



<b>RFB NUMBER:</b>	<b>C-BRTA/HO/0091</b>
<b>DESCRIPTION/ PROJECT NAME:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR ACQUISITION OF OFFICE SPACE FOR THE C-BRTA HEAD OFFICE</b>
<b>PUBLISH DATE:</b>	<b>10 DECEMBER 2025</b>
<b>NON-COMPULSORY BRIEFING SESSION DATE</b>	<b>20 JANUARY 2026 @ 11h00</b> Meeting Link: <a href="#">Join the meeting now</a> Meeting ID: 379 304 667 308 43 Meeting Passcode: GX2yR9Sy
<b>VALIDITY PERIOD:</b>	<b>90 DAYS FROM CLOSING DATE</b>
<b>CLOSING DATE:</b>	<b>16 FEBRUARY 2026</b>
<b>CLOSING TIME:</b>	<b>11H00 am</b>
<b>BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO:</b>	<b>CROSS BORDER ROAD TRANSPORT AGENCY</b> <b>350 WITCH-HAZEL AVENUE, ECO POINT OFFICE PARK,</b> <b>BLOCK A, ECO- PARK,</b> <b>CENTURION</b> <b>PRETORIA (Bid Box at Reception)</b> <b>NB: Bidders must ensure that they sign the register at the</b> <b>reception when delivering their bids</b>
<b>ATTENTION:</b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b>TENDER ENQUIRIES</b>	<b>All enquiries and technical questions relating to this tender</b> <b>may be submitted via email to <a href="mailto:tenders@C-BRTA.co.za">tenders@C-BRTA.co.za</a> .The</b> <b>closing date for submission of questions is on 04 February</b> <b>2026 at 16h00.</b>

**BIDDER NAME:** \_\_\_\_\_

- Bidders should ensure that Bids are delivered in time to the correct address. If the bid is late, it shall not be accepted for consideration.
- The C-BRTA reception is accessible from (07h30 to 16h00); 5 days a week (Monday to Friday).
- Bidders must ensure that they **sign the register** at the reception when delivering Bids.
- Bidders must advise their couriers of the instruction above to avoid misplacement of bid responses.

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# PART 1

## **1. Conditions and Undertakings by Bidder**

- **The Bid forms should not be retyped, but photocopies may be prepared and used.**
  - However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
  - Black ink should be used when completing Bid documents.
  - Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. C-BRTA will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
  - I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to C-BRTA on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.
  - I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by C-BRTA during the validity period indicated and calculated from the closing hour and date of the Bid;
  - the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and

**NB:** BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.

- I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- I/We hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfillment of this contract.

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Signature(s) of Bidder or assignee(s)

Date

---

Name of signing person (in block letters)

---

Capacity

---

Are you duly authorized to sign this bid?

---

Name of Bidder [company name] (in block letters)

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Postal address (in block letters)

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Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

.....

.....

.....

.....

Telephone Number: ..... Fax Number: .....

Cell Number: .....

## 2. Bid Conditions

Bidders shall provide full and accurate answers to all questions posed in this document, and, are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a √)" regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.

**Bidders must specify whether they comply with the all bid conditions indicated as follows.**

- A "√" under "Comply" will be interpreted as full compliance / acceptance to the applicable paragraph.
- A "√" under "Not Comply" will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder does **not accept** the content of the applicable paragraph
- A "√" under "Partial" will be interpreted and evaluated objectively against explanations and supporting documentation accordingly. Note: **If PARTIAL is indicated as the level of compliance and NO supporting documentation is provided that clearly clarifies the Bidder/s position, the paragraph will be evaluated as "Non Comply"**.

The following bid conditions will govern the contract between the C-BRTA and the successful bidder:

Requirement	Comply	Partial Comply	Not Comply
3.1. Bidders are invited to offer the services or provide goods in accordance with the attached Specifications and the conditions within this document.			
3.2. Successful Bidder/s will be contracted to procure the Services for a period to be agreed after which C-BRTA reserves the right to review and extend the contract for further period/s at the C-BRTA discretion.			
3.3. The fees will be negotiated.			
Interpretation of requirements	Comply	Partial Comply	Not Comply

<b>Requirement</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
3.4. The Bidder/s shall accept C-BRTA interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and C-BRTA. Should any dispute arise as a result of this Bid and / or the subsequent contract, which cannot be settled to the mutual satisfaction of the Bidder/s and C-BRTA, it shall be dealt with in terms of General Conditions of Contract of this document.			
3.5. Should there be any discrepancies between the Bid conditions and any other documentation that forms part of this Bid, the Bid conditions shall take preference.			
<b>Documentation</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
3.6. Fully comprehensive service documentation shall be supplied in English by each Bidder, which shall explicitly and detail, describe the service/s offered. This documentation shall include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.			
3.7. Bidder's name and address should clearly appear on the outside of Bid documents and on envelope.			
3..8. Acceptance of any Bids will only indicate, without any obligations on the part of either C-BRTA and/or a Bidder, the willingness of such parties to enter into negotiations, which may or			



<b>Requirement</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
may not result in a contract/order as the case may be.			
3.9. C-BRTA reserves the right to make a selection solely on the information received in the Bids or to negotiate further with one or more Bidder/s.			
3.10. The Bidder/s selected for further negotiations, if any, will be chosen on the basis of the greatest benefit to C-BRTA and not necessarily on the basis of lowest price or any other criteria.			
3.11. Should C-BRTA consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder, if so requires.			
3.12. Should C-BRTA consider it necessary, C-BRTA will visit the Bidder/s customer sites.			
3.13. C-BRTA reserves the right:			
3.13.1. to cancel this Bid at any time;			
3.13.2. not to accept any Bids;			
3.13.3. to accept one or more Bids for further negotiation and;			
3.13.4. to contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.			
<b>Copyright</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
3.14. The specifications are the intellectual property of C-BRTA.			
3.15. The contents of any specifications are the property of C-BRTA and are confidential. It shall not in any manner be reproduced, destroyed, lent or given away without the permission.			
<b>Precedence</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>

<b>Requirement</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
3.16. All details, dimensions and instructions shown on any drawings, diagrams and specifications quoted, shall form part of this bid document.			
3.17. If there is any contradictory requirements between the specifications, the drawings referred to and other specifications that have been quoted, the order of precedence, from highest to lowest is: <ul style="list-style-type: none"> <li>• Statutory and mandatory requirements,</li> <li>• This bid document,</li> <li>• Contract Conditions.</li> </ul>			
<b>Alternative suppliers</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
3.18. The Bidder accepts that the C-BRTA will have the right to contract with any other Service Provider for provision of services not covered by this specification.			
3.19. Bidder must also submit: A written statement to the specification of C-BRTA by the bidder, that none of his shareholders, personnel and partners have any involvement or writing the specification of this bid.			
<b>Submission of Bid</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
3.20. C-BRTA will also reject an offer if the Bidder/s fail to complete the compliance section/s in the format as previously described.			
<b>Service approval</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
3.21. The Procuring of the Services shall not take place until C-BRTA has given final approval of all procedures.			
<b>Additional Criteria</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>

<b>Requirement</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
<p>3.22. C-BRTA will evaluate the bids against the following criteria:</p> <ul style="list-style-type: none"> <li>• Compliance to the Specifications/ Functionality</li> <li>• Price</li> <li>• Specific Goals</li> <li>• Compliance to Bid Conditions</li> </ul>			
<b>Addenda</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
<p>3.24. In the event that modifications, clarifications or additions which will form addenda to the RFB become necessary, all Bidders will be notified, in writing.</p>			
<b>Preparation Costs</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
<p>3.25. All costs incurred in the preparation, presentation and demonstration of the response shall be for the account of the bidder. All supporting documentation and manuals submitted with the Bid will become C-BRTA property unless otherwise stated by the Bidder/s at the time of submission.</p>			
<b>Confidential Material</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
<p>3.26. Any material submitted by the Bidder/s, which is considered to be confidential in nature, must be clearly marked as such.</p>			
<b>Payment Terms – Local Creditors</b>	<b>Comply</b>	<b>Partial Comply</b>	<b>Not Comply</b>
<p>3.27. Payments of invoices will be effected within 30 days of receipt of a correct and original invoice.</p>			
<p>3.28. Invoices and statements should be submitted after C-BRTA has acknowledged</p>			

Requirement	Comply	Partial Comply	Not Comply
receipt of the services procured or goods supplied.			

