checked="" type="checkbox"/>	The bidder must have successfully completed a minimum of project valued from R 1 500 000 and above, on maintenance, service, repairs and replacement of fire automatic sprinklers. Submission of completion letter/ completion certificate and appointment letter from the client
13	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database
14	<input type="checkbox"/>	

15	<input type="checkbox"/>	
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**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 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 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"/>	Submission of Undertaking for Provision of Public Liability Insurance
14	<input checked="" type="checkbox"/>	Submission of Declaration for Security Screening
15	<input checked="" type="checkbox"/>	The bidder to sign an attached undertaking that he/she will comply with the EPWP requirements and absorb the minimum of two (2) EPWP participant
16	<input checked="" type="checkbox"/>	Submission of (DPW-16 EC): Site inspection Meeting Certificate to clarify the bid document to the bidder in order to familiarize with the sites and tender document.
17	<input checked="" type="checkbox"/>	Submission of (PA-32): Invitation to bid
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:**

<input checked="" type="checkbox"/>	<p><b>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.</b></p> <p><b>Table 1</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 10%;">Serial No</th> <th style="width: 40%;">Specific Goals</th> <th style="width: 15%;">Preference Points Allocated out of 20</th> <th style="width: 35%;">Documentation to be submitted by bidders to validate their claim</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>An EME or QSE which is at least 51% owned by black people (Mandatory)</td> <td style="text-align: center;">10</td> <td> <ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">2.</td> <td>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)</td> <td style="text-align: center;">2</td> <td> <ul style="list-style-type: none"> <li>• Official Municipal Rates Statement which is in the name of the bidder.</li> <li>Or</li> <li>• Any account or statement which is in the name of the bidder.</li> <li>Or</li> <li>• Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> <li>Or</li> <li>• Lease Agreement which is in the name of the bidder.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">3.</td> <td>An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)</td> <td style="text-align: center;">4</td> <td> <ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">4.</td> <td>An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)</td> <td style="text-align: center;">2</td> <td> <ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> </td> </tr> </tbody> </table>			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> <li>Or</li> <li>• Any account or statement which is in the name of the bidder.</li> <li>Or</li> <li>• Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> <li>Or</li> <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>
Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim																				
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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>																				

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".



			<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 (NCPDOSA).</p>
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>



**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>

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".

				<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> <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>
	<b>OR</b>			
	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)

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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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:

#### Criterion 1: Experience on comparable projects during the past 10 years.

The tendering Service Provider's experience on comparable projects during the past 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 10 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past 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:

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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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  
Mineralia Building, 78 De Korte Street, Braamfontein, 2017. A non-refundable bid deposit of R 300.00 is payable (cash only) on collection of the bid documents.

## 10. SITE INSPECTION MEETING

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".

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>	Mineralia Building, 78 De Korte Street, Braamfontein,JHB,2017		
<b>Virtual meeting link:</b>	N/A		
<b>Date:</b>	24/04/2024	<b>Starting time:</b>	10H30

## 11. ENQUIRIES

11.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Mcedisi Matakane	<b>Telephone no:</b>	011 713 6140
<b>Cellular phone no</b>	0846069909	<b>Fax no:</b>	-
<b>E-mail</b>	mcedisi.matakane@gov.za		

11.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	0117136157	<b>Telephone no:</b>	
<b>Cellular phone no</b>	-	<b>Fax no:</b>	-
<b>E-mail</b>	Daniel.Magogodi@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).

<p><b>Tender documents may be posted to:</b></p> <p>The Director-General          Department of Public Works and Infrastructure          Private Bag X 3          Braamfontein          2017</p> <p><b>Attention:</b>  <b>Procurement section: Room G6</b></p>	<p><b>OR</b></p>	<p><b>Deposited in the tender box at:</b></p> <p>78 Minerallia Building          De Korte Street          Braamfontein          JHB          2017</p>
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## PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

<b>Project title:</b>	<i>Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months</i>		
<b>Tender / Quote no:</b>	JHB.24/03	<b>Reference no:</b>	N/A
<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.

Tender document name	Number of pages issued	Returnable document
Form of Offer and Acceptance (DPW-07 EC)	4 Pages	Yes
Declaration of Interest and Tenderer's Past Supply Chain Management Practices (PA-11)	3 Pages	Yes
Resolution of Board of Directors (PA-15.1) <i>(if applicable)</i>	2 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 2022 (PA – 16)	10 Pages	Yes
Certificate of independent Bid Determination (PA - 29)	N/A	N/A
Declaration Certificate for Local Production and Content for designated sectors (PA – 36 and Annexure/s C)	N/A	N/A
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	Yes
Record of attending compulsory virtual bid clarification / site inspection meeting <i>(if applicable)</i> .	1 Page	N/A
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	Yes
Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017 <i>(if applicable)</i> .	N/A	N/A
Declaration for Security Screening	1	Yes
Undertaking for Public Liability Insurance	1	Yes
Undertaking for EPWP	1	Yes
PA-10: General Condition of Contract (GCC) & Special Condition of Contract (SCC)	10 & 9	Yes & Yes
PA-32: Invitation to bid	2	Yes
PA-04: Notice and Invitation to Tender	12	Yes
PA-16.1 (EC):Preference points claim form and affidavit	8	Yes

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



Tender no: *JHB.24/03*

**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)	30 Pages	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fully priced and completed sectional summary- and final summary pages with the tender.	1 Pages	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Job card</b>	1 Pages	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tender no: **JHB.24/03**

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

<b>Legal Status of Tendering Entity:</b>	<b>Documentation to be submitted with the tender, or which may be required during the tender evaluation:</b>
<b>If the Tendering Entity is:</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>

Tender no: *JHB.24/03*

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

<b>Legal Status of Tendering Entity: 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>

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

<b>Project title:</b>	<b><i>Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months</i></b>		
<b>Tender / Quotation no:</b>	<b><i>JHB.24/03</i></b>	<b>Reference no:</b>	<b><i>N/A</i></b>

### OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

***Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months***

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:**

**Rand (in figures) R** .....

**Rand (in words)**.....

.....

.....

The amount in words takes precedence over the amount in figures. 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)

Company or Close Corporation:

.....

.....

And: Whose Registration Number is:

.....

And: Whose Income Tax Reference Number is:

.....

CSD supplier number:.....

**OR**

Natural Person or Partnership:

.....

.....

Whose Identity Number(s) is/are:

.....

Whose Income Tax Reference Number is/are:

.....

..

CSD supplier number:.....

\*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 / Quotation no: **JHB.24/03**

<b>AND WHO IS (if applicable):</b>	
Trading under the name and style of: .....	
<b>AND WHO IS:</b>	
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 contact 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  No
  - (2) variable construction guarantee of 10 % of the Contract Sum (excluding VAT) Yes  No
  - (3) payment reduction of 10% of the value certified in the payment certificate (excluding VAT) Yes  No
  - (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  No
  - (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  No

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.

\*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 / Quotation no:**

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):

.....  
 .....

**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

\*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 / Quotation no:**

<b>Name of Organisation:</b>	Department of Public Works and Infrastructure
<b>Address of Organisation:</b>	

**WITNESSED BY:**

Name of witness	Signature	Date

**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.

\*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



## 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	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100



1.5 Breakdown Allocation of Specific Goals Points



**1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 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 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 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> <ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDOSA).</li> </ul>
5.	An EME or QSE 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>



**1.5.2. 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 2 below are applicable.**

**Table 2**

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 or any entity 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>

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

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 style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p style="text-align: center;">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 style="text-align: center;">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%	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

	owned by black women (mandatory)		
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> <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>
<b>OR</b>			
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).

- 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:

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = 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:

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = Price of highest acceptable tender

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)
Province area for work to be done or services to be rendered in that area				
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

State Owned Company  
[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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





PA-16.1 (EC): PREFERENCE POINTS CLAIM FORM AND AFFIDAVIT

PREFERENCE CLAIM FORM AND AFFIDAVIT IN RESPECT OF PREFERENCE POINTS CLAIMED FOR HDI OWNERSHIP AND OTHER SPECIFIC GOALS IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001 (Hereinafter referred to as the "Act" and the "Regulations" respectively)

- NB: 1. This form is to be read with the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2001, the Notice & Invitation to Tender and the Tender Data pertaining to this Tender, and completed according to the definitions and information contained in said documents. 2. Failure to complete this form will be interpreted to mean that preference points are not claimed by the Tenderer.

Table with 2 columns: Field Name, Value. Fields include Project title, Tender no.

1. PARTICULARS OF TENDERER

Name of Tendering Entity (the Tenderer): (must correspond with the Form of Offer and Acceptance DPW-07 (EC) in Section C1.1)

Table with 2 columns: Physical Address, Postal Address

Table with 2 columns: Company/CC Registration No, Tenderer's Income Tax Reference No, Company VAT Registration No

Name of the duly authorized Representative of the Tenderer: (must correspond with the Resolution PA-15.1, PA-15.2 and/or PA-15.3)

Table with 2 columns: Telephone, Facsimile

Is the Tenderer a public\* or private company? (\*Preference points may not be awarded to public companies)

2.A. CLAIM FOR PREFERENCE POINTS BASED ON THE EQUITY OWNERSHIP BY HDI IN TERMS OF THE DOCUMENTATION REFERRED TO ABOVE:

Table with 2 columns: Ownership, Percentage owned. Rows include Equity Ownership by persons who had no franchise in the national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa 1993 (Act 200 of 1993) ("the Interim Constitution"), Equity Ownership by persons who are female, Equity Ownership by persons who are disabled\*\*

\*\*If points are claimed for disabled persons, indicate nature of impairment by completing the Medical Certificate for the Confirmation of Permanent Disabled Status (PA-14).

