

AIDC STANDARD BID DOCUMENT

Bid number : AIDC_T02_2022/23

Bid title : BIDDERS WITH CIDB GRADING OF 3GB OR HIGHER ARE INVITED TO AN OPEN TENDER FOR THE REFURBISHMENT OF THE EXISTING AIDC CANTEEN FOR BUILDING F3 WITHIN THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.

Issue date : 15 December 2022

Closing date : 09 February 2023

Closing time : 11:00 am

Validity Period : 120 Days

Compulsory briefing session

yes ☒

no ☐

Venue: Automotive Supplier Park,
30 Helium Road, Rosslyn
0200

Date: 25 January 2023

Time: 11:00

Site visit (Reference site)

(See Part C - Evaluation Criteria)

yes ☐

no ☒

Bidder's details	
Company name:	
Company registration no:	
CSD registration no:	
Contact person:	
Tel number:	
Cell number:	
Email address:	


OVERALL PROJECT GRAND TOTAL (VAT Inclusive)

R _____

Please note: No "type correction fluids" or any other forms of blanking out any of the printed information on this tender document are allowed. All changes must be indicated, and any deletions must be scratched out and signed next to each change.


PART T1 TENDERING PROCEDURES

You are hereby invited to bid for the requirements of the AIDC					
Bid no:	AIDC_T02_2022/23	Closing Date:	9 February 2023	Closing Time:	11:00
Description:	BIDDERS WITH CIDB GRADING OF 3GB OR HIGHER ARE INVITED TO AN OPEN TENDER FOR THE REFURBISHMENT OF THE EXISTING AIDC CANTEEN FOR BUILDING F3 WITHIN THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.				
Bid response documents may be deposited in the bid box situated at (<i>street address</i>):					
The Main Entrance Gate					
Automotive Supplier Park					
30 Helium Road					
Rosslyn Ext 2, Pretoria					
Bidding procedure enquiries may be directed to:					
Contact Person	Mitta Mashishi				
Telephone no	012 564 5001				
Facsimile no					
E-mail Address	aidctenders@aidc.co.za				
Closing date for Enquiries: 03 February 2023					
Supplier Information					
Company Name					
Company / CC Registration no					
CIDB Registration no					
Vat Registration no					
Postal Address					
Street Address					
Telephone no	Code		Number		
Cell Phone no					
Facsimile no	Code		Number		
E-Mail Address					
Main Contact Person					
Name					
Position					
Telephone no	Code		Number		
Cell Phone no					
Facsimile no	Code		Number		
E-Mail Address					

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
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T1.2		TENDER DATA: TERMS AND CONDITIONS FOR BIDDING
1. Bid Submission:		
1.1.	The Supplier Park Development Company (SOC) Ltd trading as AIDC considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to AIDC. All information contained in any subsequent documentation shall be marked "COMPANY CONFIDENTIAL".	
1.2.	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.	
1.3.	All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document.	
1.4.	All the documentation submitted in response to this invitation to bid must be in English.	
1.5.	The service provider should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by AIDC regarding anything arising from the fact that pages are missing or duplicated.	
1.6.	Please make proper division and reference/index your bid document and bid supporting documents attached.	
1.7	Tender responses should be submitted as follows: 1 HARD COPY (1 x ORIGINAL + 1 x USB MEMORY STICK) in a sealed envelope/package endorsed, "AIDC_T02_2022/23", with the service provider's details on the back of the envelope or on the front. The sealed envelope/package must be placed in the bid box at the Main Entrance Gate, Automotive Supplier Park, 30 Helium Road, Rosslyn X2, by the closing date and time.	
1.8	The closing date, company name and the return address must also be endorsed on the back of the properly sealed envelope (or side of a properly sealed package). If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the AIDC's Bid Box. The courier must accept responsibility for ensuring that the bid documents are properly deposited into the bid box and the AIDC accepts no responsibilities in this regard.	
1.9	All bid documents must be submitted in hard copy in the bid box. Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids OR BID DOCUMENTS NOT PROPERLY SEALED will not be considered.	
1.10	Amended bids may be made, in an envelope clearly marked "Amendment to bid no "AIDC_T02_2022/23", to represent the original document as the "replacement bid" and should be placed in the bid box before the closing date and time. An amendment bid without original bid documents deposited in the AIDC's Bid Box will not be considered. In such a case, only the amended bid document will be assessed per the bid criteria of this tender bid request. Under no circumstances will the AIDC be using or can the service provider rely on any information as contained in the original bid documents, once replaced.	
1.11	The service provider is responsible for all the costs that they might incur related to the preparation and submission of the bid document.	
1.12	AIDC reserves the right not to accept the lowest bid price of any bid in part or whole. It normally awards the contract to the service provider who proves to be fully capable of handling the contract in terms of outputs and services that are advantageous to the aims, goals, and objectives of the AIDC.	

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1.13	AIDC also reserves the right to award to a company that is BBBEE (Broad Based Black Economic Empowerment) compliant or may award this bid on the conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
1.14.	AIDC also reserves the right to cancel or award this bid as a whole or in part based on the Preferential Procurement Regulation, 2017 paragraph 13.
1.15	AIDC reserves the right, at its sole discretion, not to award or consider bidders with (or who had) litigation against the AIDC or have been blocked for poor performance on the AIDC's vendor database.
1.16	This bid is subject to the Preferential Procurement Policy Framework act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of the contract.
1.7.	Responses to this tender received from a service provider will be valid for 120 days counted from the closing date of the tender.
1.8.	The successful bidder will be required to fill in and sign a written contract form (SBD7).
1.9.	Respondents are to note that the Local Content commitments made by the successful respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local Content obligations, non-compliance penalties shall be applicable. Breach of Local Content obligation also provide SPDC SOC LTD t/a AIDC cause to terminate the contract in certain cases where material non-compliance with Local Content requirements is not achieved.
2. Tax Compliance Requirements	
2.1	Bidders must ensure compliance with their tax obligations.
2.2	Bidders are required to submit their unique Personal Identification Number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
2.3	Application for Tax Compliance Status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za .
2.4	In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS pin / CSD number.
2.5	In terms of Regulation 13 (c) of the Public Service Regulations., which read as follows "No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members in the service of the state".
3. Evaluation Process	
3.1	The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation.
3.2	This bid will also be evaluated in terms of the following stages: <ol style="list-style-type: none"> Administration criteria Evaluation for mandatory (compliance) criteria Evaluation in terms of functionality if part of the tender Evaluation in terms of 80/20 preference point system

NB: Failure to provide or comply with any of the above particulars may render the bid invalid.