**Please note and accept the following clauses of C-BRTA conditions and Procedures governing the Procurement of Services.**

### **3.29. Contract Negotiations**

The C-BRTA, together with the successful Bidder, will work out the service levels indicating activities, staff, and logistics and reporting, as per the Master Service Agreement (MSA). The agreed program and service levels will then be incorporated in the "Support Services SOW" and will form part of the agreement.

### **3.30. Awarding the Bid**

The C-BRTA reserves the right to award to one or more Bidders. All Bidders will be notified of the Bid Outcomes after final award.

### **3.31. Contract Termination**

A contract/s with a successful Bidder/s may be terminated by the C-BRTA on the grounds of valid commercial or operational requirements that were not foreseen at the time of the Request for Bid being submitted and the contract being entered into. The C-BRTA, if it wishes to terminate the contract, shall be required to give 30 (thirty) days written notice of its intention to terminate the contract. Such notice must be preceded by bona fide discussion between the C-BRTA and the successful Bidder. In this instance the C-BRTA shall only remain liable for all amounts due to the successful Bidder with respect to the period ending on the date of the cancellation and shall not be held liable for any damages or losses on the basis of such a termination of the contract.

### **3.32. Dispute Resolution**

3.32.1. All disputes arising out of this Bid or relating to the legal validity of this Bid or any part thereof shall be resolved under this paragraph. The parties must refer any dispute to be resolved by:

- Negotiation, in terms of paragraph 3.31.3; failing which
- Mediation, in terms of paragraph 3.31.4; failing which
- Arbitration, in terms of paragraph 3.31.6.

3.32.2. In the Paragraph Clause 3.31.1 shall not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict, or mandamus pending finalization of the dispute resolution process contemplated in paragraph

3.31.1, for which purpose the parties irrevocably submit to the jurisdiction of a division of the High Court of the Republic of South Africa.

3.32.3. Within ten (10) days of notification, the parties must seek an amicable resolution to the dispute by referring the dispute to designated and authorized representatives of each of the parties to negotiate and resolve the dispute. If an amicable resolution to the dispute is found the authorized representatives of the parties must sign, within the ten (10) day period, a statement confirming that the dispute has been resolved.

3.32.4. If negotiation in terms of paragraph 3.31.3 fails, the parties must, within fifteen (15) days of the negotiations failing, refer the dispute for resolution by mediation under the rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

3.32.5. The periods for negotiation (specified in paragraph 3.31.3) or for referral of the dispute for mediation (specified in paragraph 3.31.4.), may be shortened or lengthened by written agreement between the parties.

3.32.6. In the event of the mediation contemplated in paragraph 3.31.3 failing the parties shall refer the dispute, within fifteen (15) days of the mediation failing, for resolution by expedited arbitration under the current rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

3.32.7. A single arbitrator shall be appointed by agreement between the parties within ten (10) days of the dispute being referred for arbitration, failing which the arbitrator shall be appointed by the Secretariat of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

3.32.8. At all times, every reasonable effort shall be made to ensure that such arbitrator has the necessary technical skills to enable him to adjudicate the dispute in a satisfactory manner.

3.32.9. The arbitration shall be held at Sandton, South Africa, in English.

3.32.10. The South African law shall apply.

3.32.11. The parties shall be entitled to legal representation.

3.32.12. The award of the arbitrator shall be final and binding on the parties, who hereby agree to give effect to the award. Either party shall be entitled to have the arbitrator's award made an order of court at the cost of the party requesting same.

3.32.13. This paragraph shall constitute the irrevocable consent of the parties to the dispute resolution proceeding in terms hereof and neither of the parties shall be entitled to withdraw there from or to claim at any arbitration proceedings that they are not bound by the arbitration provisions of this Bid.

3.32.14. Both parties shall comply with all the provisions of the RFB and with all due diligence during the determination of such dispute should the latter arise during the course of the RFB.

### **3.33. PAYMENT TERMS - LOCAL CREDITORS**

3.33.1. Original, detailed, correct and complete tax invoices, monthly statements (where applicable), VAT registration numbers (where applicable), verification of bank details (in the format required) and any other relevant supporting documents must be submitted to the C-BRTA after it has acknowledged receipt in writing of the services procured or goods received, to its satisfaction.

3.33.2. Payment shall be effected by electronic bank transfer or any other method of payment decided to be used by the C-BRTA from time to time and at the C-BRTA's sole discretion.

3.33.3. Payment shall furthermore be subject to the C-BRTA's standard Special Terms and Conditions of Contract, which if applicable shall prevail over this clause in all instances.

### **3.34. TERMINATION**

3.34.1. The following clause will be applicable to all contracts entered into/orders placed by C-BRTA:

If, at any time during the currency of this Bid and subsequent contract/order, C-BRTA in its reasonable discretion determines that the other party has, in respect of this bid, contract/order or any other contract/order or agreement to which they were or are parties to:

- (a) Acted dishonestly and/or in bad faith, and/or
- (b) Has made any intentional or negligent misrepresentation to C-BRTA whether in any negotiations preceding the conclusion of, or in the execution of this RFB or any other agreement between the parties,

Then C-BRTA shall be entitled by written notice to the other party forthwith to cancel this contract/order. Upon such cancellation, C-BRTA shall be entitled, in addition to all other remedies available to it, to recover from the other party all damages it has suffered by virtue of such conduct by the other party. The C-BRTA shall be entitled to withhold payment in respect thereof for a period of 90 (ninety) days from the date of cancellation in order to investigate the party's conduct and any damages suffered by C-BRTA. No payment by C-BRTA to the other party after the lapse of such period shall preclude C-BRTA thereafter, from recovering from the other party any such damages as it may have suffered.

### **3.35. SPECIFIC INFORMATION REQUIRED**

For ease of reference and evaluating purposes, please furnish replies under the same headings and refer individually to all specific paragraph numbers. Please be clear in your response and use definite answers.

### **3.36. COPIES REQUIRED**

Bidders are required to submit One Original, One copy plus a soft copy version of a complete bid document and its supporting documentations, in a USB Marked with a company name

### **3.37. GENERAL VENDOR INFORMATION**

The following general information is required from the prospective vendor:

Name of Company/Trading as:

- Postal Address
- Street Address
- Telephone and facsimile numbers
- Company Head Office:
  - Postal Address
  - Street Address
  - Telephone and facsimile numbers
  - Contact Numbers

List of Directors/Partners/affiliated companies with proof of shareholding with this companies/trust

List of shareholders of individual share certificates-CIPC registration document indicating the following:

- (a) members with percentage interest
- (b) date of registration
- (c) Company registration number

### **3.38. INFRASTRUCTURE**

- Would you describe your business as international, national or regional?
- All branches and offices of your company countrywide (Republic of South Africa) together with telephone numbers.