**2.B. CLAIM FOR PREFERENCE POINTS BASED ON A TENDERED CONTRACT PARTICIPATION GOAL IN ACCORDANCE WITH FORM PA-16.2 (EC): TENDER- AND CONTRACT CONDITIONS PERTAINING TO CONTRACT PARTICIPATION GOAL (PARTICIPATION OF TARGETED ENTERPRISES)**

**a. Tender Parameters:**

Sum Tendered (exclusive of Value Added Tax)	R.....
Less: Preliminaries	R.....
Less: Contingencies and escalation	R.....
<b>NET AMOUNT</b>	<b>R..... (1)</b>

**b. I/We commit to achieve the Contract Participation Goal tendered herein by awarding Contracts to Targeted Enterprises**

The value of Contracts to be awarded to Targeted Enterprises (excluding Value Added Tax, Preliminaries, Contingencies and Escalation)	R..... (2)
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**c. Total Contract Participation Goal Tendered is**

$= (2)/(1) \times 100 = R...../R..... \times 100$	$= .....%$
---	------------

**3. LIST ALL PARTNERS, PROPRIETORS AND SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP, HDI-STATUS AND OWNERSHIP, AS RELEVANT**

Name #	Identity/Registration Number	Citizenship ##	HDI-Status ###			Date of Ownership	Percentage Owned	Percentage Voting
			Qualify as HDI by virtue of not having had any franchise in elections prior to 1983 or 1994	Qualify as HDI by virtue of being female	Qualify as HDI by virtue of having a disability			
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			
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			
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			
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			
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			
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			
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			
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			
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			
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			
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			
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			

# 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

### state "Yes" or "No" (refer to definitions contained in the PPPF Act, 2000 (Act 5 of 2000) & the Preferential Procurement Regulations, 2001)

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".

If Tenderer intends claiming Direct Preference points based on equity stated in table above, the following documentation must be included in the tender as part of the Returnable Documents. Failure to provide the said documentation will be interpreted to mean that preference points are not claimed by the Tenderer.

Legal Status of Tendering Entity:	Documentation to be submitted with the tender:
<p><b>If the Tendering Entity is:</b></p> <p>a. A Close Corporation, incorporated under the Close Corporation Act, 1984, Act 69 of 1984</p>	<p>Certified copies of the Founding Statement – CK1</p>
<p>b. A private Company having share capital, incorporated under the Companies Act, 1973, Act 61 of 1973 [including Companies incorporated under Art 53(b)]</p>	<p>Certified copies of:</p> <ul style="list-style-type: none"> <li>i. Certificate of Incorporation – CM1, and</li> <li>ii. Shareholders Certificates of all Members of the Company, plus a signed statement of the Company's Auditor, certifying each Member's ownership /shareholding percentage relative to the total.</li> </ul>
<p>c. A private Company having share capital, incorporated under the Companies Act, 1973, Act 61 of 1973, in which any, or all, shares are held by another Close Corporation or Company with, or without, share capital</p>	<p>Certified copies of documents referred to in a. and/or b. above in respect of all such Close Corporation(s) and/or Company (ies).</p>
<p>d. A public Company having share capital, incorporated under the Companies Act, 1973, Act 61 of 1973 [including Companies incorporated under Art 21]</p>	<p>A signed statement of the Company's Secretary confirming that the Company is a public Company.</p>
<p>e. A natural person or a Partnership</p>	<p>Certified copy of the Identity Document of:</p> <ul style="list-style-type: none"> <li>i. such natural person, or</li> <li>ii. each of the Partners to the Partnership</li> </ul>

**4. OTHER RELEVANT INFORMATION TO BE PROVIDED**

4.1. Complete the following information for each Partner, Proprietor, Shareholder, Director, Member and Officer of the Tenderer (viz. Chairperson, Secretary, Director, etc.)

Title	Name	Identity Number	HDI Status ###			Percentage of time devoted to the Tendering Entity
			Qualify as HDI by virtue of not having had any franchise in elections prior to 1983 or 1994	Qualify as HDI by virtue of being female	Qualify as HDI by virtue of having a disability	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	

### state "Yes" or "No" (refer to definitions contained in the PPPF Act, 2000 (Act 5 of 2000) & the Preferential Procurement Regulations, 2001)

4.2. Identify by name, HDI-status and length of service, those individuals (including Owners and non-Owners) responsible for the day-to-day management and business decisions:

Name	HDI-status ###			Length of service (Years)
	Qualify as HDI by virtue of not having had any franchise in elections prior to 1983 or 1994	Qualify as HDI by virtue of being female	Qualify as HDI by virtue of having a disability	
<b><u>FINANCIAL DECISIONS</u></b>				
Cheque signing Signing & Co-signing for loans	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Acquisition of lines of credit	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sureties	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Major purchase or acquisitions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signing contracts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b><u>MANAGEMENT DECISIONS</u></b>				
Estimating	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Market and sales operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hiring and firing of management personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervision of office personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervision of Field / Production activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### state "Yes" or "No" (refer to definitions contained in the PPPF Act, 2000 (Act 5 of 2000) & the Preferential Procurement Regulations, 2001)

4.3. If this tender offer is submitted by a Consortium or Joint Venture, provide the following information regarding the Participation Parameter of each of the Tendering entities relative to the project tendering for:

Name of Consortium / Joint Venture Partner	Participation Parameter expressed as a percentage
1.	.....%
2.	.....%
3.	.....%
4.	.....%
5.	.....%

NB: If submitting a tender offer in Consortium or Joint Venture, a copy of the proposed Consortium or Joint Venture Agreement must be submitted together with the Offer for scrutiny purposes during the Evaluation stage. All other requirements for deliverable documents pertaining to Consortium / Joint Ventures, as described in the Tender Data, must, in addition hereto, be adhered to. Information required in Sections 3, 4.1, 4.2 & 4.4 of this form must be provided separately in respect of each Consortium or Joint Venture Partner.

4.4. List the following personnel or external firms who provide the following services:

Service	Name	Contact Person	Telephone
Accounting			
Legal			
Auditing			
Banking			
Insurance			

**5. DECLARATION: TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER OF OATH**

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

- 5.1. The information and particulars contained in this Affidavit are true and correct in all respects;
- 5.2. The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2001, 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;
- 5.3. 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.
- 5.4. 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;
- 5.5. 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;
- 5.6. The Tenderer understands that, once the tender herein has been awarded and it is later detected by the Employer that a preference relating to Ownership in terms of the Act and Regulations, and claimed in 2.A above, has been intentionally misrepresented or fraudulently claimed, the Employer will have recourse against such party as stipulated in Regulation 15 of the Preferential Procurement Regulations, 2001 and/or to impose a penalty amount equal to Y%, of the Offered Total of Prices (inclusive of Value Added Tax); tendered in the Form of Offer and Acceptance (section C1.1), calculated separately for each Ownership category misrepresented or fraudulently claimed; where Y is the maximum number of points allocated for each individual Ownership description provided in the Notice and Invitation to Tender (PA-04 EC), to a combined maximum of 10%. Furthermore: failure to achieve the tendered Contract Participation Goal will be penalized by a penalty amount as described in the Tender and Contract Conditions Pertaining to Contract Participation Goal (Participation of Targeted Enterprises) (PA-16.2 EC)

**Signed by the Tenderer**

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

Signed and sworn to before me at ..... on this, the ..... day of ..... 200...., by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to the taking of the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**Official Stamp:**

**Signed: Commissioner of Oath:** .....





## 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

## 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			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

17			
18			
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			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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).

## DPW-09 (EC): PARTICULARS OF TENDERER'S PROJECTS

<b>Project title:</b>	<i>Maintenance, service, repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months</i>		
<b>Tender / quotation no:</b>	JHB.24/03	<b>Closing date:</b>	11H00 am
<b>Advertising date:</b>	16/04/2024	<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: **JHB.24/03**

**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
------------------	-----------	------

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".  
For Internal & External Use

Effective date 20 September 2021

# PA-40: DECLARATION OF DESIGNATED GROUPS

Tender no: **JHB.24/03**

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

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

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

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".  
For Internal & External Use  
Effective date 21 July 2023



## PA- 40: DECLARATION OF DESIGNATED GROUPS

# 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)

Tender no: **JHB.24/03**

### 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), 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>

## DPW-21 (EC): RECORD OF ADDENDA TO TENDER DOCUMENTS

<b>Project title:</b>	<b><i>Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months</i></b>		
<b>Tender no:</b>	JHB.24/03	<b>Reference no:</b>	-

1. I / We confirm that the following communications received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

## PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

### NOTES:

The purpose of this document is to:

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

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

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

### TABLE OF CLAUSES

1. **Definitions**
2. **Application**
3. **General**
4. **Standards**
5. **Use of contract documents and information; inspection**
6. **Patent rights**
7. **Performance security**
8. **Inspections, tests and analysis**
9. **Packing**
10. **Delivery and documents**
11. **Insurance**
12. **Transportation**
13. **Incidental services**
14. **Spare parts**
15. **Warranty**
16. **Payment**
17. **Prices**
18. **Contract amendments**
19. **Assignment**
20. **Subcontracts**
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## PA-10: General Conditions of Contract (GCC)

### General Conditions of Contract

#### 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties; including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.