DECLARATION

I/we, the undersigned, acknowledge that the information furnished above is true and correct.

Signature of Authorised Representative

Date

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PART T2

RETURNABLE

DOCUMENTS


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T2.2 RETURNABLE SCHEDULES

Documents required for this BID	Comments	Submitted (Yes /No) FOR OFFICE USE ONLY
Mandatory Documents		
Central Supplier Database (CSD) Summary Report	Info provided will be validated during evaluation stage & failure to meet CSD requirements & Tax Status will lead to disqualification	
SBD 1 (Invitation to Bid – and Bid Price Statement)	Must be completed and signed.	
SBD 2 (Tax Pin) – Tax Status	Bidders must submit tax pin at the closing date of the tender. Tax Status must be active on CSD &/or e-filing (status will be validated again during evaluation stage)	
SBD 3 (Pricing Schedule) – Provisional Bill of Quantities – Annexure B	Must be completed and signed – ZAR currency only <i>All mentioned items must be priced as prescribed without any alterations or, and no alternative bill of quantities will be allowed.</i>	
SBD 4 (Declaration of Interest)	Must be completed and signed.	
SBD 6.1 (Preferential Points Claim Form) Tenderers other than EMEs should submit: (1) Valid B-BBEE certificate (only B-BBEE Status Level verification certificates from B-BBEE verification agencies accredited by SANAS with BVA number will be accepted) OR; (2) QSE is less than 51% black owned must submit Valid B-BBEE Certificate (issued by an agency accredited by SANAS). (3) In case of a trust, consortium or joint venture a Valid Consolidated B-BBEE Status Level Verification Certificate from B-BBEE verification agencies accredited by SANAS must be submitted. Tenderers who qualify as EMEs should submit: (4) Valid sworn affidavit issued by the DTI (Valid sworn affidavit must comply with the Justices of the Peace and Commissioners of Oaths Act), OR. (5) B-BBEE certificate issued by the Companies and Intellectual Property Commission.	Failure on the part of a bidder to fully complete and sign this form and submit a Valid B-BBEE Certificate as outlined or Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed and the bidder will be allocated zero (0) points for B-BBEE	
Certified Copy of Board Resolution or Company Power of Attorney, authorising the person signing this bid response. In addition, Consent by Supplier (As per POPI ACT): To authorize AIDC to validate the submitted documents with respective bodies to ensure the validity of supplied documents must be included on the board resolution	Must be completed and signed	
Certified Copies of Identity Documents	For all current Shareholders / Members	

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Letter of Good Standing (COIDA) – for Building construction Industry classifications.	To be requested at the award stage and should be submitted within 7 days. Failure to submit will lead to a disqualification	
Proof of Valid Public Liability insurance to the value of R10 000 000 million	To be requested at the award stage and should be submitted within 7 days. Failure to submit will lead to a disqualification	
VAT Registration Certificate (VAT103), if available	Tax Status must be active (status will be validated during evaluation stage)	

BIDDERS TO ENSURE THAT THEY COMPLY WITH THE BELOW REQUIREMENTS:

1. Bid Documents must be completed with ink pen or typed. No correction pen is allowed. All changes must be scratched out and a signature appended next to each change.
2. All certified documents must be within the current six (6) months.
3. Bid documents must be secured together preferably bound or contained in a lever arch file as Supplier Park Development Company SOC LTD t/a Automotive Industry Development Centre will not take any responsibility for any loss of documents as a result of not being properly secured upon submission

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PART C1

AGREEMENT AND CONTRACT DATA(see attached B.O.Q document

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PART C2

PRICING DATA

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SBD 3

C2 PRICING SCHEDULE – OVERALL PROJECT COST FIRM PRICES

Only firm prices will be accepted, non-firm prices, including prices subject to rate of exchange variations will not be considered

Note: Only firm prices in South African Rand ('R') will be accepted.

Name of Bidder	Bid number: AIDC_T02_2022/23
Closing Date: 06 February 2023	Closing Time: 11:00

OFFER TO BE VALID FOR THE DURATION OF THE PROJECT (CONTRACT PERIOD):

(SEE ATTACHED BILL OF QUANTITIES)

Offer to be valid for the duration of the project
Detailed costing can be provided to substantiate the pricing schedule
This pricing must refer to the proposed implementation plan

NOTE:

- All costs must be included on the Bid Price, including travel, subsistence and all taxes where applicable, etc.
- Agreement of Contract will be entered to after the appointment.
- **Important:** If there are any Exclusions or added services, those must be clearly indicated.


Signature of Service Provider

Date

Detailed costing can be provided to substantiate the Pricing Schedule. This pricing must refer to the proposed implementation plan.

Service Providers are encouraged to read the description properly to understand the requirements or alternatively contact the AIDC only in writing for clarity.