### **3.39. ACTIVITY AND SERVICE PROFILE**

- Detailed description of main field of expertise/area of operation of company.
- Range of services offered.

### **3.40. REASONS FOR DISQUALIFICATION**

3.40.1. The C-BRTA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior

notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:

- (a) bidders who are not tax compliant in accordance with the National Treasury Central Supplier Database (CSD);
- (b) bidders who submitted incomplete information, incomplete and annexures and documentation according to the requirements of this Bid;
- (c) bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, B-BBEE credentials, experience, etc.;
- (d) bidders who received information not available to other vendors through fraudulent means;
- (e) bidders who submit tippexed bids; and/or
- (f) bidders who do not comply with mandatory/minimum requirements as stipulated in this Bid.

3.41. There shall be **no public opening** of the Bids received; however, the list of bids received may be published on the C-BRTA website. There shall be no discussions with any enterprise until evaluation of the proposal has been completed. Any discussions shall be at the discretion of the C-BRTA.

3.42. No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail.

### **3.43. ENQUIRIES**

Enquiries regarding this Bid should be submitted via e-mail quoting the bid number to:

Supply Chain Management	<b>tenders@CBRTA.co.za</b>
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Enquiries should reference specific paragraph numbers, where appropriate.

## **4. GENERAL CONDITIONS OF CONTRACT**

### **4.1. Definitions**

The following terms shall be interpreted as indicated:

4.1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.



4.1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract from signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

4.1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of this contractual obligation.

4.1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

4.1.5 “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

4.1.6 “Country of origin” means the place where 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 basis characteristics or in purpose or utility from its components.

4.1.7 “Day” means calendar day.

4.1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

4.1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

4.1.10 “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.

4.1.11 “Dumping” occurs when a private enterprise abroad market its good on own initiative in the RSA at lower prices than that of the country or origin and which have the potential to harm the local industries in the RSA.

4.1.12 “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 resolutions, fires floods, epidemics, quarantine restrictions and freight embargoes.

4.1.13 “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.

4.1.14 “GCC” mean the General Conditions of Contract.

4.1.15. “Good” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

4.1.16. "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 transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

4.1.17. "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

4.1.18. "Manufacture" means the production of products in a factory using labour, materials components and machinery and includes other related value-adding activities.

4.1.19. "Order" means an official written order issued for the supply of goods or works or the procuring of a service.

4.1.20. "Project site" where applicable, means the place indicated in bidding documents.

4.1.21. "Purchaser" means the organization purchasing the goods.

4.1.22. "Republic" means the Republic of South Africa.

4.1.23. "SCC" means the Special Conditions of Contract.

4.1.24. "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.

4.1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **4.2. Application**

4.2.1. 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.

4.2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

4.2.3. Where such special conditions of contract are in conflict with these general conditions, the special shall apply.

## **4.3. General**

4.3.1. Unless otherwise indicated in the bidding documents, the purchase 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.

4.3.2. With certain exceptions, invitations for 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).

#### **4.4. Standards**

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

#### **4.5. Use of contracts documents and information**

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

4.5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 4.5.1 except for purposes of performing the contract.

4.5.3 Any document, other than the contract itself mentioned in GCC clause 4.5.1 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.

4.5.4. 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.

#### **4.6. Patent rights**

4.6.1. 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.

#### **4.7. Performance Security**

4.7.1. 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 contracts.

4.7.2. The performance security shall be denominated in the currency of the contract, or in freely convertible currency acceptable to the purchaser and shall be in one of the following:

- (a) a bank guarantee or an irrevocable letter or 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

4.7.3. 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.

#### **4.8. Inspections, tests and analyses**

4.8.1. All pre-bidding testing will be for the account of the bidder.

4.8.2. If it is a bid condition that supplies to be produced or services to be procured 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.

4.8.3. 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 payments arrangements with the testing authority concerned.

4.8.4. If the inspection, test and analyses referred to in clauses 4.8.2 and 4.8.3 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.

4.8.5. Where the supplies or services referred to in clauses 4.8.2 and 4.8.3 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.

4.8.6. Supplies and services, which are, referred to in clauses 4.8.2 and 4.8.3 and which do not comply with the contract requirements may be rejected.

4.8.7. 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 purchase 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.

4.8.8. The provisions of clauses 4.8.4 to 4.8.7 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 5. 23 of GCC.

#### **4.9. Delivery and documents**

4.9.1. 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.

4.9.2. Documents to be submitted by the supplier are specified in SCC.

#### **4.10. Insurance**

4.10.1. 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.

#### **4.11. Transportation**

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

#### **4.12. Incidental services**

4.12.1. The supplier may be required to provide any or all of the following services, including additional services, if any specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) 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
- (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.

4.12.2. 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.

#### **4.13. Spare parts**

4.13.1. 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.

#### **4.14. Warranty**

4.14.1. 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.

4.14.2. This warranty shall remain valid 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.

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

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

4.14.5. 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.

#### **4.15. Payment**

- 4.15.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 4.15.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 4.15.3. 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.
- 4.15.4. Payment will be made in Rand unless otherwise stipulated in SCC.

#### **4.16. Prices**

- 4.16.1. 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.

#### **4.17. Contract Amendments**

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

#### **4.18. Assignment**

- 4.18.1. 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.

#### **4.19. Subcontracts**

- 4.19.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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.

#### **4.20. Delays in the supplier's performance**

- 4.20.1. 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.
- 4.20.2. 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 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.

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

4.20.4. 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.

4.20.5. Except as provided under GCC clause 4.25, a delay by the supplier in the performance of its delivery obligations shall procure the supplier liable to the imposition of penalties, pursuant to GCC clause 4.22, unless an extension of time is agreed upon pursuant to GCC clause 4.21.2 without the application of penalties.

4.20.6. 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.

#### **4.21. Penalties**

Subject to GCC clause 4.25, 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 4.23.

#### **4.22. Termination for default**

4.22.1. 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:



(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 4.21.2;

(b) if the supplier fails to perform any other obligation(s) under the contract; or if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

4.22.2. 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 terminate.

#### **4.23. Anti-dumping and countervailing duties and rights**

4.23.1. When, after the date of bid, provisional payments are required, or anti-dumping 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 favorable difference shall on demand be paid forthwith by the contractor to 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 procured, or is to deliver or procure in terms of the contract or any other contract or any other amount which may be due to him.

#### **4.24. Force Majeure**

4.24.1. Notwithstanding the provisions of GCC clauses 4.22 and 4.23, the supplier shall not be liable for forfeiture or 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.

4.24.2. 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 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.

#### **4.25. Termination for insolvency**

4.25.1. 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 prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

#### **4.26. Settlement of Disputes**

4.26.1. 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.

4.26.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by much 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.

4.26.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

4.26.4. Mediation proceedings shall be conducted in accordance with the rules or procedure specified in the SCC.

4.26.5. Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

#### **4.27. Limitation of liability**

4.27.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to clause 5.6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss or 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.

#### **4.28. Governing language**

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.

#### **4.29. Applicable law**

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

#### **4.30. Notices**

4.30.1. 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.

4.31.2 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.