## PA-10: General Conditions of Contract (GCC)

- 1.16. **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **“Project site”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Purchaser”** means the organization purchasing the goods.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **“Written” or “in writing”** means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## 4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## 5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be



## PA-10: General Conditions of Contract (GCC)

made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### 6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### 7. Performance security

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

### 8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.



## PA-10: General Conditions of Contract (GCC)

- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

### 9. Packing

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

### 10. Delivery and documents

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

### 11. Insurance

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

### 12. Transportation

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

### 13. Incidental services

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



## PA-10: General Conditions of Contract (GCC)

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

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

### 14. Spare parts

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

### 15. Warranty

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

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

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

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

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

### 16. Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

### 17. Prices

## PA-10: General Conditions of Contract (GCC)

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

### 18. Contract amendments

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

### 19. Assignment

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

### 20. Subcontracts

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

### 21. Delays in the supplier's performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

### 22. Penalties

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

### 23. Termination for default

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



## PA-10: General Conditions of Contract (GCC)

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

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

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

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

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

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

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

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

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

### 24. Anti-dumping and countervailing duties and rights

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

## PA-10: General Conditions of Contract (GCC)

### 25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

### 26. Termination for insolvency

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

### 27. Settlement of Disputes

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

### 28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss 12 or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.





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**29. Governing language**

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

**33. National Industrial Participation Programme (NIPP)**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive Practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Name of Bidder	Signature	Date



## DECLARATION FOR SECURITY SCREENING

Project title	Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months
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Tender no:.....**JHB.24/03**

Date advertised: .....**16/04/2024**

Site briefing: .....**24/04/2024**

Closing date: .....**06/05/2024**

I/We \_\_\_\_\_ representing the  
company\_\_\_\_\_.

1. I/We hereby declare that as the company **Director/s** before the bid is awarded will be subjected to a security vetting process and I/We will provide the Department with all the information required to execute the screening process.
2. I/We further declare that, all the **employees** relevant to the bid in question will also be subjected to security vetting, and the required documentation should be submitted to Security Management Unit within 14 days from the date of receipt herein.
3. Failure to sign the declaration will render the bid non-responsive.

Name of the person: \_\_\_\_\_

Signature of representative: \_\_\_\_\_

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



## UNDERTAKING FOR PUBLIC LIABILITY INSURANCE

<b>Project title</b>	Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months
<b>Tender number</b>	<b>JHB.24/03</b>
<b>Advert date</b>	<b>16/04/2024</b>
<b>Site briefing date</b>	<b>24/04/2024</b>
<b>Closing date</b>	<b>06/05/2024</b>

I \_\_\_\_\_ from the Company

Hereby undertake to:

- Be responsible for all the legal claims that may arise while on duty during the execution of the duties on site in the event that any injury or damage may occur.
- I hereby exonerate the Department from any third party liability that may arise.
- In the event of any legal process against the Department arising within the scope of my responsibility the former will notify the bidder in writing herein.

Signed by : \_\_\_\_\_  
Director of the Company

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

Company name : \_\_\_\_\_

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



## UNDERTAKING FOR EPWP

Project title	Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months
Tender number	<b>JHB.24/03</b>
Advert date	<b>16/04/2024</b>
Site briefing date	<b>24/04/2024</b>
Closing date	<b>06/05/2024</b>

I \_\_\_\_\_ from the Company

### Hereby undertaking:

- To comply with EPWP requirements in terms of job creation, reporting on EPWP matters and the bidder will be expected to provide the following information:-
  1. Certified copies of Identity documents for the beneficiaries.
  2. Attendance registers.
  3. Proof of payments for their salaries.

Failure to sign the undertaking will deem the bid non responsive.

Signed by \_\_\_\_\_ : \_\_\_\_\_  
Director of the Company

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

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

<b>Project title:</b>	<i>Maintenance, service ,repairs and replacement of fire automatic sprinkler systems and fire automatic system to all clients within the jurisdiction of the JHB Regional Office for the period of 24 months</i>		
<b>Tender / Quotation no:</b>	JHB.24/03	<b>Reference no:</b>	-
<b>Closing date:</b>	06/05/2024		

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

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

\_\_\_\_\_ visited the site on: **24/04/2024**

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

TENDER NUMBER: JHB.24/03

**REPUBLIC OF SOUTH AFRICA**  
**DEPARTMENT OF PUBLIC WORKS**



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

**BID**

**FOR THE  
MAINTENANCE, SERVICE, REPAIRS AND REPLACEMENT  
TO  
FIRE AUTOMATIC SPRINKLER SYSTEM  
TO  
ALL CLIENTS**

**WITHIN THE**

**JURISDICTION OF THE JHB REGIONAL OFFICE FOR 24 MONTHS.  
WITH IN THE**

**GAUTENG PROVINCE:**

*OFFICE OF THE REGIONAL MANAGER  
DEPARTMENT OF PUBLIC WORKS  
PRIVATE BAG X3  
BRAAMFONTEIN  
2107*

*DATE:*

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## **SPECIAL CONDITIONS OF CONTRACT**

### **1. VALUE-ADDED TAX**

All prices, rates, tariffs etc. in this tender document shall exclude Value-Added Tax (VAT).

### **2. PRICES**

All prices for items in this document shall include for additional costs, if any, that may occur as a result of these of Contract as well as for the supply of all scaffolding and normal plant and everything necessary for the proper execution of the work.

### **3. THE BID**

The pages of this BID are numbered consecutively. The BIDDER shall, before submitting his BID, check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent or meaning of any description, or this BID contains any obvious errors, the BIDDER shall obtain a directive in writing from the Department.

The text of this BID and other document as prepared by the Department shall be adhered to and no alteration, erasure, omission or addition thereto by the BIDDER shall be accepted.

### **4. DOCUMENTS**

Should there be any contradiction between these, the General Conditions of Contract (PA10) and the Special Conditions of Contract in this BID, the contradiction must be brought to the attention of the relevant official /Control Works Manager who will make a ruling and such ruling will be final.

The above precedes the clause on the PA10 GCC Page 1 second bullet which states that the SCC would prevail.

The following documents are attached and shall be read in conjunction with this BID.

- a) General Conditions of Contract (GCC) (PA10)
- b) Special Conditions of Contract(SCC)

The BIDDER shall study these documents and acquaint himself with the contents thereof as no claims in this regard shall be accepted.

#### **4.1 DOCUMENTS NOT ATTACHED (SERVICE PROVIDERS RESPONSIBILITY)**

- c) Occupational Health and Safety Act, Act no 85 of 1993.
- d) Municipal by-laws and any special requirements of the Local Authority.
- e) Must comply with Act 36 of 1947
- f) The employer shall comply with the relevant SABS/ SANS codes and other relevant codes of good practice
- g) The above list of Acts to be complied with is not exhaustive. It is the responsibility of the employer to comply with all relevant legislation that will apply to him in the course of his work

### **5. PROVISIONAL QUANTITIES**

All quantities in this BID document are provisional and inserted in order to obtain competitive tenders. The Department reserves the right to increase or decrease quantities and exclude installations during the progress of the contract and such increases or decreases shall not alter the rates for any item.

### **6. RATES**

**Each item to be serviced as listed in this tender document must be priced. "No cost", "R0.00",**



**“Free”, “N/A” or unfair and unreasonable tariffs for servicing shall not be accepted and may lead to disqualification of the BID.** The Department reserves the right to make such adjustments to individual tariffs in these schedules as necessary to eliminate errors, discrepancies or what they consider to be unreasonable or unbalanced rates.

**This is not a lump sum contract.**

7. **CONTRACT PERIOD, RENEWAL AND TARIFF ADJUSTMENT**

**THIS BID SHALL BE VALID FOR A PERIOD OF TWENTY FOUR (24) MONTHS THE CONTRACT IS SUBJECT TO EXIT CLAUSE /TERMINATION CLAUSE**

**Note:-**

The contract tariffs shall remain fixed for TWENTY FOUR (24) calendar months and no further adjustments will be allowed except that for an increase in VAT will apply. **The contract can be extended not for a period exceeding 12 months.**

Any extension of this contract will only be approved if required by the Johannesburg Regional Office.

8. **ACCESS TO PREMISES**

The Contractor undertakes to:

- a) Arrange with the occupants of buildings regarding access to the premises in order to execute the required service.
- b) Take adequate precautions to prevent damage to buildings, to fittings and furnishers inside the premises and elsewhere on the site.
- c) Accept liability and to indemnify the Department against any claims whatsoever arising from his conduct and/or the conduct of his employees.
- d) Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act no 30 of 1966) and any amendments thereof.
- e) Comply with all by-laws and requirements of the Local Authority.
- b) Carry out maintenance, servicing and repairs during normal working hours

9. **ACCESS CARDS TO SECURITY AREAS**

Should the work fall within a security area, such as S A National Defense Force, Correctional Services, S A Police Service or other Client Department falling under us, the contractor shall provide his/her employees access cards to be able to get to such security areas.

The Contractor shall comply with any amended regulations or instructions issued to them from time to time, concerning the safety of persons and property, by the S A National Defense Force or S A Police Service etc.

10. **SECURITY CHECK ON PERSONNEL**

The Department or the Chief of the S A National Defense Force, Correctional Services or the Commissioner of the S A Police Service may require the Contractor to have his personnel or a certain number of them security classified.

In the event of either the Department, the Chief of S A National Defense Force or the Commissioner of the S A Police Service requesting the removal of a person or persons from the site for security reasons, the Contractor shall do so forthwith and the Contractor shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

(a) **DRESS CODE**

The following dress code must be adhered to at all times by all workers

- Workers must have a COMPANY WORK SUIT on with the company logo on it
- Must have clear identification tags with name, ID number and a photograph. The tag needs to be openly displayed with the company logo as a background
- The dress code must adhere to the OHSA in terms of protection for all workers for this particular service
- Failure to adhere to the above criteria will result in the workers not gaining entry to any site for this particular service

11. **TRAINED STAFF**

The Contractor shall use competent trained staff employed or supervised by him, and shall take all the necessary steps to maintain the installations and keep it in perfect working condition. The Department reserves the right to inspect the Bidder's premises for plant, equipment and general good management before the bid is awarded during the contract.

