

TENDER

MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)

SCMU5-25/26-0003SB

NAME OF COMPANY:

CSD Nr:

CRS Nr (CIDB):

CLOSING DATE: 16 APRIL 2026

TIME: 11:00 am

Department of PUBLIC WORKS &
INFRASTRUCTURE
Old Ford House Building
55 Albany Road
Central
Gqeberha
6001

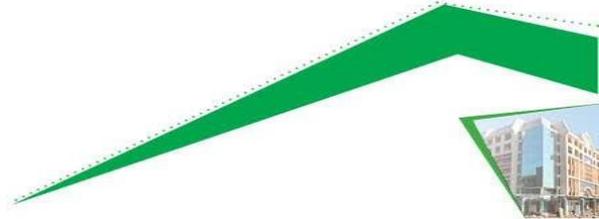
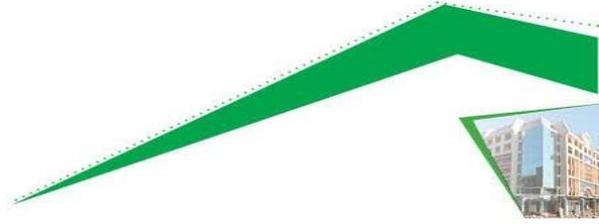
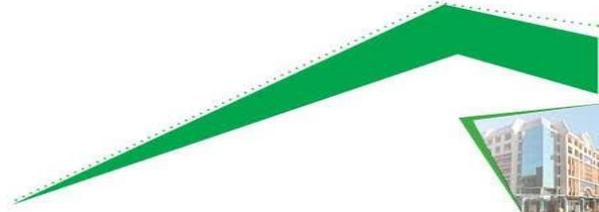


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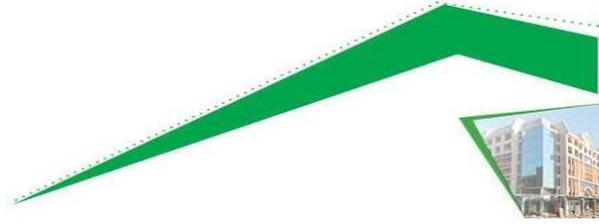
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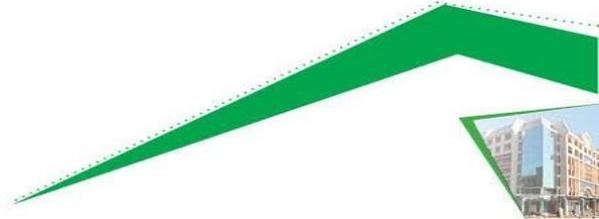
THE TENDER



PART T1 TENDERING PROCEDURES



PART T1.1: TENDER NOTICE AND INVITATION TO TENDER



T1.1 Tender Notice and Invitation to Tender

The Eastern Cape Department of Public Works and Infrastructure invites contractors with a CIDB Grading of **2ME PE / 3ME or Higher** in the following Class of works (**ME**) to tender for the “**MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)**” The contract will be based on the GCC (2015) and the Eastern Cape Public Works and Infrastructure will enter into a contract with the successful tenderer.

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.

Bid documents are downloadable free of charge from Department of Public Works and Infrastructure website (www.ecdpw.gov.za/tenders) or from National Treasury’s tender portal (<http://www.etender.gov.za/content/advertised-tenders>). Bid documents will be available on 20 March 2026. No bid documents will be available at departmental offices.

Queries relating to the issue of these documents may be addressed in writing to **Mr. Devin Jackson**- email: Devin.Jackson@ecdpw.gov.za **Technical enquiries:** may be addressed in writing to **Mrs. Samantha Mgedezi-Rolomane**– email: Samantha.Mgedezi@ecdpw.gov.za

NOTE: BIDDERS INTENDING TO RENDER SERVICES TO THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE WILL BE SUBJECTED TO SCREENING AND OR VETTING PRIOR TO THE AWARD OF THE TENDER

The closing time for receipt of tenders by the ECDPWI is **11:00am** on **16 April 2026**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Bids must be submitted in sealed envelopes clearly marked “**SCMU5-25/26-0003SB: “MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT).**” must be deposited in the bid box, Ground Floor, Department of Public Works & Infrastructure, Old Ford House Building, 55 Albany Road, Central, Gqeberha.

It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery. Not delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not timely deposited in the Bid Box.

Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the National Treasury Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>). Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

B. BID EVALUATION:

This bid will be evaluated in Three (3) phases as follows:

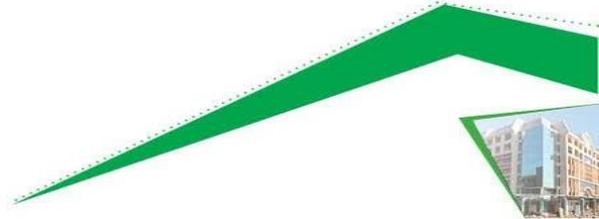
Phase One: Compliance, responsiveness to the bid rules and conditions, thereafter

Phase Two: Functionality - the minimum threshold **to be further evaluated** is 70 points on the requirements

Phase Three: PPPFA.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price	-	80 points
Maximum points for specific goals	-	20 points
Maximum points	-	100 points



C. BID SPECIFICATIONS, CONDITIONS AND RULES

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data

The specifications, rules, special conditions of bid, evaluation criteria, and other bid conditions are detailed in the document.

The Department of Public Works and Infrastructure SCM policy applies.

Tender validity period is **90 days**.

D. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked “**MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)**” must be deposited in the bid box, Ground Floor, Department of Public Works & Infrastructure, Old Ford House Building, 55 Albany Road, Central, Gqeberha.

E. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

- **SCM RELATED ENQUIRIES**

Mr. Devin Jackson

Tel No: **041 390 9061**

Email Address: Devin.Jackson@ecdpw.gov.za

TECHNICAL ENQUIRIES

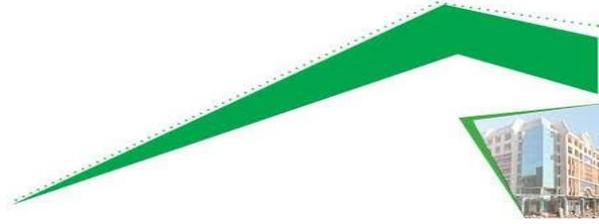
Mrs. S Mgedezi-Rolomane

Tel No: **041 390 9009 / 072 634 4715**

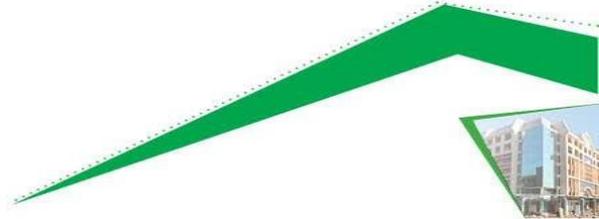
Email Address: Samantha.Mgedezi@ecdpw.gov.za

FOR COMPLAINTS, FRAUD, & TENDER ABUSE:

Call: 0800 701 701

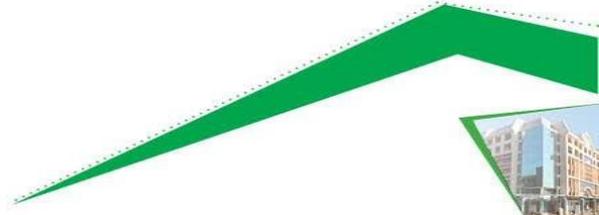


PART T1.2: TENDER DATA

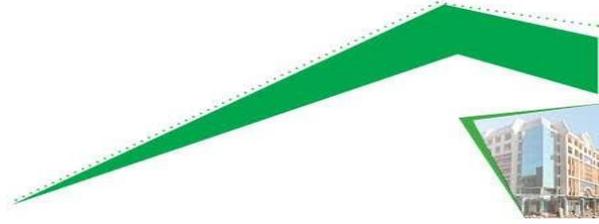


T1.2 Tender Data

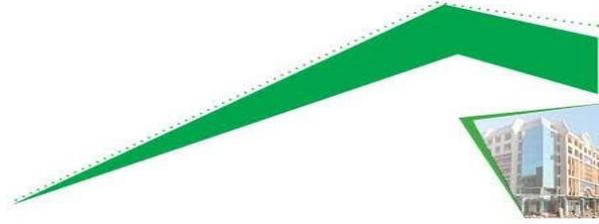
The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*. SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 *and* as contained in **Annexure C of Standard for Uniformity in Construction Procurement (Board Notice 423 of 2009 Government Gazette No 42622 of August 2019)**. Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.