#### **4.31. Taxes and duties**

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

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

4.32.3. 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 Revenue Services.

#### **4.33. National Industrial Participation (NIP) Programme**

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

#### **4.34. Prohibition of Restrictive Practices**

4.34.1. In terms of section (4) (1) (b) (iii) of the Competition Act no 89 of 1998, as amended, an agreement between, or concerned 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).

4.34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in 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.

- 4.34.3. 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.

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE ACQUISITION OF OFFICE SPACE FOR THE C-BRTA HEAD OFFICE**

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## **1. PURPOSE**

The C-BRTA seeks to acquire a new office accommodation of the Agency's Head Office through the purchase of an existing building.

## **2. BACKGROUND**

- 2.1.** The C-BRTA is a Schedule 3A regulatory authority established under the Cross-Border Road Transport Act, No. 4 of 1998. The C-BRTA's primary mandate is to regulate and facilitate cross border road transport between South Africa and its neighboring countries within the SADC region. The Agency ensures the seamless movement of goods and passengers across the borders by promoting an efficient, sustainable and regulated road transport industry.
- 2.2.** The Agency is currently located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion.

## **3. TECHNICAL OUTPUT SPECIFICATION**

### **3.1. Office Building**

- 3.1.1. Building must be a stand-alone or in an office park.
- 3.1.2. Building must consist of a single building.
- 3.1.3. No warehouse or industrial type buildings will be accepted.
- 3.1.4. Building should at least be an A-grade as per accepted building classifications according to definitions as set out by South African Property Owners Association (SAPOA).
- 3.1.5. Building must comprise of approximately 7 000 – 9 000 sqm gross letting area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices.
- 3.1.6. Building must be energy efficient, resource efficient and environmentally friendly. Building must be issued with an Energy Performance Certificate (EPC). The Building must preferably also be issued with a Green Star SA certification of the Green Building Council of South Africa.

- 3.1.7. Building must be resilient to negative climate conditions that may arise and not be located in an area prone to flooding.

### **3.2. Location**

- 3.2.1. Location must be within Pretoria area, within or between Menlyn and Centurion.
- 3.2.2. Location must be located within a three (3) kilometer (km) radius from a freeway access point along major freeway route(s) e.g. N1 or R21; and prominent, visible and easy to find from major routes.
- 3.2.3. Building must be easily accessible by own vehicle and public transport, and should be within a reasonable vicinity with close proximity to public transportation, amenities such as shopping centres and banks, accessibility to the main road for easy access by both public and employees.
- 3.2.4. Building must be in a secure and tranquil environment that does not present a security risk to the public or employees, even if they work after hours.

### **3.3. Parking**

- 3.3.1. Site must have adequate, safe parking for both visitors and employees.
- 3.3.2. Parking for the building should conform to the Tshwane minimum requirements of 4 parking bays per 100m<sup>2</sup> GLA. Parking may consist of basement, open and/or covered parking.
- 3.3.3. Outdoor parking area must allow for the installation/addition of parking coverings should parking consist of open parking bays.

### **3.4. Disability Accessibility**

- 3.4.1. As per the National Building Regulations and latest SANS specifications, the building will be equal and fully accessible, with all the necessary movement facilities (such as chair-lifts, elevators and ramps), ablution facilities, and working environment etc. Access into outdoor areas should not be impeded and emergency escapes should be considered.
- 3.4.2. Parking for persons with disabilities must be made in accordance with legislation and industry best practice. Access from the disabled parking to the building must be disabled-person-friendly.

### **3.5. Lifts, Hoists and Escalators**

- 3.5.1. If the building offered, consists of more than two stories, it shall be provided with at least one (1) lift to be utilized as a passenger lift to transport persons or goods with a minimum payload of 2 000 kg at a given time. The minimum entrance clearance to

the lift space shall be of such dimension that it will be accessible to a wheelchair. If the building has a basement, the lift shall also serve that area.

### **3.6. Site and Utilities**

- 3.6.1. The municipal water supply system must be connected and proof provided that the account is not in arrears, since C-BRTA will not be held liable for any overdue municipal accounts.
- 3.6.2. The reticulation system must be designed in such a way that water supply can be shut down individually for each functional area to allow for repairs, etc. to avoid that the entire water supply has to be shut down.
- 3.6.3. Where municipal waste management is in place, proof must be provided that the account is not in arrears as C-BRTA will not be held liable for any outstanding amounts.
- 3.6.4. Where stand-alone office accommodation is proposed with a garden area, such gardens should be in an acceptable condition and fitted with an automated sprinkler system.

### **3.7. Power Requirements**

- 3.7.1. The building must preferably be fitted with a solar back-up power system that is integrated into the building's power infrastructure, or building is designed in such a way that allows for the easy installation of a solar system in the future.
- 3.7.2. The building must preferably be fitted with a back-up power generator with capacity to supply power to the entire building and connected to the building's power infrastructure, or makes provision for the installation of a generator which can easily be integrated into the building's power infrastructure.

### **3.8. ISP Connectivity Coverage**

- 3.8.1. The building must be in a fiber enabled area and the building must preferably be already connected to existing fiber links.

## **4. EVALUATION**

The bids will be evaluated using the 80/20 or 90/10 preference points system in terms of the Preferential Procurement Regulations of 2022. The following four (4) phases will be followed to evaluate this bid:

- Phase 1: Mandatory Compliance Evaluation
- Phase 2: Administrative Compliance Evaluation

- Phase 3: Functional and Site Evaluation
- Phase 4: Price and Specific Goals Evaluation

#### 4.1. Phase 1: Mandatory Compliance

4.1.1. The following documents must form part of the bid response (use the prescribed annexure sequence in attaching the documents to the bid response).

4.1.2. Failure to submit all of the mandatory documentation listed below will result in the immediate disqualification of the bid, and the bidder will not proceed to the next phase of evaluation.

Annexure	Item	Response (Yes / No)
Annexure A	<p>Proof of ownership of building</p> <p>(Attach documentary evidence of Bidder's Legal title to the Property)</p> <p><i>Attach proof of ownership of the building in the form of either of the following: Title Deed or Bank Documents (if property still bonded) or Deeds office property search print out.</i></p>	
Annexure B	<p>The Bidder must be the owner or have the legal mandate to negotiate the sale and the selling of the Building.</p> <p>(Attach documentary evidence of legal mandate or ownership)</p> <p><i>If not the owner (Agent/Representative) - Attach a copy of the legal mandate supported by a certified copy of the ID document of the Agent/Representative whereby ID number must correspond to the mandate,</i></p> <p><i>or,</i></p> <p><i>If the owner - Attach a certified copy of owner(s) ID document whereby ID number must correspond to Annexure A's supporting documentation.</i></p>	
Annexure C	<p>Valuation Report of the Property</p> <p><i>Attach a Valuation Report/Certificate issued for the proposed property not older than 6 (six) months. The valuation report/certificate must be issued by an appraiser registered with South African Institute of Valuers (SAIV) or South African Council for the Property Valuers Profession (SACPVP).</i></p> <p><i>Note: A market assessment report from Real Estate Agency/Agency will <u>not</u> be accepted.</i></p>	
Annexure D	Building Size	