12. **REDUNDANT MATERIAL, RUBBISH AND WASTE**

All redundant material and parts shall remain the property of the Government and shall be left on site and stored in a room designated therefore by the Caretaker or person in charge of the plant or building against the job card as a receipt. A copy of the job card shall be left with the Caretaker or person in charge for audit purposes. The original job card shall be attached to the invoice. Failure to comply with this requirement shall lead to payments not being effected within the prescribed period of 30 days.

All redundant material or parts shall be labeled with the complaint number for the repair work.

After an inspection of all material and parts that are obsolete/unserviceable/of no value to the Regional Manager, the Contractor shall be notified in writing to remove and dispose of such material and parts during his next service call. The material and parts shall then become the property of the Contractor and the removal and disposing thereof shall be for the Contractor's account.

All rubbish and waste shall be removed from the site by the Contractor, and the plant / rooms shall be kept in a clean and neat condition.

13. **ASSOCIATED ELECTRICAL WORK**

**Note:**

**All such work shall be carried out by, or under the supervision of a qualified person, and comply with the Occupational Health and Safety Act (Act No 85 of 1993)**

14. **SCOPE OF CONTRACT**

The contract is for maintenance, servicing and repairs to Fire Automatic Sprinkler System within the JOHANNESBURG REGIONAL OFFICE JURISDICTION, in properties, namely official messes in Military Bases, Police Stations, Prisoners, Court Buildings and all State Buildings, etc. as well as structures falling under the control of the Department or other departments hereafter referred to as "Client" Departments, for a period of 24 (twenty- four) months, subjected to a exit clause/termination clause

The Contractor shall submit to **Head of the Sub Directorate Technical Maintenance** the a program with **fixed calendar dates when equipment will be serviced** within 14 days after the contract has been awarded, to enable the **Head of the Sub Directorate Technical Maintenance** to arrange for inspections.

Any deviations from this program shall be brought to the attention of the **Head of the Sub Directorate Technical Maintenance** by facsimile at least 7 days prior to the due servicing dates.

The Contractor shall supply, at his own cost, all consumable material such as oil, grease, waste, hacksaw blades, welding rods and material for all other forms of welding, insulation tape, cleaning materials and chemicals etc. necessary for the proper execution of repairs, maintenance and servicing. **No claims for**

**consumables shall be accepted.**

Where repairs are required to specialise items of equipment the Contractor shall arrange for such work to be carried out by specialists approved by the Department. Should the Contractor wish to make use of sub-contractors, he shall apply to the Department for written approval before making use of their services.

**No mark-up or handling fees on sub-contractor's invoices shall be accepted.**

**15. PREVENTATIVE MAINTENANCE SERVICE SCHEDULES (ANNEXURES)**

Servicing shall be carried out strictly as stated on the service schedules and the Contractor shall after each service submit the service sheet, completed job card and invoice must be handed in to the Registry section at DPW Johannesburg

**The Contractor shall make his own arrangements for printing and duplicating of service schedules and job cards.**

Any deviations from this program shall be brought to the attention of the **Head of the Sub Directorate Technical Maintenance or Control Works Manager (CWM)** by facsimile at least 7 days prior to the due servicing dates.

The service schedule shall be countersigned by the officer in charge (**Head of Facilities**) of the building in which the equipment is situated and he shall endorse the schedule to the effect that the equipment is, in his opinion, operating satisfactorily.

**16. OFFICIAL ORDER FOR REPAIRS**

- a) An official order for repairs shall be issued to the Contractor.
- b) Instructions for repairs may only be issued to Contractors by officials of this Department (DPW/JHB) who are the appointed persons responsible to issue the instruction. For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Contractor in writing.

**Any instruction given by the Client and attended to by the contractor will not be honored by DPW but by the Client Department.**

- c) No payments shall be made for work executed without the necessary written authority, such as official order number and signed job cards.
- d) Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment and incorrect calculations.

**17. SERVICE PROCEDURE**

Servicing shall be carried out strictly as stated on the service schedules and will follow this procedure; All services are logged by the CWM at DPW with the call centre.

- a) The printout received from the call centre will be faxed to service provider or what ever suitable arrangement has agreed upon by the two parties to ensure prompt service delivery
- b) On receiving the call centre printout a quotation must be submitted and priced as per tender document attached with the call centre printout.
- c) Without this call centre printout no services can be executed.
- d) The call centre printout must be produced to the Client Department so that suitable arrangements can be made to deliver this service.
- e) After the service has been satisfactorily completed a job card must be completed and signed by the responsible person (CLIENT Department) on site and stamped if a stamp is available.
- f) The contractor must ensure that all writing on this job card is legible and that contact details are current

- g) On receiving the order number the Contractor shall submit a completed job card and invoice in line with the quotation with all the relevant details including the call centre call out number, this must be handed in to Registry section on the 7<sup>th</sup> floor at DPW Braamfontein Johannesburg

## **18. EXECUTION OF REPAIRS**

In the event of repairs having to be carried out urgently during the course of a programmed service, details of such repairs shall be reported immediately to the Head of the Technical Maintenance for further instructions and/or authority to proceed with the after service repairs on a separate quotation and job card clearly marked "AFTER SERVICE REPAIRS".

### **19.1 QUARTERLY/ANNUAL OR WHERE EVERY OTHER SERVICES ARE APPLICABLE**

This term contract consist of services as per the bid, the instruction to service must be issued by the Works Manager. No service is compulsory quarterly services can be omitted or added under the instruction of the Control Works Manager AT ANY TIME

Any services completed without the proper instruction by the service provider will not be PAID for by Department of Public Works Johannesburg. (Refer to Item 17)

Any instruction given by the Client and attended to by the contractor will not be honored by DPW but by the Client Department.

- 19.2. No work may be carried out without prior instruction from the Head of the Technical Maintenance.

### **19.3. SERVICE PROVIDERS RESPONSE TIMES**

The Contractor shall respond to all normal breakdown calls within 8 (eight) hours of receipt of the call, AND 24 (TWENTY FOUR) NORMAL WORKING HOURS INCLUSIVE OF THE 8 HOUR RESPONSE TIME TO COMPLETE THE REPAIR. Should this not be possible it is the responsibility of the Contractor to obtain an extension of time. The written request shall clearly state all the reasons for the extension request. Permission for extension shall be in writing.

**For emergency services the response time shall be 2 (two) hours from the receipt of the call night or day.** Only breakdowns which affect public health could cause an environmental disaster, or the operation and safety of sensitive equipment, shall be treated as emergency repairs.

In the event of the contractor not responding in the required time, the Department reserves the right to call on any other contractor to carry out the service. Any additional cost incurred shall be for the account of the successful bidder.

## **20. JOB CARDS FOR REPAIRS**

Job cards shall be completed in all respects for each and every repair undertaken. Job cards shall be in accordance with the example included in this document and duplicating or printing thereof shall be for the Contractor's own cost.

Job cards shall be completed in triplicate (Client, DPW, and Contractor) legibly in ink after completion of each repair and all unused lines shall be ruled through. The job card must be submitted with the invoice, the contractor shall submit a copy of the fully completed job card to the User Department for audit purposes and for verification of the deletion of the unused lines. Incomplete and incorrect job cards shall be returned to the contractor with his invoice.

## **21. ACCOUNTS FOR SERVICING AND REPAIRS**

Accounts for servicing shall be accompanied by a Service Schedule.

Accounts for repairs executed, shall be accompanied by a job card.

The contractor shall cross-reference all prices and tariffs on invoices with the applicable prices and tariffs in the tender document.

**Note:**

Any over payments discovered at a later stage shall be rectified and the Department shall recover the overpayment.

The appointed bidder shall structure his quote and invoice to include the item numbers as per the tender Document Annexure A and B

**22. PAYMENT TO CONTRACTORS**

Accounts can be submitted weekly or monthly. Payments of accounts complying with all the requirements shall be **made within 30 days electronically into the contractors banking account after receipt thereof.**

- 22.1 Accounts for servicing shall be accompanied by an original invoice (no faxed invoices shall be accepted) and the completed job card.
- 22.2 Accounts for repairs executed, shall be accompanied by an original invoice (no faxed invoices shall be accepted) and the completed job card.
- 22.3 The contractor shall cross-reference all prices and tariffs on invoices with the applicable prices and tariffs in the tender document BEFORE submitting

**23. PROFIT ON MATERIAL (NON SCHEDULE ITEMS)**

Percentage mark-up is allowed on non-scheduled material, equipment and requirements only and not on labour, transport and sub-contractor's services. The percentage mark-up shall then be calculated on the price excluding VAT.

**(a) REQUEST FOR SUPPLIERS INVOICE FOR NON SCHEDULE ITEMS (NSI)**

Request for a SUPPLIERS INVOICE for NSI will be requested by the Works Managers and must be attached at all times.

The suppliers invoice must comply with the following criteria, which will be deemed acceptable to the DPW;

- Must be on a **Company Letter Head**
- Prices must be clear with no corrections , no tippex must be used on the invoice
- The supplier's address and contact details must be clear and current'(contactable)
- The items listed on the supplier's invoice must be related to the service in question
- Failure to comply with the above will result in non payment or a delay to this particular payment

**24. TRANSPORT COST**

**Transport cost will include the cost of wages and overheads for personnel during transport to the site and running cost of the vehicle.**

- a.) Transport cost will be calculated from The **Johannesburg Regional Office as per the attached map zone 1 to 4**. Transport cost involved for any additional instructions executed on the same day or at the same institution or building will be calculated from point "A" (the first instruction) to point "B" (second instruction) to point "C" (third instruction) etc. Under no circumstances will separate transport costs for instructions executed on the same day or at the same institution or building in the same areas be allowed.
- b.) The Contractor shall make the necessary arrangements to have the required material or equipment available to execute the scheduled repairs, therefore no claims for delivery cost or transport cost to collect material or equipment for scheduled repairs shall be accepted.