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PART C2.2

PROVISIONAL BILL OF QUANTITIES


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PART C3

SCOPE OF WORK

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C3 TERMS OF REFERENCE AND SCOPE OF WORK

1. INTRODUCTION

1.1. Mandate

The Automotive Industry Development Centre (AIDC) serves to develop the automotive manufacturing sector to globally competitive standards of excellence, through a world-class value proposition that enables effective and sustainable socio-economic growth. The organization was established as a government support centre, to increase the local automotive industry's global competitiveness and to promote Gauteng as the automotive industry investment destination of choice.

The organization is the dedicated developmental agency of the Gauteng Growth and Development Agency (GGDA) in relation to the specific industrial, infrastructure and training needs required by the automotive and allied sector - in particular those based in the Gauteng province.

The AIDC is thus tasked by GGDA with special developmental-oriented projects aimed at retaining and attracting investments in the automotive and allied-related sector with a focus on enterprise development; supporting BBBEE SMME development, skills development and limited logistical infrastructure in line with the Gauteng provincial government's objectives of transformation, modernization and re-industrialization (TMR). The AIDC also undertakes projects related to the transport and energy sectors, as well as the development of the Auto City in the Northern Corridor.

1.2. Vision

To be the automotive industry's thought leader and centre of excellence that promotes industry sustainability and global competitiveness.

1.3. Mission


Navigating the automotive industry's journey towards being an innovative and transformed sector, by providing agile, reliable, and responsive industry solutions.

1.4. Values

The AIDC's staff aligns their behaviour to the company's shared values as listed below, which support, and is informed by, the organisation's vision and mission:

- Respect for others
- Teamwork
- Open and honest two-way communication
- Encouraging a learning culture
- On-time, on-brief, on-budget
- Client-centered
- Integrity and ethics above all

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1 BACKGROUND TO THE TENDER

2.1 INTRODUCTION

The Supplier Park Development Company SOC Ltd trading as AIDC (hereinafter referred to as "AIDC") is a state-owned company (SOC) with all its shares held by the Gauteng Growth and Development Agency (GGDA), an agency of the Department of Economic Development of the Gauteng Province. The company was established to primarily provide support to the SA Automotive and Allied Industry, in its drive for global competitiveness.

AIDC, an entity of the Gauteng provincial government developed Buildings/ mini factories to accommodate tenants that may require manufacturing space for their operation within the Automotive Supplier Park. The Automotive Supplier Park (ASP) hosts different types of tenants ranging from manufacturing to logistics.

It remains AIDC's (Facilities Maintenance Management) core function to ensure that the facilities occupied by our tenants and service providers are safe and sound to be occupied, fully operational to ensure that they comply with the SANS 10400 regulation. The AIDC is embarking on a journey of carrying out the full refurbishment of the Existing Canteen situated at Building F3 within the Automotive Supplier Park in Rosslyn Pretoria.

The existing ASP Canteen area was designed to suit the ASP operational requirements and it performed well throughout the years and still does. However, our internal maintenance cycle has lapsed, and the Canteen and its equipment are due for a major upgrade.

The AIDC Canteen was built in the year 2000 and over the past 20 years the Canteen has operated successfully serving and catering for the capacity of plus 50 people at a same time. The Canteen was originally designed for a capacity of 40 people in the park. Since the start of the COVID pandemic we saw the opportunity to upgrade the Canteen in order to improve the Canteen functionality, façade and appeal to the younger market.

2.2 SCOPE OF WORK


The Automotive Industry Development Centre (AIDC) has recently secured the services for Professional Interior Architect/Designer for the refurbishment design, inspection of existing infrastructure, implementation, supervision and producing documentation required for the full refurbishment of an existing Canteen area, as a result, the following professional resource team milestone have already been achieved.

- Stage 1 - Inception (100% complete)
- Stage 2 - Concepts and Viability (100% complete)
- Stage 3 - Design developments (100% complete)
- Stage 4 - Documentation and Procurement (100% complete)
- Stage 5 - Construction (0% pending contractors award)
- Stage 6 - Close out (0% pending contractors works)

The proposed contractors work shall comprise of but not limited to the following.

- External Works (Roadworks and Paving, etc....)
- Removal of Existing Works.
- Carpentry and Joinery (e.g., Suspended Ceiling, Paneling, Partitioning, Counters/Coffee Station, Restaurant Raised Booth Seating, Till Points, etc....)
- Metal Work (e.g., Aluminium Windows, Doors, Shopfront, etc...)
- Floor Screeds, Coverings and Finishes
- Floor Coverings, Upholstery and Wall linings

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- Floor and Wall Tiling Work
- Electrical Work
- Plaster Work
- Brick Work
- Paint Work
- Glazing
- Turnstiles and Handrails
- Sundry building work:
 - Blinds supply and installation
 - Wallpaper supply and installation
 - Rope pendants and circular bulkheads supply and installation
 - Artwork and decorative features
 - Joinery and booth seating supply and installation

3. REQUIREMENTS SUMMARY

- 3.1. The bidder is required to compile comprehensive proposal as detailed above on the tender scope and should take note of the evaluation criteria as detailed under "Part C".
- 3.2. Successful bidder will be required to submit as part of the bid a project implementation methodology that will include but not limited to the following:

- 3.2.1. Maintenance will be implemented within live operation with disruptions.
- 3.2.2. Organogram of personnel onsite specifically addressed to AIDC.
- 3.2.3. Schedule of subcontractors to be appointed and declared where applicable,
- 3.2.4. Company profiles including a list of recent written references (letters from client) with contact details and address,
- 3.2.5. Project implementation plan linked to project overall timelines.
- 3.2.6. A comprehensive Safety Health and Environmental (SHE) File in line with SHE specification and should be submitted to AIDC on award,
- 3.2.7. Quality assurance and compliance plan,
- 3.2.8. Schedule of subcontractors to be appointed where applicable, including confirmation of material availability,

Tenderers must be registered with the CIDB as 3GB OR Higher based on works capability linked to largest contract executed in the last seven years. Joint Ventures are eligible to submit tenders provided that:

- a) Every member of the joint venture is registered with the CIDB;
- b) Joint Venture BBBEE Certificate
- c) The lead partner has a contractor grading designation in the 2GB OR Higher class of construction work; and
- d) The combined contractor grading designation calculated in accordance with Regulation 25 (1B) of 25 (7A) of the Construction Industry Development Regulations.