Annexure	Item	Response (Yes / No)
	<p>Provide size of building in sqm.</p> <p><i>Attach approved building drawings, including original design and the municipal approved drawings.</i></p> <p><b>Minimum size:</b> GLA 6000 sqm</p> <p><b>Maximum size:</b> GLA 10 000 sqm</p>	
Annexure E	<p>Building Location</p> <p>Provide the full address of the building.</p> <p><i>Attach an up-to-date Municipal Account not older than three (3) months and not over three (3) months in arrears.</i></p> <p><b>Minimum requirement:</b> Premises must be located in the Pretoria area, within or between the Menlyn and Centurion areas.</p>	
Annexure F	<p>On-site Parking</p> <p>Provide the number of on-site parking bays.</p> <p><i>Attach the approved municipal site plan.</i></p>	
Annexure G	<p>Building classification as per SA Property Owners' Association (SAPOA).</p> <p><i>Attach duly completed, signed and commissioned letter (in the prescribed format), issued by a professional Body in accordance with SAPOA requirements confirming grade of building.</i></p> <p><b>Minimum requirement:</b> Grade P or Grade A.</p>	
Annexure H	<p>Building condition</p> <p><i>Attach duly completed, signed and commissioned BUILDING CONDITION REPORT on prescribed template.</i></p> <p><i>To be completed by a Structural Engineer, registered with the Engineering Council of South Africa (ECSA). The Structural Engineer must be appointed by, and will be for the account of the bidder.</i></p>	
Annexure I	<p>Building condition</p> <p><i>Attach a Structural Engineer's detailed Structural Due Diligence Assessment/ Building Condition Assessment.</i></p> <p><i>Assessment to be conducted by a Structural Engineer, registered with the Engineering Council of South Africa (ECSA). The Structural Engineer must be appointed by, and will be for the account of the bidder.</i></p>	

Annexure	Item	Response (Yes / No)
Annexure J	<p>Declaration of any liens against the property.</p> <p><i>Attach duly completed, signed and commissioned AFFIDAVIT: DECLARATION OF LIENS AGAINST PROPERTY on prescribed template.</i></p>	
Annexure K	<p>A schedule of any existing or pending legal/litigation disputes involving the property.</p> <p><i>Attach duly completed, signed and commissioned AFFIDAVIT : DECLARATION OF ANY EXISTING OR PENDING LEGAL / LITIGATION DISPUTES INVOLVING THE PROPERTY on prescribed template.</i></p> <p><b>Note: If there are any existing or pending legal/litigation disputes involving the property, the bidder will be disqualified and will not be considered further.</b></p>	
Annexure L	<p>Declaration of any threatened litigation involving the property.</p> <p><i>Attach duly completed, signed and commissioned AFFIDAVIT : DECLARATION OF THREATENED LITIGATION INVOLVING THE PROPERTY on prescribed template.</i></p> <p><b>Note: If there is any threatened litigation involving the property, the bidder will be disqualified and will not be considered further.</b></p>	
Annexure M	<p>Security agreement or guarantees involving the property.</p> <p><i>Attach duly completed, signed and commissioned AFFIDAVIT : DECLARATION OF SECURITY AGREEMENTS OR GUARANTEES INVOLVING THE PROPERTY on prescribed template.</i></p>	
Annexure N	<p>Declaration of any other material information that C-BRTA may need to know involving the property, which include but not limited to: land claim, zoning restrictions/disputes, etc.</p> <p><i>Attach duly completed, signed and commissioned AFFIDAVIT: DECLARATION OF ANY OTHER MATERIAL INFORMATION INVOLVING THE PROPERTY on prescribed template.</i></p>	
Annexure O	<p>Declaration of existing occupants/tenants in the building and plan to exit from existing agreements.</p> <p><i>Attach duly completed, signed and commissioned AFFIDAVIT: DECLARATION OF EXISTING OCCUPANTS / TENANTS AND EXIT PLAN on prescribed template.</i></p>	
Annexure P	Occupancy Certificate	

Annexure	Item	Response (Yes / No)
	<i>Attach a copy of the Occupancy Certificate (issued in terms of section 14 of the National Building Regulations and Building Standards Act 103 of 1977) in respect of the Property as issued by local municipality.</i>	
Annexure Q	Zoning Certificate  <i>Attach a copy of the Zoning Certificate issued by the local municipality.</i>	
Annexure R	Declaration of compliance with all of the following:  a) The National Building Regulations and Standards Act, 1977 (Act 103 of 1977); b) All relevant SANS requirements; c) Certificate of compliance for electrical, water and gas (if applicable); d) Zoning rights; e) Servitudes; f) The City of Tshwane Municipality requirements; g) Environmental, heritage and any other related statutory requirements.  <i>Attach duly completed, signed and commissioned AFFIDAVIT : DECLARATION OF COMPLIANCE WITH STATUTORY AND MUNICIPAL REQUIREMENTS on prescribed template.</i>	
Annexure S	ISP connectivity coverage.  <i>Attach proof (in a form of an Internet Service Provider connectivity coverage map) that the area where the building is situated is a fibre enabled area.</i>	
Annexure T	Energy Performance Certificate (EPC)  <i>Attach a valid Energy Performance Certificate.</i>  <b>Minimum requirement:</b> A, B, C or D Rating	

#### 4.2. Phase 2: Administrative Compliance

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result in immediate disqualification	
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	<b>NO</b>

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result in immediate disqualification	
<b>Tax Status</b>	Submit proof of Central Supplier Database report.  <b>NB:</b> The bidder will be given <b>Seven (7) days</b> to correct tax non-compliance prior award, failure will result to a disqualification.	<b>NO</b>
<b>Bidders Disclosure Form – SBD4</b>	Complete and sign the supplied pro forma document	<b>NO</b>
<b>Preference Point Claim Form – SBD 6.1</b>	Complete and sign the supplied pro forma document non-submission will lead to a zero (0) score on Specific goals	<b>NO</b>
<b>Pricing Schedule</b>	Submit full details of the pricing proposal	<b>YES</b>
<b>Briefing session</b>	A non-compulsory briefing session will be held as follows:  <b>Date and time: 20 January 2026 @ 11h00</b> <b>Meeting Link: <a href="#">Join the meeting now</a></b> <b>Meeting ID: 379 304 667 308 43</b> <b>Meeting Passcode: GX2yR9Sy</b>	<b>NO</b>

#### 4.3. Phase 3: Functional and Site Evaluation

4.3.1. The functional and site evaluation phase points are apportioned as follows:

- **50 points** for functional evaluation
- **50 points** for site inspection evaluation (these points will be allocated after site inspection by the BEC)
- **100 points** is the total points allocated for the functional and site evaluation phase.

4.3.2. Bidders who score LESS than **75 points out of 100 points** threshold in the functional and site evaluation phase shall not be considered further, and the bidder will not proceed to the next phase of evaluation.

4.3.3. The functional and site evaluation will be evaluated as follows:

## Functional and Site Evaluation Criteria

### 1. Building Size (15 Points)

Bidders must provide the size of the building (in sqm of Gross Letting Area (GLA), measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices.

15 points	5 points	0 points
More than 7 000sqm (GLA)	6 000sqm to 6 999 sqm (GLA)	Less than 5 999 sqm (GLA)

### 2. Energy Rating (10 points)

Bidder must provide the rating of the Energy Performance Certificate.

10 points	5 points	0 points
Rating of A or B	Rating of C or D	Grade E to G

### 3. Location of Premises (15 Points)

- a) Bidders must provide premises that are located near a freeway access point (N1 or R21). Attached to the bid response should be the premise's full address (municipal account), GPS coordinates and map of the premises showing the radius distance to freeway access points. Google maps will be used to verify the distance to freeway access points from the entrance to the premises.