**25. INVENTORY REQUIREMENT**

A complete inventory must be completed of all installations and equipment relating to this service on all the properties which is affected by this service contract. The inventory will be discussed in greater detail at the Service Level Agreement Meeting which will be held with the successful service provider.

This inventory is compulsory and must be submitted in a **hard copy and electronic format** after the first service has been completed

**26. THIS IS NOT A LUMP SUM CONTRACT**

**27. BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997**

The successful bidder will be responsible to adhere to the BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997 in terms of the basic labour rates. Any transgression of this act by the service provider will be severely dealt with by the relevant Department of Labour directly. The Department of Public Works will be exempt from these responsibilities.

**28. DRAWING UP OF A SERVICE LEVEL AGREEMENT (SLA)**

The successful bidder will be subjected to the drawing up of a service level agreement between the client department DPW and the bidder as per the attached document on page 10

**29. CALL CENTRE**

The DPW has a call centre in place which deals with all unplanned and terms contracts complaints. These complaints are subjected to close times which are linked to this contract in respect of the time frames to react to the required service delivery. The successful bidder shall comply with these time frames and report close calls (services completed) on a weekly basis by the THURSDAY OF EACH WEEK BY 14:00

**30. CANCELLATION OF SERVICING TO INSTALLATIONS**

The Department reserves the right to cancel/suspend this contract partly, meaning that certain installations or services or repairs might be withdrawn from this contract at any stage during the validity of this contract or any new installation may be added. The contractor undertakes not to lay any claim(s) against the Department in this events. A written 30 days notice in this regard will be issued to the contractor.

**IMPORTANT NOTICE**

**EXIT CLAUSE**

**NOTE: SHOULD THE APPOINTED CONTRACTOR NOT PERFORM OR DEFAULTS ON SERVICE DELIVERY DURING ANY PHASE OF THIS CONTRACT THE DEPARTMENT RESERVES THE RIGHT TO CANCEL THE CONTRACT AND RECOVER THE DIFFERENCE IN PRICE BETWEEN THE CONTRACTOR/S IN DEFAULT AND THE NEXT CONTRACTOR RECOMMENDED TO CONTINUE WITH THE CONTRACT, WHERE APPLICABLE.**

**END OF THE SPECIAL CONDITIONS OF CONTRACT**

## Scope of service

### SCOPE OF WORK FOR PREVENTATIVE MAINTENANCE OF SPRINKLER SYSTEMS

The contractor shall supply at his own cost all consumable material such as oils, grease, waste, hacksaw blades, welding rods and material for all other forms of welding, insulation tape, cleaning materials, and chemicals etc./necessary for the proper execution of minor repairs, maintenance and servicing. NO CLAIMS FOR CONSUMABLE SHALL BE ACCEPTED.

All minor and incidental (essential) repairs such as the replacement of nuts, bolts, washers, self-tapping screws, pop rivets, cleaning, lubricating and top up of oil, fuel and etc., shall form part of the service. The contractor shall allow repairs, material, labour, overheads, and administration costs and transportation cost in his price for service of the equipment.

Servicing shall be carried out quarterly and annually as per Annexure A, B, C and D. It shall be the responsibility of the contractor to ensure that as far as possible, the equipment serviced will operate correctly, in accordance to the updated standard and efficiently until the next service. The contractor shall do minor repairs or correct the fault which were never reported at the time of servicing, and (s)he shall be responsible to report unexpected breakdown

Only existing equipment shall be attended by the Contractor. The work which is out of scope of work should not be carried out. Any such work done by the Contractor shall be for his account.

On each visit to sprinkler system the contractor must attend to all items listed in the Annexures Checklist for quarterly/annually service. The work can only be carried out by contractor approved to carry out work on sprinkler system. The competent person shall carry out the task in accordance to the 12<sup>th</sup> Edition of the Automatic Sprinkler Inspection Bureau Rules; Conditions of the Employment Act (3 of 1983) and the Occupational Health and Safety Act 85 of 1993; and National Building regulations and Standard Act, 1977 (act No. 103 of 1977)

All irregularities, wrongdoing and abnormalities shall be reported by the contractor to the Departmental Representative in writing under comments.

NOTE: No work is to be put in hand without the prior approval of the Departmental Inspectors and the receipt of an official order number.

### PROGRAMS

All systems will be tested quarterly or annually as per Annexure "A to D" The overhaul of valves will be done as per Annexure "E". The overhaul of the valves will done on the due dates and the arrangement of overhauling the valves will be done between the DPW representative and service provider.

### ACCOUNTS

Accounts for maintenance to sprinkler systems must be in accordance with the conditions laid down in the tender document. The completed checklists, signed and dated must be attached to the invoice with a copy of the Job card

Copies of supplier's invoices will be required for any spares used.

### COPIES:

The contractor shall provide sprinkler log book and other necessary document on site at his own cost.

**Bills of Quantity**

**SCHEDULE 1: SERVICE FOR WET AUTOMATIC SPRINKLER SYSTEMS AND FIRE WATER TANK**

**QUARTERLY AND ANNUAL SERVICES FOR ALL SPRINKLER SYSTEMS AND ASSOCIATED EQUIPMENT**

- Note:** 1. The description of the service required entails the following: The servicing of the equipment shall be done quarterly and annually as per stipulated scope of service plus annexure A and B
2. Services must be completed on a **quarterly and annually basis** and checked as per the attached check list **Annexure A and B**, any repairs or replacement must be captured on the service report and submitted to DPW
3. Unit price for servicing of one equipment shall be allowed to cover the cost of labour, transport, consumable, minor repair and all overhead rate which will be necessary to carry out the service
4. The calculation shall be done as follows:  
 Formula for year 1: ..... Column 3 x Column 4 + Column 3 x Column 5 = Amount A  
 Qty X 4 x unit price + Qty X unit price = Amount for 1 year  
 For example (item no.4): ..... 6X4x R 1000 + 6x R 1500= R 33 000
5. Prices are to be totaled and carried over to the summary page.

Item No	Description Servicing	Qty	Year 1		Amount A	Year 2		Amount B	Total amount A + B
			Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		
1	HEIDELBERG MILITARY GYM Water-base automatic sprinkler system & Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
								SUB TOTAL	
									R



Item No	Description	Qty	Year 1		Amount A	Year 2		Amount B	Total amount A + B
			Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		
2	BENONI SAP MECHANICAL SCHOOL Water-base automatic sprinkler system & Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
3	JOHANNESBURG: PWD STORES Water-base automatic sprinkler system & Water tank)	2 off	4xR	1xR	R	4xR	1xR	R	R
4	JOHANNESBURG: HIGH COURT BUILDING Water-base automatic sprinkler system & Water tank	6 off	4xR	1xR	R	4xR	1xR	R	R
5	JOHANNESBURG: JEPPE SAP STATION Water-base automatic sprinkler system & Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
6	JOHANNESBURG: SARS-KARZENE: STATE WAREHOUSE Water-base automatic sprinkler system & Water tank	2 off	4xR	1xR	R	4xR	1xR	R	R
7	JOHANNESBURG: SERVICE PRODUCTS: SPRINGFIELD Water-base automatic sprinkler system & Water tank	2 off	4xR	1xR	R	4xR	1xR	R	R
								SUB TOTAL	R

Item No	Description Servicing	Qty	Year 1		Amount A	Year 2		Amount B	Total amount A + B
			Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		
8	JOHANNESBURG: HILLBROW: SAP STATION Water-base automatic sprinkler system & Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
9	JOHANNESBURG: HILLBROW: MAGISTRATES COURT Water-base automatic sprinkler system & Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
10	KEMPTON PARK: MAGISTRATE COURT Water-base automatic sprinkler system and Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
11	JEPPEE SAPS Water-base automatic sprinkler system and Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
12	JOHANNESBURG: BRIXTON: SAP STATION Water-base automatic sprinkler system and Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
13	CONSTITUTIONAL COURT Water-base automatic sprinkler system and Water tank	1 off	4xR	1xR	R	4xR	1xR	R	R
SUB TOTAL								R	R

Item No	Description Servicing	Qty	Year 1		Amount A	Year 2		Amount B	Total amount A + B
			Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		
14	JOHANNESBURG: FAMILY COURT: MARKET STREET Water-base automatic sprinkler system and Water Tank	1 off	4XR	1xR	R	4xR	1xR	R	R
15	JOHANNESBURG: HOME AFFAIRS: HARRISON STREET Water-base automatic sprinkler system and water tank	1 off	4XR	1xR	R	4xR	1xR	R	R
16	JOHANNESBURG: JOHANNESBURG CENTRAL SAPS Water-base automatic sprinkler system and Water tank	2 off	4XR	1xR	R	4xR	1xR	R	R
17	JOHANNESBURG: RECEIVER OF REVENUE Water-base automatic sprinkler system and Water tank	1 off	4XR	1xR	R	4xR	1xR	R	R
18	BRAAMFONTEIN: MINES MEDICAL BUREAU Water-base automatic sprinkler system and Water tank	2 off	4XR	1xR	R	4xR	1xR	R	R
19	JOHANNESBURG: WAR MUSEUM Water-base automatic sprinkler system and Water tank	4 off	4XR	1xR	R	4xR	1xR	R	R
SUB TOTAL								R	R