***NB: For other Joint Venture Combinations, refer to the Joint Venture Calculator on the CIDB website.**


A properly structured and duly signed joint venture agreement with full CIPC details of the joint venture parties must accompany this bid – when relevant.

Note:

1. If there is a Joint venture, then lead partner minimum grading designation remains 2GB OR Higher.

Successful bidder will be required to submit as part of the bid a project implementation methodology that will include but not limited to the following:

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- Project Implementation structure
- Organogram of personnel onsite
- Schedule of subcontractors to be appointed
- Company profile
- Project implementation plan with clear milestone and target dates
- Environmental, Health and Safety Plan
- Safety File
- Quality Assurance Plan

4. CONTRACT DURATION

The proposed works will commence immediately on appointment of the successful Service provider. Overall project duration is 3 **months**.


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PART C4

SITE INFORMATION

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C4 SITE INFORMATION

The scope of works request is for the building F3 as highlighted below:

Table 1 - List of buildings

Item	Building Name	Estimated area (m ²)	Building Structure Information
1	Building F1	2 834	Office block with ground and 1st floor (3 wings)
2	Building F3	1 605	Office and Retail
3	Building F4	5 844	Factory with Ground floor offices
4	Building F5	6 163	Factory with Ground floor and 1 st floor offices
5	Building A5	3 327	Factory with Ground floor and 1 st floor offices
6	Building A6	3 422	Factory with Ground floor and 1 st floor offices
7	Building A7	3 205	Factory with 1 st floor offices
8	Building A8	3 088	Factory with Ground floor offices
9	Building A9	3 710	Factory with Ground floor and 1 st floor offices
10	Building A10	3 500	Factory with Ground floor and 1 st floor offices
11	Building A11	3 500	Factory with Ground floor and 1 st floor offices
12	Building C1	5 527	Factory with Ground floor and 1 st floor offices
13	Building C2	3 065	Factory with Ground floor and 1 st floor offices
14	Building C3	34 135	Factory with Ground floor and 1 st floor offices
15	Building B1	17 870	Factory with Ground floor and 1 st floor offices
16	Building E4	11 425	Factory with Ground floor and 1 st floor offices

General information of the above listed building.

A. Building F3 (Office and Retail)

Building Location: Automotive Supplier Development Park (Rosslyn)

Building Area of Focus:

- Canteen Take away 55m²
- Coffee shop 55m²
- Main Canteen sitting 350 m²
- Food preparation Area and office 220m².

Local Authority: Tshwane Metro Municipality

Geographical location: 30 Helium Road, Rosslyn, Pretoria

Coordinates: 25°36'49.26"S, 28° 4'35.13"E

Description of main use: Commercial Retail Centre

Structural frame of the Building:

- Reinforced concrete surface bed (with epoxy finish in some sections).
- Load-bearing brickwork supporting the roof rafters
- Double volume space in the main cafeteria
- Reinforced concrete slab over stores and cleaners' ablutions.

Site Location:

A satellite image of the site location is shown in Figure 1 below.

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Figure 1 - Site Location (Google Satellite Image)

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DECLARATION OF INTEREST

SBD4

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

2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

- 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:

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.

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.....

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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.


I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature Date

.....
 Position Name of bidder

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

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EVALUATION CRITERIA OF OFFERS

all bids will be evaluated based on functionality and other compliance criteria as outlined in this bid document and **qualifying bids will further be evaluated in terms of the 80/20 Preference Point System if less than R50 000 000** (20 allocated to BBBEE, 80 to price)

Bidders who score less than 70 points (which is 70 points out of 100 points) on functionality will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified.

- 1.1. AIDC reserves the right to independently verify all supplied documents.
- 1.2. Any bid scoring less than the minimum required in any one or more of the above-mentioned evaluation criteria will not be evaluated further.
- 1.3. Any bid not covering all the above will not be evaluated.
- 1.4. For purpose of comparison and to ensure a meaningful evaluation, service providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.
- 1.5. BBBEE & Price will be evaluated as per the preference point system as outlined below.

B-BBEE	Weight = 20 points if less than R50 000 000
BBBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0
PRICE	= 80 points if less than R50 000 000
TOTAL BBBEE & PRICE	100


The Preference Point System and B-BBEE status level certification requirements as per the Preferential Procurement Policy Framework act no 5, 2000, including Preferential Procurement Regulations 2017:

- Bidders are required to submit proof of their B-BBEE Status Level. Proof includes an original and valid B-BBEE Status Level Verification Certificate or a certified copy thereof together with their tenders or price quotations, to substantiate their B-BBEE rating claim.
- NB: A trust, consortium, or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.
- Bidders must ensure that the B-BBEE Status Level Verification Certificates submitted were issued by the one of the following:
 - Bidders other than EMEs must provide B-BBEE Certificate from B-BBEE verification agencies (BVA) accredited by SANAS; or
 - Bidders who qualify as EMEs, must provide a sworn affidavit signed by the EME representative and certified by a Commissioner of Oaths

Validity of B-BBEE Status Level Verification Certificates

- Verification agencies accredited by SANAS:
 - These certificates are identifiable by a SANAS logo and a unique BVA number

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- Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing verification agency to the list of all SANAS accredited agencies. The list is accessible on https://www.sanas.co.za/?page_id=727
- The relevant BVA may be contacted to confirm whether such a certificate is valid
-

➤ As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:

- The name and physical location of the measured entity.
- The registration number and, where applicable, the VAT number of the measured entity.
- The date of issue and date of expiry.
- The certificate number for identification and reference.
- The scorecard that was used (for example QSE, Specialized or Generic).
- The name and / or logo of the verification agency.
- The SANAS logo.
- The signature of the authorized person.