10 points	5 points	0 points
Located within 2km radius from freeway access point	Located within 2km to 3km radius from freeway access point	Located more than 3km radius from freeway access point

- a) Bidders must provide premises that are easily accessible by own vehicle and public transport, and should be within close proximity to public transportation and amenities such as shopping centres. Attached to the bid response should be the premise's full address (municipal account), GPS coordinates and map of the premises showing the radius distance to local shopping centres. Google maps will be used to verify the distance to local shopping centres from the entrance to the premises.

5 points	3 points	0 points
Less than 500m walking distance to local shopping centres	Between 500m and 1000m walking distance local shopping centres	More than 1000m walking distance local shopping centres

#### 4. Parking Provision (10 Points)

Bidders must provide the number of secure on-site parking bays.

10 points	5 points	0 points
4 or more on-site parking bays per 100 sqm	3 on-site parking bays per 100 sqm	Less than 3 on-site parking bays per 100 sqm

#### 5. Building Condition (50 Points) – Site Inspection

Bidders must provide premises with a building that is structurally safe and sound for occupation.

**A supporting affidavit (on the prescribed template as per annexure H) indicating the building's condition, must be attached to the bid proposal.**

Criteria	Point Allocation		
	Good	Fair	Poor
Structural integrity [e.g., visible cracks on external walls, or foundation settlement issues]	10 points	5 points	0 points
Roofing and drainage [e.g., no visible damage; downpipes functional]	10 points	5 points	0 points
Basement [e.g., damp issues/prone to flooding]	5 points	2 points	0 points
Internal walls and ceilings [e.g., visible cracks, evidence of damp]	5 points	2 points	0 points
Internal floor finishes [e.g., visible cracks]	5 points	2 points	0 points
Lighting and electrical outlets [e.g., fully functional, compliant]	5 points	2 points	0 points
Plumbing and sanitary facilities [e.g., fixtures in working order]	5 points	2 points	0 points
Lift equipment [e.g., operational and serviced]	5 points	2 points	0 points

**Building condition classification guide for evaluation:**

Rating	Definition	Indicators
<b>Good</b>	Building is in excellent to very good condition with no significant defects.	<ul style="list-style-type: none"> <li>- Well maintained</li> <li>- All systems operational</li> <li>- Minimal cosmetic issues</li> <li>- Recently serviced or upgraded installations</li> </ul>
<b>Fair</b>	Building is generally in acceptable condition but has some visible wear and minor defects.	<ul style="list-style-type: none"> <li>- Some maintenance required</li> <li>- Aged finishes or fittings</li> <li>- Minor non-structural issues</li> <li>- Systems are functional but may be approaching end of life</li> </ul>
<b>Poor</b>	Building is in substandard condition and shows signs of neglect, damage, or non-compliance.	<ul style="list-style-type: none"> <li>- Significant repairs or replacements needed</li> <li>- Visible damage (e.g., leaks, cracks)</li> <li>- Safety or compliance risks present</li> <li>- Systems may be non-operational or outdated</li> </ul>

**4.4. Phase 4: Price and Specific Goals**

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

**80/20****or****90/10**

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


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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

**Specific Goals**

Specific goals for the tender and points claimed are indicated per the table below.

**Note to tenderers:** Bidders must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership.

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)
B-BBEE Level 1 - 8	5	10		
100% Women owned Enterprises	3	5		
Enterprises owned by Disable people	2	5		

## 5. DUE DILIGENCE

Prior to the appointment of the successful bidder, the C-BRTA reserves the right to appoint an independent Structural Engineer, registered with the Engineering Council of South Africa (ECSA), to conduct a structural assessment of the proposed building before finalising the tender procurement process.

## 6. PRICING SCHEDULE

(A) Total size of building in sqm	sqm
(B) Cost of building per sqm	R
(C) Total cost of building (A x B)	R
(D) VAT if applicable	R
(E) All legal costs of, and incidentals, to transfer the property	R



<b>Total Bid Price (C + D + E)</b>	<b>R</b>
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## ANNEXURE A1

SBD 1

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CROSS-BOARDER ROAD TRANSPORT AGENCY**

<b>BID NUMBER:</b>	<b>C-BRTA/HO/0091</b>	<b>CLOSING DATE:</b>	<b>16 FEBRUARY 2025</b>	<b>CLOSING TIME:</b>	<b>11h00</b>
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**DESCRIPTION** APPOINTMENT OF A SERVICE PROVIDER FOR ACQUISITION OF OFFICE SPACE FOR THE C-BRTA HEAD OFFICE

**BID RESPONSE DOCUMENTS MAY BE SUBMITTED VIA THE OFFICIAL EMAIL ADDRESS ON THE COVER PAGE**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

<b>CONTACT PERSON</b>	<b>SCM CBRTA</b>	<b>CONTACT PERSON</b>	<b>SCM CBRTA</b>
<b>TELEPHONE NUMBER</b>	<b>012 471 2000</b>	<b>TELEPHONE NUMBER</b>	<b>012 471 2000</b>
<b>FACSIMILE NUMBER</b>	<b>N/A</b>	<b>FACSIMILE NUMBER</b>	<b>N/A</b>
<b>E-MAIL ADDRESS</b>	<b>tenders@CBRTA.co.za</b>	<b>E-MAIL ADDRESS</b>	<b>tenders@CBRTA.co.za</b>

**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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	--	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

<b>Signature of bidder:</b>	
<b>Capacity Under Which This Bid Is Signed: (Proof of authority must be submitted e.g. company resolution)</b>	
<b>Date:</b>	

**BIDDER'S DISCLOSURE****SBD 4****1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

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:

---

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

.....

.....

### 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 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.
- 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

## 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 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) 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 (even in the case of a tender for income-generating contracts) shall be awarded for:

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
--	---------------

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

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

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the



90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Level 1 - 8	5	10		
100% Women owned Enterprises	3	5		
Enterprises owned by Disable people	2	5		

#### **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>	.....
	.....
	.....
	.....

**ANNEXURE D1**

**SBD 7.2**

**CONTRACT FORM - APPOINTMENT OF A SERVICE PROVIDER FOR ACQUISITION OF  
OFFICE SPACE FOR THE C-BRTA HEAD OFFICE**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART  
1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL  
SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN**

**POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **Cross Border Road Transport Agency** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **C-BRTA/HO/0091** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT) .....	<div style="text-align: center;">WITNESSES</div> <div>1 .....</div> <div>2 .....</div>
CAPACITY .....	
SIGNATURE .....	
NAME OF FIRM .....	
DATE .....	

**CONTRACT FORM – APPOINTMENT OF A SERVICE PROVIDER FOR ACQUISITION OF OFFICE SPACE FOR THE C-BRTA HEAD OFFICE**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as .....  
Accept your bid under reference number ..... dated..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

- 1 .....  
....
- 2 .....

# **PART 2**

**TO WHOM IT MAY CONCERN****RE: SAPOA BUILDING CLASSIFICATION**

I, the undersigned, hereby confirm that I have conducted a professional review of the building situated at:

**Property address** : .....

**Erf Number / Portion** : .....

**Suburb/Township** : .....

**Municipality / Registration Division:** .....

**Title Deed Number:** .....

- The building has been assessed in accordance with the South African Property Owners Association (SAPOA) Office Grading Guidelines, and is hereby classified as follows:

SAPOA Grade:

☐ Grade A      ☐ Grade B      ☐ Grade C      ☐ Grade P (Premium)

- This classification has been determined based on the criteria as applicable to SAPOA grading methodology.
- The grading was assessed on the basis of current observable building condition and market benchmarks for comparable properties within the same node.