Item No	Description Servicing	Qty	Year 1		Amount A	Year 2		Amount B	Total amount A + B
			Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		Unit price for quarterly service as per Annexure A	Unit price for annual service as per Annexure B		
20	MBOH Water-base automatic sprinkler system and Water tank	3 off	4XR	1xR	R	4xR	1xR	R	R
21	PALMRIDGE MAGISTRATE COURT Water-base automatic sprinkler system and water tank	5 off	4XR	1xR	R	4xR	1xR	R	R
SUBTOTAL									R

**ANNEXURE "A"**

**QUARTERLY SERVICE**

**Summary of sprinkler system inspection, testing and maintenance procedure**

PLACE: \_\_\_\_\_

VALVE NUMBER: \_\_\_\_\_

item	Visual inspection	inspect	change	clean	status	required
Sprinkler head		X	X	X		<p>Sprinkler shall be inspected from the floor level quarterly floor to clean &amp; check the following:</p> <ul style="list-style-type: none"> <li>- Leakages &amp; loss off fluid</li> <li>- Physical damages</li> <li>- Corrosion</li> <li>- Dust and painting other than that applied by the sprinkler</li> </ul> <p>Required to:</p> <ul style="list-style-type: none"> <li>- Clean and remove accumulated dust on the sprinkler head</li> <li>- Check for sign of wet spot on the floor and correct the improper fittings.</li> <li>- Replace the missing or damaged sprinkler heads</li> <li>- Correct the improper clearance between sprinkler head and any obstruction</li> </ul> <p>Required to state the condition of sprinkler head by indicating with an "X" in the appropriate block</p> <p><input type="checkbox"/> Checked &amp; Ok  <input type="checkbox"/> Require IMMEDIATE attention</p> <hr/>
Pipe & fittings, hangers, braces & supports						<p>Pipe &amp; fittings, hangers, braces &amp; supports shall be inspected from the floor level quarterly to clean &amp; check the following:</p> <ul style="list-style-type: none"> <li>- Leakages and corrosion</li> <li>- Physical and mechanical damages on the pipe and fittings</li> <li>- Loose, damaged or unattached hangers, braces and supporters</li> </ul>

item	Visual inspection	inspect	change	clean	status	required
Pipe & fittings, hangers, braces & supports		X	X			<p>Required to:</p> <ul style="list-style-type: none"> <li>- Remove any external loads leaning, hanging or putting weight on the pipe shall be removed</li> <li>- Correct and fasten pipe &amp; fittings, hangers, braces, supporters that are loose or improperly fitted</li> </ul> <p>Required to state the condition of pipes, fittings and supporters by indicating with an "X" in the appropriate block</p> <p><input type="checkbox"/> Checked &amp; Ok  <input type="checkbox"/> Require IMMEDIATE attention</p> <hr/>
Pressure Gauges & Pressure switch	X	X	X			<p>Pressure Gauges &amp; pressure switch shall be inspected quarterly to verify that:</p> <ul style="list-style-type: none"> <li>- Gauges &amp; switch are operable and not damaged</li> <li>- normal water supply pressure is being Maintained</li> </ul> <p>Required to:</p> <ul style="list-style-type: none"> <li>- Correct the pressure to normal water supply pressure in accordance to the design criteria</li> </ul> <p>Yes No Are the gauges being tested within past five year?</p> <p>Required to state the condition of gauges, pressure switch by indicating with an "X" in the appropriate block</p> <p><input type="checkbox"/> Checked &amp; Ok  <input type="checkbox"/> Require IMMEDIATE attention</p> <hr/>
Sprinkler signage		X		X		<p>Hydraulic design information signs and other sprinkler signs shall be checked to verify that they are provided, attached tightly and are readable</p> <p>Required to:</p> <ul style="list-style-type: none"> <li>- Tighten the information plate</li> </ul>

item	Visual inspection	change	clean	Test	status	required
Sprinkler alarm testing	X	X		X		<p>-Automated alarm system shall be tested quarterly to verify that they are working.</p> <p>-The alarm system shall be tested as per operating instruction for automatic alarm valve sprinkler system.</p> <p>-After every alarm testing the service provider together with property designated representative shall ensure that the system are in service and all valves are in the normal position and locked.</p> <p>Required to:</p> <p>-Notify the Fire Department, security and all personnel before testing the Automatic Alarm Valve Sprinkler System</p> <p>-Check together after every alarm testing with the service provider</p> <p>Required to rate the condition of alarm device by indicating with an "X" in the appropriate block:-</p> <p><input type="checkbox"/> Checked &amp; Ok</p> <p><input type="checkbox"/> Require IMMEDIATE attention</p>
Control valves	X	X				<p>Control valves shall be inspected quarterly to verify that they are free of physical or mechanical damages, leaks and they are accessible.</p> <p>Require to:</p> <p>- Correct and fasten valves that are loose or improperly fitted</p> <p>- Position the control position in their correct position</p> <p>Required to state the condition of control valves by indicating with an "X" in the appropriate block:</p> <p><input type="checkbox"/> Checked &amp; Ok</p> <p><input type="checkbox"/> Require IMMEDIATE attention</p>

Remarks: .....

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Name of the inspector

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signature

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Date

## ANNEXURE "A"

### QUARTERLY SERVICE

#### Summary of Water Storage Tank inspection, testing and maintenance procedure

item	Visual inspection	inspect	clean	Test	status	required
Tank exterior and supporting structure	X	X				The exterior of the tank, supporting structure, vents, foundation, ladders, where provided, shall be inspected for signs of obvious damage or weakening
Surrounding area	X	X	X			<p>The area surrounding the tank and supporting structure shall be inspected to ensure that the following condition are met:</p> <ul style="list-style-type: none"> <li>- The area is free of combustible storage, trash, debris, brush or material that could burn and potential damage the tank.</li> <li>- The area is free of material that could result accelerate corrosion or rot on the tank or its support</li> <li>- The exterior sides are free of erosion</li> </ul>
Floating valves		X				Check whether the float valve is working properly
Water Level Indicator		X				Check and verify that the water indicator level is working
Tank Interior		X				The tank interior shall be inspected for sign of rot, waste material and sediments

Remarks: .....

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Name of the inspector

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signature

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Date



**ANNEXURE "B"**

**ANNUAL SERVICE**

**Summary of Sprinkler System inspection, testing and maintenance procedure**

PLACE: \_\_\_\_\_

VALVE NUMBER: \_\_\_\_\_

item	Visual inspection	inspect	change	clean	test	required
Sprinkler head			X	X	X	<p>Sprinkler shall be inspected from the floor level annually to clean &amp; check the following:</p> <ul style="list-style-type: none"> <li>- Leakages &amp; loss off fluid</li> <li>- Physical damages</li> <li>- Corrosion</li> <li>- Dust and painting other than that applied by the sprinkler</li> </ul> <p>Required to:</p> <ul style="list-style-type: none"> <li>- Replace the damaged or missing sprinkler heads</li> <li>- Replace the missing wrench for main valve, if found missing</li> <li>- Correct the improper position of the sprinkler head by reposition the branch line</li> <li>- Replace the missing wrench for sprinkler head, if found missing</li> <li>- Clean painting other than that applied by the sprinkler manufacturer</li> </ul>
Pipe & fittings, hangers, braces & supports			X	X	X	<p>Pipe &amp; fittings, hangers, braces &amp; supports shall be inspected from the floor level quarterly to clean &amp; check the following: abraded</p> <ul style="list-style-type: none"> <li>- Leakages and corrosion</li> <li>- Physical and mechanical damages on the pipe and fittings</li> <li>- Loose, damaged or unattached hangers, braces and supporters</li> </ul>

item	Visual inspection	inspect	change	clean	test	required
Pipe & fittings, hangers, braces & supports		X	X	X	X	<p>Required to:</p> <ul style="list-style-type: none"> <li>- Remove any external loads leaning, hanging or putting weight on the pipe</li> <li>- Correct pipe fittings, hangers, braces, supporters that are loose or improperly fitted shall be refasten and correctly fitted</li> <li>- Replace loose, damaged or missing hangers, braces and supporters.</li> <li>- Replace the supporters which are not listed for use.</li> <li>- Hydrostatical test the pipe &amp; fittings to determine the strength of pipes and leaks</li> <li>- All the above ground leakages shall be stopped</li> </ul> <p>-----</p>
Pressure Gauges & Pressure switch			X		X	<p>Required to:</p> <ul style="list-style-type: none"> <li>- Calibrate inaccurate gauges and pressure switches</li> <li>- Provide the pressure readings on gauge:</li> </ul> <p>A Gauge                   (.....kPa)  B Gauge                   (.....kPa)  C Gauge                   (.....kPa)</p> <p>-----</p>
Sprinkler signage	X		X			<p>- A hydraulic design information signs and other sprinkler signs that are missing or illegible shall be replaced, if found missing/unreadable</p> <p>-----</p>
Standpipe		X		X	X	<p>standpipe shall be cleaned, flushed, inspected and be tested with flow test</p>

Remarks : .....

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Name of the inspector

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signature

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Date

**ANNEXURE "B"**

**ANNUALLY SERVICE**

**Summary of Water Storage Tank inspection, testing and maintenance procedure**

item	Visual inspection	inspection	clean	Test	status	required
Catwalks and ladder		X				Check and ensure that the ladder is mounted securely. Make use of cold bonding or tighten the loose bolt and nuts
Expansion joints		X				Expansion joints shall be inspected for leaks. If leaking they shall be fixed.
Tank Interior			X			The tank shall be drained and be inspected for the pitting corrosion or spalling on the surface, failure of coating and the silt shall be removed with chlorine
						Required to state the condition of water tank by indicating with an "X" in the appropriate block
						<input type="checkbox"/> Checked & Ok <input type="checkbox"/> Require IMMEDIATE attention

Remarks: .....