Verification of B-BBEE levels in respect of Exempt Micro Enterprises (EME)

- In terms of the Generic Codes of Good Practice, an enterprise (including a sole propriety) with an annual total revenue of R10 million or less qualifies as an EME.
- **An EME is required to submit a sworn affidavit** confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulations 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME automatically qualifies as a level 4 contributor with B-BBEE recognition level of 100% in terms of the Codes of Good Practice.
- An EME with at least 51% black ownership qualifies as Level 2 Contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME with 100% black ownership qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as Level 1 contributor with B-BBEE level of 135% in terms of Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.

Eligibility as Qualifying Small Enterprises (QSE)

- The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million.
- **A QSE is required to submit a sworn affidavit** confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- A QSE with at least 51% black ownership qualifies as a Level 2 Contributor.
- A QSE with 100% black ownership qualifies as a Level 1 Contributor.
- A QSE that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- A QSE that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.


HDI (Historically Disadvantaged Individual) Ownership Status

Please tick the relevant box and provide percentage

Failure to complete this section will result in the application being declined

Ownership Status	Tick	%
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Black Ownership		
Black Woman Owned Enterprise		
Youth Owned Enterprise		
People with Disability Owned Enterprise (provide a copy of the health certificate/s)		
Owned by Black People Living in Rural or Underdeveloped Areas or Townships		
South African Manufactured Products (local content)		

The bid will be evaluated in accordance with the following:

- Administration (Part A), refer to Page 2,
- Evaluation for mandatory (Part B), refer to Page 23
- Functionality and Capability Requirements (Part C) criteria refer to Page 25;
- BBB-EE Preferential points and Price (Part D) refer to Page 29


Page 2 - Evaluation for mandatory (compliance) criteria - Technical Compliance Requirements – all documents to be submitted

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PART B: Evaluation for mandatory – (Compliance Requirements) –	All documents to be submitted																				
<p>Bidders copy of CIDB Valid registration Grading with 3GB OR higher, (Submit proof of registration for CIDB on-line validation).</p> <p>NB: AIDC shall validate submission using CIDB online platform.</p>	Disqualified if not submitted																				
<p>SBD 6.2 (Local Production & Content) with Annexure C Fully completed</p> <p>The stipulated minimum threshold percentages for the local production and content are as follows:</p> <table> <tr><td>Carpentry and Joinery</td><td>100%</td></tr> <tr><td>Ceilings, Partitions and Access Flooring</td><td>100%</td></tr> <tr><td>Floor Coverings, Upholstery and Wall linings</td><td>100%</td></tr> <tr><td>Turnstiles and handrails</td><td>100%</td></tr> <tr><td>Metalwork</td><td>100%</td></tr> <tr><td>Tiling</td><td>100%</td></tr> <tr><td>Glazing</td><td>100%</td></tr> <tr><td>Paints</td><td>100%</td></tr> <tr><td>Cement</td><td>100%</td></tr> <tr><td>Electrical cabling</td><td>100%</td></tr> </table> <p>The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011. The SABS approved technical specification number SATS 1286:2011 and supporting schedule are accessible on http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/development/ip.jsp at no cost. Also refer to SBD 6.2 for the formula to be used. Information provided will be verified for accuracy.</p>	Carpentry and Joinery	100%	Ceilings, Partitions and Access Flooring	100%	Floor Coverings, Upholstery and Wall linings	100%	Turnstiles and handrails	100%	Metalwork	100%	Tiling	100%	Glazing	100%	Paints	100%	Cement	100%	Electrical cabling	100%	Disqualified if not fully completed and signed
Carpentry and Joinery	100%																				
Ceilings, Partitions and Access Flooring	100%																				
Floor Coverings, Upholstery and Wall linings	100%																				
Turnstiles and handrails	100%																				
Metalwork	100%																				
Tiling	100%																				
Glazing	100%																				
Paints	100%																				
Cement	100%																				
Electrical cabling	100%																				
<p>Project Key Personnel</p> <ul style="list-style-type: none"> ➤ Qualified Electrician with Wireman's License. <p style="text-align: center;">And</p> <ul style="list-style-type: none"> ➤ Safety officer (Construction Health and Safety Officer) registered with SACPCMP – Valid SACPCMP Certificate 	Disqualified if not submitted																				
<p>Joint Venture (where applicable)</p> <ul style="list-style-type: none"> ➤ A structured and duly signed joint venture agreement with full CIPC details of the joint venture parties – if applicable 	Disqualified if not submitted																				
<p>Financial Standing</p> <ul style="list-style-type: none"> ▪ Submission of any of the following, must not be older than 6 months: <ul style="list-style-type: none"> ☐ Letter from the bidders appointed Accountant or, CEO certifying that the bidder is in a financially sound position and that there are no pending liabilities or court cases logged against the bidder. <p>NB: AIDC reserves the right to request the Financial Statements.</p>	Disqualified if not submitted																				

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FRAMEWORK FOR TECHNICAL APPROACH AND METHODOLOGY

The AIDC will evaluate the bidder's understanding of the project and site conditions.