**CERTIFICATION**

I certify that:

- This classification is issued in accordance with SAPOA's Office Grading Guidelines (latest edition).
- The undersigned is suitably qualified and experienced in property evaluation and classification.
- This letter is issued in good faith, for the purpose of providing proof of building classification and is valid for 12 months from date of issue.

**Signed on this** ..... day of ..... 20..... at .....(place).

**Full name and surname:** .....

**Professional Title:** .....



**Company:** .....

**Professional Body / Reg. No.:** .....

.....  
**Signature**

.....  
**Date**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
.....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....

**TO WHOM IT MAY CONCERN****RE: BUILDING CONDITION REPORT**

*(To be completed by a Structural Engineer, registered with the Engineering Council of South Africa (ECSA))*

1. I, the undersigned, hereby confirm that I have conducted a building condition assessment of the building situated at:

**Property address** : .....

**Erf Number / Portion** : .....

**Suburb/Township** : .....

**Municipality / Registration Division:** .....

**Title Deed Number:** .....

2. I confirm that:

- A building condition assessment conducted on ..... (date) indicates that key structural elements, roofing, façade, and building services (including mechanical, electrical, and plumbing systems) are .....  
..... (Status – e.g. generally well-maintained, with minor remedial work required)
- The above property is in overall good / fair / poor condition *(Please circle applicable)*.
- The above property is in the condition as per table below.

Element	Condition		
Structural integrity [e.g., visible cracks on external walls, or foundation settlement issues]	good	fair	poor
Roofing and drainage [e.g., no visible damage; downpipes functional]	good	fair	poor
Façade (Walls/Cladding) [e.g., clean and well-maintained]	good	fair	poor
Basement [e.g., damp issues/prone to flooding]	good	fair	poor

Element	Condition		
Internal walls and ceilings [e.g., visible cracks, evidence of damp]	good	fair	poor
Internal floor finishes [e.g., visible cracks]	good	fair	poor
Lighting and electrical outlets [e.g., fully functional, compliant]	good	fair	poor
Plumbing and sanitary facilities [e.g., fixtures in working order]	good	fair	poor
Lift equipment [e.g., operational and serviced]	good	fair	poor

▪ *Building Condition Classification Guide*

Rating	Definition	Indicators
<b>Good</b>	Building is in excellent to very good condition with no significant defects.	<ul style="list-style-type: none"> <li>- Well maintained</li> <li>- All systems operational</li> <li>- Minimal cosmetic issues</li> <li>- Recently serviced or upgraded installations</li> </ul>
<b>Fair</b>	Building is generally in acceptable condition but has some visible wear and minor defects.	<ul style="list-style-type: none"> <li>- Some maintenance required</li> <li>- Aged finishes or fittings</li> <li>- Minor non-structural issues</li> <li>- Systems are functional but may be approaching end of life</li> </ul>
<b>Poor</b>	Building is in substandard condition and shows signs of neglect, damage, or non-compliance.	<ul style="list-style-type: none"> <li>- Significant repairs or replacements needed</li> <li>- Visible damage (e.g., leaks, cracks)</li> <li>- Safety or compliance risks present</li> <li>- Systems may be non-operational or outdated</li> </ul>

3. I, the undersigned, confirm that I have carried out a physical inspection of the building and the information provided above is true and correct to the best of my knowledge.

**Full name and surname:** .....

**Professional Title:** .....

**Company:** .....

**Professional Body / Reg. No.:** .....

.....  
**Signature**

.....  
**Date**

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....  
**Rank/Designation:** .....  
**Office Address:** .....

**AFFIDAVIT : DECLARATION OF LIENS AGAINST PROPERTY**

I, the undersigned,

**Full Name** : ..... **Surname** : .....

**ID Number** : ..... **Capacity**: ..... **Residential**

**Address**: .....

.....

**do hereby make oath and state:**

1. I am the registered owner / duly authorised representative (if acting on behalf of a company or trust) of the immovable property situated at:

**Property Description** : .....

**Erf Number / Portion** : .....

**Municipality / Registration Division**: .....

**Title Deed Number**: .....

2. I confirm that:

- ☐ There are no liens, encumbrances, caveats, or claims registered or unregistered, whether statutory or contractual, affecting the above-mentioned property.

**OR**

- ☐ The following liens or encumbrances exist over the property:
  - **Type of lien** : .....
  - **Holder of lien**: .....
  - **Amount/claim** : .....
  - **Nature and terms** : .....

3. I undertake to disclose any changes to this status should any encumbrance arise prior to transfer or finalisation of relevant transactions.
4. This affidavit is true and correct to the best of my knowledge and belief.

.....  
**SIGNATURE OF DEPONENT**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
.....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....

# **AFFIDAVIT : DECLARATION OF ANY EXISTING OR PENDING LEGAL / LITIGATION DISPUTES INVOLVING THE PROPERTY**

I, the undersigned,

**Full Name** : ..... **Surname** : .....

**ID Number** : ..... **Capacity**: .....

**Residential Address**: .....

.....

**do hereby make oath and state:**

1. I am the registered owner / duly authorised representative (if acting on behalf of a company or trust) of the immovable property situated at:

**Property Description** : .....

**Erf Number / Portion** : .....

**Municipality / Registration Division**: .....

**Title Deed Number**: .....

2. I confirm that:

- ☐ There are currently **no** pending or ongoing legal or litigation disputes involving the property, including but not limited to ownership challenges, zoning appeals, eviction matters, or land claims.

**OR**

- ☐ There **are** currently pending or ongoing legal or litigation disputes involving the property, including but not limited to ownership challenges, zoning appeals, eviction matters, or land claims.

3. This affidavit is true and correct to the best of my knowledge and belief.

## ..... **SIGNATURE OF DEPONENT**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
.....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....



**AFFIDAVIT : DECLARATION OF THREATENED LITIGATION INVOLVING THE PROPERTY**

I, the undersigned,

**Full Name** : ..... **Surname** : .....

**ID Number** : ..... **Capacity**: .....

**Residential Address**: .....

.....

**do hereby make oath and state:**

1. I am the registered owner / duly authorised representative (if acting on behalf of a company or trust) of the immovable property situated at:

**Property Description** : .....

**Erf Number / Portion** : .....

**Municipality / Registration Division**: .....

**Title Deed Number**: .....

2. I confirm that:

- ☐ There is no known or threatened litigation involving the abovementioned property, including but not limited to ownership disputes, zoning objections, restitution claims, unlawful occupation, or objections by neighbours or government authorities.

**OR**

- ☐ The following legal threats or anticipated disputes are known to me and may potentially affect the property:

- **Nature of threat** : .....  
(e.g., *threatened interdict, verbal notice of legal action, legal letter received*)

- **Threatening Party** : .....

- **Basis of Threat** : .....

- **Date / Method of Notice** : .....

- **Current Status** : .....

- **Potential Risk or Impact** : .....

3. I undertake to disclose any changes to this status should any threatened litigation arise prior to transfer or finalisation of relevant transactions.

4. This affidavit is true and correct to the best of my knowledge and belief.

.....  
**SIGNATURE OF DEPONENT**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
.....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....