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Name of the inspector

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signature

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Date

## SCHEDULE 2: SERVICE FOR FIRE PUMPS, DIESEL ENGINE AND FIRE PANEL

Services on the pump systems must be completed on a **quarterly and annually basis** and checked as per the attached check list **Annexure C and D**, any repairs or replacement must be captured on the service report and submitted to DPW.

Item no	PLACE	Qty	Year 1		Amount A	Year 2		Amount B	Total amount A + B
			Unit price for quarterly service as per Annexure C	Unit price for annual service as per Annexure D		Unit price for quarterly service as per Annexure C	Unit price for annual service as per Annexure D		
22	Johannesburg Central SAPS Electrical pump	2 off	4 x R	1xR	R	4 x R	1xR	R	R
23	Johannesburg Central SAPS Diesel pump	2 off	4 x R	1xR	R	4 x R	1xR	R	R
24	Modderbee Prison 1 Diesel Pump	1 off	4 x R	1xR	R	4 x R	1xR	R	R
25	High Court JHB Electrical pumps	2 off	4 x R	1xR	R	4 x R	1xR	R	R
26	Brixton SAPS Diesel pump	1 off	4 x R	1xR	R	4 x R	1xR	R	R
27	JHB War museum Diesel pump	1 off	4 x R	1xR	R	4 x R	1xR	R	R
								SUB TOTAL	R

Item no	PLACE	Qty	Year 1		Amount A	Year 2		Amount B	Total amount A + B
			Unit price for quarterly service as per Annexure C	Unit price for annual service as per Annexure D		Unit price for quarterly service as per Annexure C	Unit price for annual service as per Annexure D		
28	Johannesburg War Museum Electrical pump	1 off	4 x R	1xR	R	4 x R	1xR	R	R
29	Tsakane Magistrate Court Booster pump	1 off	4 x R	1xR	R	4 x R	1xR	R	R
30	Palmridge court Diesel Pump	1 off	4 x R	1xR	R	4 x R	1xR	R	R
31	Palmridge court Electric Pump	2 off	4 x R	1xR	R	4 x R	1xR	R	R
								SUB TOTAL	R

## ANNEXURE "C"

### QUARTELY SERVICE

#### Summary of Fire Pump and Diesel engine inspection, testing and maintenance procedure

Place: \_\_\_\_\_

Fire Pump and Diesel Engine NUMBER: \_\_\_\_\_

item	Visual inspection	inspect	change	clean	test	required
<b><u>Pump system</u></b>						
Pump suction, discharge & bypass valves		X				Check and ensure these valves are full opened
Coupling guard		X				Check and ensure that it is in place and tighten up
pipes & valves	X		X			Check leaks, corrosion, wears and ensure that the pipe and valves are properly fitted. Replace seal when needed
Gland packing						Check the abnormality of dripping on the coupling. Adjust the dripping of water drop let on the coupling to an acceptable range
<b><u>Electrical system</u></b>						
Isolation switch & circuit breaker	X				X	Exercise isolation switch & circuit breaker
Electrical parts, wires		X				Check all wiring and connection for signs of cracking and tighten/replace as needed. Check also the sign of water on the electrical parts
Fire pump alarm signal (churn test)		X			X	Check ensure they are alarms functioning properly
					Yes No	- Does the User department test the alarm weekly?

**ANNEXURE "C" (continued)**

**QUARTELY SERVICE**

**Summary of Fire Pump and Diesel engine inspection, testing and maintenance procedure**

Place: \_\_\_\_\_

Fire Pump and Diesel Engine NUMBER: \_\_\_\_\_

item	Visual inspection	inspect	change	clean	test	required
<b><u>Diesel engine</u></b>						
Fuel tank, oil and anti-freezer			X			Refill if less than two-third full -----
Selector switch		X	X			Check and ensure they are auto and remove obstructive objects -----
Crankcase breather			X			Replaced the air filter -----
Cooling system				X		Check and clean the heat exchanger -----
<b><u>Battery system</u></b>						
Battery terminals		X				Check end ensure that terminals are cleaned, tight and free from corrosion -----
Battery electrolyte					X	Check and state the condition of battery whether is fully charge or flat

Remarks: .....

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Name of the inspector

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signature

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Date

## ANNEXURE "D"

### ANNUALY SERVICE

#### Summary of Fire Pump and Diesel engine inspection, testing and maintenance procedure

item	Visual inspection	inspect	change	clean	test	required
<b><u>Pump system</u></b>						
Pump, motor & coupling bearing		X	X			These should be greased or replaced when damaged
Pressure gauge and sensor		X	X		X	- Recalibrate when 5% out of calibration or replaced when damaged - Check pressure to ensure it is within the acceptable range
Wet pit suction screen & strainer		X		X		Make sure these are in place and unblock
Alignment of pump driver		X				The alignment should be parallel and angular. If not, realignment should be done
<b><u>Electrical system</u></b>						
Voltmeter & ammeter		X	X			Recalibrate when 5% out of calibration or replaced when damaged
Power transfer switch					X	Tested in accordance to the with the <i>Standard for Emergency and Standby Power system</i>
<b><u>Diesel engine</u></b>						
Oil and oil filter				X		change after 50 hours or annually
Cooling system		X		X		Check the cooling water level to ensure it is within the acceptable range and clean the strainer and pump room. Also, check to ensure that water flow through heat exchanger is adequate.



**ANNEXURE "D" (continued)**

**ANNUALY SERVICE**

**Summary of Fire Pump and Diesel engine inspection, testing and maintenance procedure**

item	Visual inspection	inspect	change	clean	test	required
Standpipes					X	Annual performance testing shall be conducted by using flow tester
<b><u>Battery system</u></b>						
X2 Batteries					X	Take at least two voltage and charging current reading for each battery. At least two readings for voltage and charging currents, each must fall within their acceptable range, if they are redundant they need to be replaced once every 2 years (within the period of 24 months)

Remarks : .....

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Name of the inspector

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signature

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Date

### SCHEDULE 3: COSTS OF MATERIAL

#### REPAIRS ON SPRINKLER SYSTEM, WATER TANKS, REPLACEMENT OF EQUIPMENT, OVERHAUL OF VALVES AND ALL ASSOCIATED EQUIPMENT

**Note:** The repairs, replacements and overhaul of sprinkler system entails the following:

1. The repairs/overhaul/painting of the equipment shall be done as and when required
2. Unit price shall be allowed to cover the cost of material plus mark up, consumables, and all overhead rate which will be necessary to carry out the repair or painting or overhaul of equipment/ item.
3. The calculation shall be done as follows:

Formulae:-

- Column 3 x Column 4 = column 5; Column 3 x Column 6 =column 7
- Qty x unit price for year 1 = **Amount A**; Qty X unit price for year 2 = **Amount B**
- **Amount A + Amount B = Total amount A+ B**

For example (item no 40) : ..... 85X R 1000 + 85x R 1500= R 212 500= amount A + B

4. Prices are to be totaled and carried over to the summary page.

Item no	Description of items to be replaced and overhauled	Qty	Unit price for year 1	Amount A	Unit price for year 2	Amount B	Total amount A + B
32	Alarm gong	20 off	R	R	R	R	R
33	Jockey pump	10 off	R	R	R	R	R
34	Drawing of Fire Evacuation plans with frame	20 off	R	R	R	R	R
35	Chains (R/m) and padlock (brass made)	46 off	R	R	R	R	R
36	Gauges	30 off	R	R	R	R	R
37	25mm non return valve	10 off	R	R	R	R	R
38	sprinkler heads	500 off	R	R	R	R	R
39	sprinkler rosettes	500 off	R	R	R	R	R
40	Pipe & fittings (25 - 50mm)/m	85 off	R	R	R	R	R
41	pipe & fittings (Ø 80mm/m)	50m	R	R	R	R	R
42	pipe & fittings (Ø 100mm/m)	50m	R	R	R	R	R
43	pipe & fittings (Ø 150mm/m)	50m	R	R	R	R	R
SUB TOTAL							R

Item no	Description of items to be replaced and overhauled	Qty	Year 1 unit price	Amount A	Year 2 unit price	Amount B	Total amount A + B
44	gate valves 15mm	20 off	R	R	R	R	R
45	gate valves 25mm	10 off	R	R	R	R	R
46	Gate Valve 50 mm	10 off	R	R	R	R	R
47	Gate Valve 80 mm	40 off	R	R	R	R	R
48	Gate Valve 100 mm	20 off	R	R	R	R	R
49	Gate valve 150mm	4 off	R	R	R	R	R
50	Gate valve 200mm	2 off	R	R	R	R	R
51	Gate valve 250mm	2 off	R	R	R	R	R
52	Gate valve 300mm	2 off	R	R	R	R	R
53	200mm suction pipe(p/m)	30m	R	R	R	R	R
54	250mm suction pipe (p/m)	30m	R	R	R	R	R
55	300mm suction pipe (p/m)	30m	R	R	R	R	R
56	Brass float valves in tanks	10 off	R	R	R	R	R
57	*Sandblasting (R/m <sup>2</sup> )	400 off	R	R	R	R	R
58	*Painting of tanks as per ASIB; See the specification below	300 off	R	R	R	R	R
59	Painting steel pipes (p/m)	50 m	R		R	R	R
	<p>*Carefully remove the existing coating and sandblast for preparation for the following</p> <ul style="list-style-type: none"> <li>• Apply 1coat of Epoxy Zinc Rich Primer (SABS 926) to a minimum of 25 microns</li> <li>• Apply 1coat of Epoxy Tar Paint (SABS 801 Type 2) 24 hours later to minimum dry film thickness of 225microns</li> <li>• The above will be subjected to ASIB approval</li> </ul>						
60	Overhaul of alarm check valve as per annexure "E"	40 off	R	R	R	R	R
61	Overhaul of stop valve per annexure "E"	85 off	R	R	R	R	R
SUB TOTAL							R