Bidders must respond to the following in detail; the responses must be site specific:

1. General understanding of the site conditions:

- a. The bid evaluation team will look for the following in the response given by the bidder:
 - i. Whether bidder has demonstrated knowledge of the site, operations and activities.
 - ii. How they will deal with congestion due to space constraints etc. if any
 - iii. Any risks identified and how they intend mitigating against it

2. Contractual and legal requirements

- a. Any mention of the following documents:
 - i. Standard documentation from the client
 - ii. Permits
 - iii. Local authority
 - iv. Insurance

3. Site establishment


- a. Health, Safety & Environmental
 - i. Induction by the AIDC
 - ii. Safety file
 - iii. Control of rubble onsite (quantity, carting away and identify dumping area)
 - iv. Work schedule indicating starting times and ending times
- b. Barricading/Hoarding Site
 - i. Inspection and repair schedule of barricade

4. Work Plan/Programme

The bidder should propose the main activities for the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the employer) and delivery dates of the deliverables.

The consistency of the technical approach and methodology with the proposed work plan is a good indication that the bidder has understood the AIDC's requirements for the assignment and is able to translate them into a feasible working plan with clear deliverables.

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STAGE 3 - Functionality and Capability Requirements

Table 1: Quality of submission in addressing criteria and sub-criteria


FUNCTIONALITY & CAPABILITIES	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
NB: The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & BBBEE as per preferential system.		100		70
1. TECHNICAL APPROACH AND METHODOLOGY				
<p>Approach paper shall respond to the proposed scope of work/project design and outlines the proposed approach/methodology. The bidder's methodology or approach shall cover the following mandatory topics.</p> <ul style="list-style-type: none"> Minor Demolitions: <ul style="list-style-type: none"> Technical approach = 5 Methodology/approach not submitted = 0 Ceilings, Partitioning Works: <ul style="list-style-type: none"> Technical approach = 5 Methodology/approach not submitted = 0 Electrical Works: <ul style="list-style-type: none"> Technical approach = 5 Methodology/approach not submitted = 0 	<p>Technical methodology or approach in a form of a report preferably not exceeding five (5) pages per topic covering the following topics:</p> <p>Minor Demolitions; Ceilings, Partitioning Works; and Electrical Works.</p>	15		
2. WORK PLAN / PROGRAMME				
<p>The bidder should propose the work plan that is aligned with the overall project time frame of 3 months. The main activities must cover the following:</p> <ul style="list-style-type: none"> The content outlines duration, work breakdown structure, activity, time frames, critical path and sequencing appropriate in accordance with project scope and methodology requirements of the project = 10 The content outlines duration, activity, time frames and sequencing appropriate in accordance with project scope and methodology requirements of the project = 5 No work plan submitted = 0 	Work Plan/ Program which covers all activities as per tender scope	10		
3. HEALTH AND SAFETY PLAN				
<p>Health and safety plan should be submitted in line with the project and AIDC SHEQ specification:</p> <p>N/B The technical approach and methodology portion of the approach paper, read in conjunction with the work,</p> <p>Safety procedure and Risk mitigation = 20</p> <ul style="list-style-type: none"> Detailed site safety procedure; and Risk mitigation of any risks identified and how bidder intend to mitigate against Safety procedure and risk mitigation not submitted = 0 <p>Safety procedure - The bidder to demonstrate:</p> <ul style="list-style-type: none"> Detailed site safety procedure = 15 No safety procedure submitted = 0 	Detailed Health & Safety Plan addressing the project as per the tender scope	20		

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Risk mitigation - Any risks identified and how bidder intend to mitigate against = 5 <ul style="list-style-type: none"> No risk mitigation submitted = 0 				
4. ORGANIZATION AND STAFFING TO BE ADDRESSED TO AIDC				
Project specific organogram with names and roles of each personnel, (The bidder should propose the structure and arrangement of their team as follows: <ul style="list-style-type: none"> Organogram with personnel full names and roles = 5 points Nothing provided or incomplete = 0 points 	Project specific organogram with Names & Role of each personnel	5		
Experience of the key staff (This criterion covers the general trades experience, level of education and training of each key staff member / expert member. A. Site Supervisor/Agent with the following; Qualification: <ul style="list-style-type: none"> Built Environment qualification in Building, Construction Management, Construction Project Management, Civil Engineering, Quantity Surveyor or equivalent (National N Diploma, National Diploma or Degree) = 10 points. If no qualification submitted = 0 point Site Supervisor/ Agent experience (Specifically Construction): <ul style="list-style-type: none"> > 5 years = 5 points ≥ 4 years = 3 points ≥ 3 years = 1 points < 2 year = 0 points B. Safety Officer Safety Officer (Construction health and safety officer): <ul style="list-style-type: none"> > 5 years = 5 points ≥ 4 years = 3 points ≥ 3 years = 1 points < 2 year = 0 points 	Attach CV, relevant certified qualification, and Valid certified Certificate	20		
C. Building Contractor's/company Experience Bidder's experience with respect to specific aspects of the same/comparable projects with the minimum value of R450 000 specifically relating to any of the following: General Building Works, Ceiling and partitioning, Interior Decoration, Vinyl Flooring, Carpentry Works, Tiling, External Works, Paving, Masonry/plastering/painting); <ul style="list-style-type: none"> 3 x award letters with reference letters or completion certificates = 30 points 2 x award letters with reference letters or completion certificates = 20 points 1 x award letter with reference letter or completion certificate = 10 points No award letter with reference letter or completion certificate = 0 points 	Please ensure submitted award letter/s correspond/s with reference letters/ completion certificates	30		

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N.B: The reference letters to contain client's information and submitted in the following format:

- Client's Company letter head
- Client's Contactable details (e.g., Physical Address, Mail, Telephone, etc.)
- Awarded Description/scope of the work
- Awarded Value and duration of the project


TOTAL SCORE

100

70

NB: The minimum threshold for the functionality evaluation is 70 points. The Tenderers that do not meet this minimum threshold will not proceed to the next stage of evaluation of the tender.