**AFFIDAVIT : DECLARATION OF SECURITY AGREEMENTS OR GUARANTEES INVOLVING THE PROPERTY**

I, the undersigned,

**Full Name** : ..... **Surname** : .....

**ID Number** : ..... **Capacity**: .....

**Residential Address**: .....

.....

**do hereby make oath and state:**

1. I am the registered owner / duly authorised representative (if acting on behalf of a company or trust) of the immovable property situated at:

**Property Description** : .....

**Erf Number / Portion** : .....

**Municipality / Registration Division**: .....

**Title Deed Number**: .....

2. I confirm that:

- ☐ There are no security agreements, mortgage bonds, notarial bonds, pledges, or guarantees registered or unregistered, which currently affect or are associated with the abovementioned property.

**OR**

- ☐ The following security agreements or guarantees exist in relation to the property:

Type of security	In favour of	Amount/value	Registered at	Deed/bond no.	Notes

3. I undertake to disclose any changes to this status should any security agreements/guarantees arise or cancel prior to transfer or finalisation of relevant transactions.
4. Should I be the successful bidder, I undertake to resolve any and all outstanding security agreements/guarantees prior to the finalisation of the transaction.
5. This affidavit is true and correct to the best of my knowledge and belief.

.....  
**SIGNATURE OF DEPONENT**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
.....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....

**AFFIDAVIT : DECLARATION OF ANY OTHER MATERIAL INFORMATION INVOLVING THE PROPERTY**

I, the undersigned,

**Full Name** : ..... **Surname** : .....

**ID Number** : ..... **Capacity**: .....

**Residential Address**: .....

.....

**do hereby make oath and state:**

1. I am the registered owner / duly authorised representative (if acting on behalf of a company or trust) of the immovable property situated at:

**Property Description** : .....

**Erf Number / Portion** : .....

**Municipality / Registration Division**: .....

**Title Deed Number**: .....

2. I confirm that:

- ☐ There is no other material information known to me which may impact the value, use, occupation, ownership, or legal standing of the property, and which a reasonable purchaser, lender, or legal representative may require or expect to be disclosed. Such material information includes but not limited to municipal/zoning disputes, land claims, informal structures on premises, heritage disputes, servitude disputes, latent or material defects, etc.

**OR**

- ☐ The following material information is hereby disclosed, which may affect the property or a transaction involving it:

Description	Nature/details	Status/implications

3. I undertake to disclose any changes to this status should any material information arise prior to transfer or finalisation of relevant transactions.
4. This affidavit is true and correct to the best of my knowledge and belief.

.....  
**SIGNATURE OF DEPONENT**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
.....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....

**AFFIDAVIT : DECLARATION OF EXISTING OCCUPANTS / TENANTS AND EXIT PLAN**

I, the undersigned,

**Full Name** : ..... **Surname** : .....

**ID Number** : ..... **Capacity**: .....

**Residential Address**: .....

.....

**do hereby make oath and state:**

1. I am the registered owner / duly authorised representative (if acting on behalf of a company or trust) of the immovable property situated at:

**Property Description** : .....

**Erf Number / Portion** : .....

**Municipality / Registration Division**: .....

**Title Deed Number**: .....

2. I confirm that the property is currently:

- ☐ Vacant and not subject to any leases, occupational agreements, or informal occupation.

**OR**

- ☐ Occupied by the following tenants or occupants:

<b>Name of Occupant</b>	<b>Type of Occupant</b>	<b>Unit / Portion</b>	<b>Lease Start &amp; End Date</b>	<b>Rent / Occupation Fee</b>	<b>Agreement Type</b>

3. I confirm that the following steps will be taken to ensure vacant or agreed-upon occupation status upon transfer:

i) Formal leases:

- ☐ Will be honoured until expiry (if agreed by purchaser), or
- ☐ Will be lawfully terminated in terms of lease provisions and applicable legislation.

ii) Notices to vacate have been:

- ☐ Already issued to all tenants, with vacate dates aligned to transfer timelines.
- ☐ Will be issued within \_\_\_\_ days from acceptance of offer / bond approval.

iii) Informal occupants:

- ☐ Will be removed in accordance with applicable laws, including PIE Act, if necessary.

4. I undertake to disclose any changes to occupancy of the premises prior to transfer or finalisation of relevant transactions.

5. This affidavit is true and correct to the best of my knowledge and belief.

.....  
**SIGNATURE OF DEPONENT**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
 .....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....



**AFFIDAVIT : DECLARATION OF COMPLIANCE WITH STATUTORY AND MUNICIPAL REQUIREMENTS**

I, the undersigned,

**Full Name** : ..... **Surname** : .....

**ID Number** : ..... **Capacity**: .....

**Residential Address**: .....

.....

**do hereby make oath and state:**

1. I am the registered owner / duly authorised representative (if acting on behalf of a company or trust) of the immovable property situated at:

**Property Description** : .....

**Erf Number / Portion** : .....

**Municipality / Registration Division**: .....

**Title Deed Number**: .....

2. I confirm that, to the best of my knowledge and belief, the abovementioned property is in full compliance with the following legal, municipal and regulatory requirements:

i) Building and Construction Legislation:

- ☐ The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), including approval of building plans and occupation certificates.
- ☐ All applicable SANS (South African National Standards) requirements relating to construction, materials, fire safety, and habitability.

ii) Certificates of Compliance:

- ☐ Valid Electrical Certificate of Compliance (CoC) issued in accordance with the Occupational Health and Safety Act.
- ☐ Water installation compliance certificate (if applicable), confirming plumbing conforms to municipal and regulatory standards.
- ☐ Gas installation certificate of compliance (if applicable), issued by a registered gas practitioner.

iii) Zoning and Land Use:

- ☐ The property is zoned in accordance with the zoning scheme applicable to the City of Tshwane, and current use is in compliance with such zoning.
- ☐ No unlawful building works or usage is taking place contrary to the land use rights assigned.

iv) Servitudes:

- ☐ All registered servitudes (if any) are disclosed in the title deed and complied with.
- ☐ No unregistered servitudes or informal rights of access exist on the property to the best of my knowledge.

v) City of Tshwane Municipal Requirements:

- ☐ All municipal by-laws, rates, and service accounts are up to date and have been settled or arrangements made.
- ☐ Any approvals, inspections, or permits required by the City of Tshwane for development, extensions, or occupancy have been obtained.

vi) Environmental and Heritage Compliance:

- ☐ The property is compliant with the National Environmental Management Act (NEMA) and no unauthorised environmental disturbances have occurred.
- ☐ Where applicable, the property has been evaluated or cleared under the National Heritage Resources Act, and no structures or features subject to heritage protection have been altered without approval.

3. Where applicable, I will provide valid certificates and approvals upon request, including:

- Occupation Certificate
- Electrical/Water/Gas Compliance Certificates
- Approved Building Plans
- Zoning Certificate / SG Diagram
- Heritage or Environmental Authorisation (if relevant)

4. I undertake to disclose any changes to compliance with statutory and municipal requirements of the premises prior to transfer or finalisation of relevant transactions.

5. This affidavit is true and correct to the best of my knowledge and belief.

.....  
**SIGNATURE OF DEPONENT**

I certify that the deponent has acknowledged that he/she\* knows and understands the contents of this statement which was sworn to before me and the deponent's signature was placed thereon in my presence.

**Signed and sworn to in my presence on this** ..... day of ..... 20..... at  
.....(place) at .....(time).

.....  
**COMMISSIONER OF OATHS**

**Full name and surname:** .....

**Rank/Designation:** .....

**Office Address:** .....