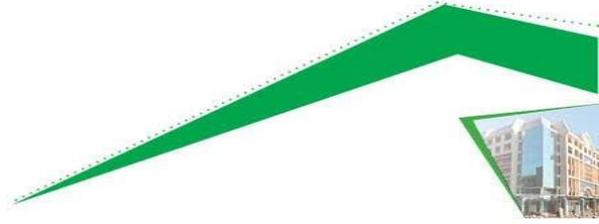
Clause number	Tender Data
3.1	The Employer is Public Works and Infrastructure
3.2	<p>The tender documents issued by the employer comprise the following documents:</p> <p>THE TENDER</p> <p>Part T1: Tendering procedures</p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p>Part T2: Returnable documents</p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules</p> <p>THE CONTRACT</p> <p>Part C1: Agreements and Contract data</p> <p>C1.1 - Form of offer and acceptance</p> <p>C1.2 - Contract data</p> <p>C1.3 - Performance Guarantee (Proforma)</p> <p>C1.4 - Dispute Resolution Mechanism</p> <p>Part C2: Pricing data</p> <p>C2.1 - Pricing Instructions</p> <p>C2.2 - Bills of Quantities</p> <p>Part C3: Scope of work</p> <p>C3 - Scope of work</p> <p>Part C4: Site information</p> <p>C4 - Site information</p>
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	<p>The employer's agent is:</p> <p>Name: Mrs. S Mgedezi-Rolomane</p> <p>Ford House Building,</p> <p>Department of Public Works and Infrastructure</p> <p>55 Albany Road, Gqeberha</p> <p>Tel No: 041 390 9009 / 072 634 4715</p> <p>Email Address: Samantha.Mgedezi@ecdpw.gov.za</p>
3.5	The language for communications is English
3.6	The competitive negotiation procedure shall be applied.
3.7	Method 3: Three (3) stage procurement procedure shall be applied.
4	Tender's obligations
4.1	<p>The following tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated:</p> <p>a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations, for a CIDB Grade 2ME PE / 3ME or Higher class of construction work; and</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> every member of the joint venture is registered with the CIDB; in EB class of works. the lead partner has a contractor grading designation in the CIDB Grade 2ME PE / 3ME or higher class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a CIDB Grade 2ME PE / 3ME or higher class of construction work or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations. Joint Venture Agreement.



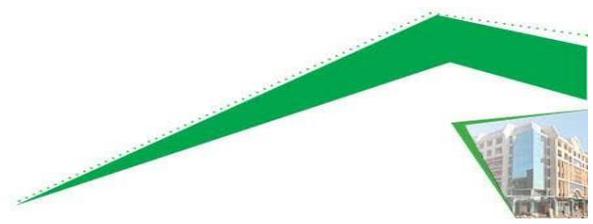
4.2	The employer will compensate the tender as follows as per the conditions of the Form of Contract signed . The employer will not compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
4.6	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.
4.7	The arrangements for a non-compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list. N/A
4.8	Seek clarification <i>Request clarification of the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data.</i>
4.9	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.
4.10	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.11	Main tender offers are not required to be submitted together with alternative tenders.
4.12	No alternative tender offers will be considered
4.13.1	Parts of each tender offer communicated on paper shall be submitted as an original. Submit a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.5, and b) the parts communicated electronically by the employer of its agents on paper format with the tender.
4.13.2	Sign the original and all copies of the tender offer where required in terms of the tender data. State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. NOTE The employer holds all authorized signatories liable on behalf of the tenderer.
4.13.3	A tender security in the amount of N/A is required and shall remain valid for a period not exceeding N/A days after the closing date for tender offers.



	The form of the tender security shall not differ substantially from the sample provided in Annex D of SANS 10845-3.
4.13.4	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Location of tender box: Ground Floor, Old Ford House Building. Physical address: 55 Albany Road, Central, Gqeberha, 6000 Identification details: SCMU5-25/26-0002SB: "MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)." Closing date and time: 16 April 2026 at 11:00am
4.13.5	The tenderer is required to submit with his tender the following certificates: 1) a copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. <i>In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services.</i> 2) CIDB Grading certificate or CRS number.
4.13.6	A two-envelope procedure will not be required.
4.13.7	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
4.14	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.
4.15.1	The tender offer validity period is 90 days . Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period, with or without any conditions attached to such extension. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer.
4.15.2	Placing of contractors under restrictions / withdrawal of tenders If any tenderer who has submitted a tender offer or a contractor who has concluded a contract has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state. Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and also on CIDB Inform Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.
4.16	Access shall be provided for the following inspections, tests and analysis: N/A
4.17	The preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DPW policy
5	Employer's undertakings