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C2. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 SBD 6.1

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1. General conditions

1.1 The following preference point systems are applicable to all bids:

- 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 Indication of the preference point system that will be used:

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
(b) B-BBEE Status Level of Contributor

1.4 The maximum points for this bid are allocated as follows:

	Points
Price	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100


1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser

2. Definitions

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE Status Level of Contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the

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- Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
- 1) B-BBEE Status Level Certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a Qualifying Small Business Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

3. Points awarded for price

The 80/20 or 90/10 preference point systems:

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

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


Where:

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

4. Points awarded for B-BBEE Status Level of Contributor

- 4.1 In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution per the table below:

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B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. Bid declaration

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE Status Level of Contributor claimed in terms of paragraphs 1.4 and 4.1

B-BBEE Status Level of Contributor = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be per the table reflected in paragraph 4.1 and must be substantiated by the relevant proof of the B-BBEE status level of the contributor.)

7. Sub-Contracting


7.1 Will any portion of the contract be sub-contracted? **Yes / No**

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted %
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE **EME / QSE**
- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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8. Declaration regarding company/firm

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 Type of company/ firm (tick the applicable box):

- ☐ Partnership / Joint Venture / Consortium
☐ One person business / sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

8.5 Describe principal business activities:

.....

.....

.....

.....

8.6 Company classification (tick the applicable box):


- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we 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 6, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have:
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

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Witnesses

1.

2.

.....
Signature(s) of bidders(s)


Date:

Address:

.....

.....

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DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT SBD 6.2 FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for Local Content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions and Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), Annex D (Imported Content Declaration: Supporting Schedule to Annex C) and Annex E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content, will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SANS 1286:2017 as follows:

$$LC = [1 - \frac{x}{y}] * 100$$

x is the imported content in Rand


y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if this declaration certificate and Annex C of the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

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2. The stipulated minimum threshold(s) for local production and (refer to Annex A of SANS 1286:2017 or http://www.dtic.gov.za/industrial_development/ip.jsp) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Carpentry and Joinery	100%
Ceilings, Partitions and Access Flooring	100%
Floor Coverings and wall linings	100%
Turnstiles and handrails	100%
Metalwork	100%
Tiling	100%
Glazing	100%
Paints	100%
Cement	100%

3. Does any portion of the goods or services offered have any imported content?

Yes / No

- 3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information are accessible on www.reservebank.co.za


Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

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LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SANS 1286:2017)

Local Content Declaration by Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/person with management responsibility (Close Corporation, Partnership or Individual)

In respect of bid no:

Issued by (procurement authority/name of institution):

NB

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.dti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:


- The facts contained herein are within my own personal knowledge.
- I have satisfied myself that:
 - the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017 ; and
- The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017 , the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SANS 1286:2017	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

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- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

Signature: _____

Date: _____


Witness no. 1 _____

Date: _____

Witness no. 2 _____

Date: _____

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D1: UNDERTAKINGS BY SERVICE PROVIDER IN RESPECT OF THIS BID


1. Definitions:

- 1.1 **"The Board"** means the accounting authority of **AIDC** appointed by the Shareholder, GGDA;
- 1.2 **"Chief Executive Officer"** ["CEO"] means the CEO of **AIDC** or her/his duly authorized representative as appointed by the Board in concurrence with GGDA;
- 1.3 **"Contract"** shall include any schedule, drawings, patterns, samples attached, any agreement entered into and all other schedules attached hereto;
- 1.4 **"Contractor(s)"** means service provider/s whose bid has been accepted by AIDC;
- 1.5 **"Cost of materials"** means, as and when applicable, the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 1.6 **"Final delivery certificate"** means the document issued by **AIDC** confirming that all the known defects have been rectified and that the works, goods or services appear in good order and have been accepted;
- 1.7 **"GGDA"** means Gauteng Growth and Development Agency, the AIDC's holding company;
- 1.8 **"Letter of acceptance"** means the written communication by **AIDC** to the Contractor recording the acceptance by **AIDC** of the Contractor's bid subject to the further terms and conditions to be itemized in the contract;
- 1.9 **"Local content"** means the portion of the bid price of local goods not constituting the cost of materials imported into the Republic;
- 1.10 **"Local goods"** means goods wholly or partly produced or manufactured or assembled in the Republic
- 1.11 **"AIDC"** shall mean **Supplier Park Development Company SOC Ltd T/A AIDC, which for the tender will also act as the "employer"**,
- 1.12 **"Order(s)"** means an official letter or CONTRACT issued by **AIDC** calling for the supply of goods according to a contract or bid.
- 1.13 **"Signature date"** and concerning any contract, means the date of the letter of acceptance.
- 1.14 **"Bid"** means an offer to supply goods/services to **AIDC** at a price;
- 1.15 **"Service provider"** means any person or body corporate offering to supply goods to **AIDC**;
- 1.16 **"Termination date"** concerning any contractor means the date of the final delivery certificate.
- 1.17 **"Value added"** means that a portion of the bid price does not constitute the cost of materials.
- 1.18 **"Warranties"** means collectively any and all warranties listed and otherwise (if any) given by the service provider in term of this agreement.

2. Interpretation

- 2.1 In this agreement, clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates contrary:
 - An expression which denotes:
 - any gender includes the other gender;
 - a natural person includes an artificial or juristic person and vice versa;
 - the singular includes the plural and vice versa;

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- Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time;
- When any number of days is prescribed, such shall be reckoned inclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day;
- Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

2.2 This bid request and any subsequent proposal and contract will be interpreted and dealt with under South African law.

3. **I hereby bid:**

3.1 to supply all or any of the services described in this invitation to bid and any subsequently attached documents to **AIDC**;

3.2 on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of incorporated into, this bid);

3.3 at the prices and on the terms regarding time for delivery and/or execution inserted therein.