<b>Item no</b>	<b>Description of items to be replaced and overhauled</b>	<b>Qty</b>	<b>Year 1 unit price</b>	<b>Amount A</b>	<b>Year 2 unit price</b>	<b>Amount B</b>	<b>Total amount A + B</b>
62	Overhaul of pressure reducing valve as per manufacturer	20 off	R	R	R	R	R
63	Overhaul of relief valve as per manufacturer	20 off	R	R	R	R	R
<b>SUB TOTAL</b>							R

**ANNEXURE "E"**

**ANNUALY SERVICE**

**Summary of valves inspection, testing and maintenance procedure**

item	Visual inspection	inspect	change	clean	test	required
Alarm check valve		X	X	X		Alarm check valve shall be overhaul on the due date and the following inspection, replacement and cleaning shall be met: - Using the a light, check and remove the any debris that may have become lodge within the Seat Ring groove. If the Seat Ring has a dent across the seat then the Alarm Check Valve shall be reported a damaged - Replace the clapper facing - Replace the spring, clapper assemble and the gasket
Stop valve						----- Stop valve shall be overhaul on the due date and the following inspection, replacement and cleaning shall be met: - "O" rings & seat ring shall be replaced - Bonnet gasket shall be replaced - Spring shall be replaced - Replace the packing

Remarks: .....

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 Name of the inspector

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 signature

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 Date

**SCHEDULE 4: SERVICE AND MAINTENANCE COSTS FOR REMRAD INSTALLATION**

**EXISTING REMRAD INSTALLATIONS (SUB-CONTRACTOR OF SERVICE PROVIDER)**

**MAINTENANCE AND REPAIRS TO EXISTING REMRAD INSTALLATIONS AT THE FOLLOWING PROPERTIES**

**PRICES MUST INCLUDE ALL MAINTENANCE AND MONTHLY COST DIRECTLY PAYABLE TO REMRAD**

ITEM NO	DESCRIPTION OF ITEM TO BE REPLACED, FIXED OR REPAIRED MONTHLY COST	QTY	YEAR 1 UNIT PRICE/ ANNUAL +2 INSPECTIONS	AMOUNT A	YEAR 2 UNIT PRICE/ ANNUAL +2 INSPECTIONS	AMOUNT B	TOTAL AMOUNT A + B
64	DEPARTMENT OF HOME AFFAIRS 77 HARRISON STREET	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
65	JOHANNESBURG CENTRAL SAPS NO1 COMMISSIONER STREET	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
66	DEPARTMENT OF DEFENCE KENSINGTON 46 BRIGADE	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
67	MAGISTRATE COURT RANDBURG	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
68	DEPARTMENT OF HOME AFFAIRS KRUGERSDORP	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
69	SAPS-TSAKANE	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00

70	SAPS-KRUGERSDORP	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
71	DEPT OF HEALTH(FORENSICS LABORATORY) BRAAMFONTEIN	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
72	MAGISTRATE COURT- PALMRIDGE ALBERTON	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
73	MAGISTRATE COURT - KAGISO	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
74	CONSTITUTIONAL COURT	ONE INSTALLATION	3 x R8,000.00	R24,000.00	3 x R8,000.00	R24,000.00	R48,000.00
SUB TOTAL							R528,000.00

**N.B.**

**The total amount of R528, 000.00 is only an estimated value and will be renegotiated with the successful bidder and Remrad and will be adjusted accordingly.**

**The amount of R528, 000.00 must be carried over to the summary page.**

**SCHEDULE 5: LABOUR AND NON-SCHEDULE MATERIAL COSTS**

Item no.	DESCRIPTION OF ITEM	Working hours A	Rate/ hour B	YEAR 1 Amount C AxB =C	Working hours D	Rate/ hour E	YEAR 2 Amount F DxE=F	AMOUNT for Year 1 + Year 2 C +F	
75	The rates for labour will be deemed to include for statutory minimum labour rates, contribution to bonus, holiday, pension, medical funds etc, for normal working hours, as well as for transport costs including traveling time, but excluding VAT								
75.1	<b>Normal working hours</b> Skilled Artisan	192	R	R	192	R	R	R	
75.2	General worker	192	R	R	192	R	R	R	
76	<b>Overtime, Sunday and Public Holidays.</b>								
76.1	Skilled Artisan	20	R	R	20	R	R	R	
76.2	General worker	20	R	R	20	R	R	R	
77	<b>Non- schedule materials</b>								
77.2	Allow for the amount of R800, 000.00 for the provisional cost of non- scheduled material that may be used. The above labour rates will apply.			R400 000			R400 000	R800 000	
77.1	Percentage mark- up on non-schedule materials that may be used.	_____ %		R			R	R	
Cost for labour and none schedule material carried to summary page.							Sub Total	R	

NOTE: CURRENT AA RATES MUST BE CONSIDERED.



## SCHEDULE 6: SCHEDULE FOR EPWP PARTICIPANTS PROGRAMME.

	Employment of Youth Workers	UNIT	Quantity Working days	Rate (R/days)	AMOUNT (R)
<b>172</b>	<b><u>Employments of youth workers</u></b>				
172.1	<p>Employment of Youth Workers</p> <p>The unit of measurement shall be the number of youth workers at the labour rate of R2500 per month as the amount agreed by MINMEC multiplied by the period employed in months and the rate tender shall include full compensation for all costs associated with the employment of youth workers and for complying with the conditions of contract. This item is based on 24 months appointment for 1 youth worker/trainee for 24 months.</p> <p>N.B. Service Provider to submit a quotation and invoice to claim the monthly payment of the youth worker/trainee.</p>				
172.2	Allow for R2500.00/mth x 12mths	Worker days year 1	248	R125.00/day	R31,000.00
172.3	Allow for R2500.00/mth x 12mths + 6% Allow for 6% increase on the 2 <sup>nd</sup> year	Worker days/ year 2	248	R132.50/day	<u>R32,860.00</u>
172.4	Profit and attendance (Can only be claimed at the end of the contract) (a) Admin cost (b) Transport cost	Once off 15%			<u>R61,860.00</u> R9,279.00
<b>173</b>	Supply 3 x EPWP branded overalls, 2 x EPWP branded hard hats and 3 pairs of safety shoes to youth workers over the 24month period.	Item	PPE for 1&2 year trainees		R9000.00
173.1	<b><u>Provision of small tools for youth workers( tool box)</u></b>	Item	Tool box		R4,000.00
173.2	Provide the youth worker with prescribe tools for the respective trade specification for the mentioned tools to be provided by the service provider. These tools will become the property of the youth workers after the completion of the program (ref. SL 11.06.01)				
Total cost carried to summary page.				Subtotal	R84 139.00

**SUMMARY PAGE**

**SPECIFICATION  
BID  
FOR THE  
MAINTENANCE ,SERVICES AND REPAIRS TO WET AUTOMATIC SPRINKLER  
SYSTEMS TO ALL CLIENTS.  
WITHIN THE**

**JURISDICTION OF THE JHB REGIONAL OFFICE FOR 24 MONTHS.  
GAUTENG PROVINCE  
FOR  
THE NATIONAL DEPARTMENT OF PUBLIC WORKS**

**SUMMARY**

The total tender price for this service must include all labour and material required for the proper execution of the work and shall be carried over to the Tender Form which must be returned together with this document.


1	Amount for Schedule 1	R _____
2.	Amount for Schedule 2	R _____
3.	Amount for Schedule 3	R _____
4.	Amount for Schedule 4	R <u>528,000.00</u>
5.	Amount for Schedule 5	R _____
6.	Amount for schedule 6	R <u>84 139.00</u>
	Sub-total	R _____
	Add: Value-added Tax (VAT)	R _____
	Total carried forward to BID Form	R _____

TENDERER'S SIGNATURE: \_\_\_\_\_

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

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

**PRICED SPECIFICATION:** A priced specification must be submitted with the tender documentation

 <b>WORX4U</b>	<b>WORX4U JOB CARD</b>  National Department of Public Works & Infrastructure		PRIORITY	
			PROBLEM TYPE	
			STATUS	
			CLIENT DEPARTMENT	
DATE REQUESTED :	REGION : JHB	REQUESTOR:	CONTACT NR	REQUEST NUMBER
FACILITY				
BUILDING				
ADDRESS/LOCATION				
CLIENT NAME				TEL NR
DESCRIPTION				
SCOPE OF WORK				
DATE SCHEDULED	TIME SCHEDULED:		SCHEDULE HOURS:	

SERVICE PROVIDER COMPANY:

No	Description	Qty

SERVICE PROVIDER NAME	DATE		SIGNATURE
	TIME STARTED		
	TIME FINISHED		
REMARKS			

TO BE COMPLETED BY CLIENT DEPARTMENT  
 I certify personally checked and satisfied that the work has been executed (however I do not certify technical correctness)

NAME	TEL NR	DESIGNATION	OFFICIAL STAMP
SIGNATURE	DATE		

TO BE COMPLETED BY WORKS MANAGER  
 I certify that the order was executed satisfactorily, that the good were according to specification and were received in good order and that the records were updated.

NAME	TEL NR	DESIGNATION
SIGNATURE	DATE	

# Map