4. **I further agree that:**

4.1 the offer herein shall remain binding upon me and open for acceptance by **AIDC** during the validity period indicated and calculated from the closing time of the bid;

4.2 this bid and its acceptance shall be subject to the terms and additions contained in the schedules hereto with which I am fully acquainted;

5. **notwithstanding anything to the contrary:**

5.1 should the bid be withdrawn by me within the period agreed such bid to remain open for acceptance, or fail to fulfill the contract when called upon to do so, **AIDC** may, without prejudice to its other rights, agree to the withdrawal of the bid or cancel the contract that may have been entered into between me and **AIDC**.


5.2 in such event, I shall then pay to **AIDC** any additional expense incurred by **AIDC** for having either to accept any less favourable bid or, if fresh bids must be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid;

5.3 **AIDC** shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract;

6. Pending the ascertainment of the amount of such additional expenditure **AIDC** may retain such monies, guarantee or deposit as security for any loss **AIDC** may sustain, as determined hereunder, by reason of my/our default;


6.1 any legal proceedings arising from this bid may in all respects be launched or instituted against me and I hereby undertake to satisfy fully any sentence or judgment which may be obtained against me as a result of such legal proceedings and I hereby undertake to pay **AIDC** legal costs on an attorney and own client basis;

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- 6.2 if the bid is accepted such acceptance may be communicated by letter or facsimile and that proof of delivery of such acceptance to SA Post Office Ltd shall be treated as delivery;
- 6.3 the law of the Republic of South Africa shall likewise govern any contract created by the acceptance of this bid.
7. I have satisfied myself as to the correctness and validity of this bid, that the price and rates quoted cover all the work/items specified in the bid documents, the price and rate cover all obligations under a resulting contract and I hereby accept that any error regarding price and calculations shall be at my risk.
8. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions defaulting on me under this agreement as the principal liable for the due fulfillment of this contract.
9. Notwithstanding the amount of cause of action involved, I hereby consent to the jurisdiction of the Magistrate Court for the District of Johannesburg in respect of any action whatever arising from this contract.
10. I declare **participation/no participation** in the submission of any other offer for the supply/services described in the attached documents, and the other service provider(s) involved (if applicable) is:
11. Service provider's information - is as furnished elsewhere in this bid response and will be re-confirmed during the contracting process, in the event this bid is successful.
12. The Service provider hereby offers to render all or any of the services described in the attached documents to AIDC on the terms and conditions and in accordance with the specifications stipulated in these tender documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
13. Bids submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the bid.
14. I hereby agree that the offer herein shall remain binding and receptive for acceptance by AIDC during the validity period indicated and determined from the closing hour and date of the tender; this proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
15. I furthermore confirm correctness and validity of the tender response, that the price and rates quoted, cover all works/items specified in the tender response documents, that the price and rates cover all obligations under a resulting contract and that any errors made regarding such are at my risk.
16. I hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

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D2. GENERAL CONDITIONS OF CONTRACT (GCC)

The purpose of this Section D2 is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders (see attached Annexure A).
- (ii) The GCC will form part of all bid and contract documents.
- (v) Special Condition of Contract pertaining to contracts of this nature will be negotiated with the successful bidder.

D3. SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Definitions

The terms shall be interpreted as indicated in the General Condition of Contract (Annexure A)

2. Application

- 2.1 These SCC 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, SCC are also laid down to cover specific supplies, services or works.
- 2.3 Where such SCC conflict with general conditions, the special conditions shall apply.

3. Standards


- 3.1 The service rendered shall conform to the standards mentioned in the bidding documents and specifications.

4. Performance Security

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

5. Insurance

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- 5.1 The service rendered 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. The contractor will ensure that the insurance liability cover is adequate. Proof of insurance shall be submitted within 7 days of issue of letter of appointment.

6. Payment

- 6.1 The method and conditions of payment to be made to the service provider under this contract shall be specified in SCC.
- 6.2 Monthly payment for the goods and services as per tender scope.
- 6.3 Payment will be made in South African Rand unless otherwise stipulated in SCC.
- 6.4 It is the requirement of AIDC for the successful bidder to maintain a valid Tax Compliance status and a valid CSD Status (National Treasury CSD Number must be provided) for the duration of the project. Therefore, a new valid Tax Compliance must be provided upon expiry of the previous one. The Tax Status will continuously be checked on SARS on-line system during the duration of the contract.

7. Prices

- 7.1 Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the service provider in his bid, except for any price adjustments authorized in SCC or in the client's request for bid validity extension, as the case may be.

8. Assignment

- 8.1 The service provider shall not assign, in whole or in part, its obligations to perform under the contract, except with AIDC's prior written consent.
- 8.2 AIDC on the other hand will in due course have the right to assign its contract with the service provider to another legal entity owned by the Gauteng Provincial Government. Due written notice will in such an instance be provided to the service provider.

9. Subcontracts

- 9.1 The Service Provider shall not subcontract work without the prior written consent of AIDC.

10 Early Termination


- 1.1. The AIDC can provide a 30-day notice period for earlier termination if the AIDC needs to participate in a transversal contract from Treasury, DED or GGDA on an earlier date than this contract's end date.

I, the service provider, has read the above PARTS E1, E2, E3 and "General Condition of Contract" (Annexure A) and confirm that I/we fully understand and comprehend its meanings intentions, provisions, stipulations and conditions as related to this invitation to bid.

Signed aton this..... day of20...

Signature of service provider (same person as in PART A)


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ANNEXURE A

GENERAL CONDITIONS OF CONTRACT


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ANNEXURE B

THE PROVISIONAL BILLS OF QUANTITIES


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ANNEXURE C

LOCAL CONTENT

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ANNEXURE D

SHEQ SPECIFICATION

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