5.1	The Employer will respond to requests for clarification received up to Five (5) working days before the tender closing time. If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.																
5.2	The employer shall issue addenda until Five (5) working days before tender closing time.																
5.3	Tenders will be opened immediately after the closing time for tenders at 11:00am hours .																
5.4	Do not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.																
5.5	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received a) complies with the requirements of the standard conditions of tender in this part of SANS 10845, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.																
5.6	Arithmetical errors, omission and discrepancies Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.																
5.7.1	The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule. Table F.1: Formulae for calculating the value of A																
<table border="1"> <thead> <tr> <th>Formula</th> <th>Comparison aimed at achieving</th> <th>Option 1^a</th> <th>Option 2^a</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Highest price or discount</td> <td>$A = \left(1 + \frac{(P - P_m)}{P_m}\right)$</td> <td>$A = P/P_m$</td> </tr> <tr> <td>2</td> <td>Lowest price or percentage commission / fee</td> <td>$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$</td> <td>$A = P_m/P$</td> </tr> <tr> <td colspan="4"> ^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration. </td> </tr> </tbody> </table>		Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a	1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m}\right)$	$A = P/P_m$	2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$	$A = P_m/P$	^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.			
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2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$	$A = P_m/P$														
^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.																	
5.7.2	The procedure for the evaluation of responsive tenders is Method 3: Administrative, Functionality, Price and Preference Phase 1: Compliance, responsiveness to the bid rules and conditions, thereafter, Phase 2: Bidders passing phase one above will thereafter be evaluated on functionality Phase 3: Bidders passing phase two above will thereafter be evaluated on PPPFA (80/20)																



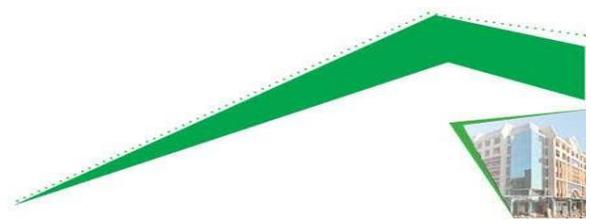
1. PHASE ONE: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES

A. Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:

1. Bid Document (This Document must be submitted in its original format)
2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. Bidder must be registered with CIDB in the correct grading and class of works as per the tender notice and requirements. And must the status on CIDB be active during award stage. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage).
4. Bidders must be a legal entity.
5. Form of offer and Acceptance (fully completed and signed). ***The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in tenderer's tender submission. If the Form of Offer and Acceptance has no value or figure, the tenderer will be regarded as having made no offer. If the Bid Sum (amount in words) differ from the Bid Sum (amount in figures), the Bid Sum (amount in words) will govern.***
6. SBD4 must be duly completed and signed. **SBD4 must be duly completed and signed.** 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, such interest must be disclosed on question 2.3.1.
7. Compulsory Enterprise Questionnaire (Completed and signed) (JV partners must complete separate Questionnaire forms and submit).
8. If the offer is "Vat Inclusive", the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but include VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount. VAT vendors must include VAT at 15% in the bid offer(s).
9. Resolution to Sign (must be completed and signed if applicable)
10. Attendance of compulsory briefing meeting (where applicable)
11. Only one offer per bidder is allowed and alternative offers will not be considered. If more than one offer is received, none of the offers will be considered.
12. Certificate of authority for Joint Venture (if applicable). In the case of Joint Venture, a signed JV agreement stating the share interest or percentage of each partner should also be made available to the Department by the JV.

B. Other Conditions of bid (Non eliminating unless expressly mentioned in the document):

13. DPWI Policy applies.
14. Returnable Schedule: SBD1 - Invitation to bid must be completed and signed.
15. The bidder must be registered on the Central Supplier Database (CSD) prior the award
16. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD. In case where the bidder's status is found non-compliant, the bidder will be granted 7 working days to correct the status. A bidder that fails to rectify its tax matters with SARS will be declared non-responsive.
17. Bidders should submit a minimum of three (3) written contactable references for projects successfully completed in the past (clearly indicating client name, contract value, contract term, contact person, contact details). Refer to Annexure I. This is not an elimination factor, but important for the department to make a decision. Unless it is used for Quality/functionality Points.
18. Bidders should submit a list of projects where he or she has submitted tender offers but tender results have not been confirmed by the client. This is not an elimination factor, but important for the department to make a decision. Unless it is used for Quality/functionality Points.



20. Bidders should submit their company profiles, list of available resources, plant and machinery and any other additional capacity with the bid. This is not an elimination factor, but important for the department to make a decision. Unless it is used for Quality/functionality Points.
21. The bidder should also list all projects where there are pending litigations or litigations have been concluded.
22. The Department will contract with the successful bidder by signing a formal contract.
23. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule should be priced for (except provisional sums and allowances which also need to be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
24. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
25. Protection of personal information: Consent (POPIA),
26. The successful tenderer (after being informed) will be required to bring along an unsigned copy of the form of contract to be signed by parties (e.g. GCC 2015).
27. Bidders intending to render services to the department of Public Works and Infrastructure will be subjected to screening and or vetting prior to the award of the tender.

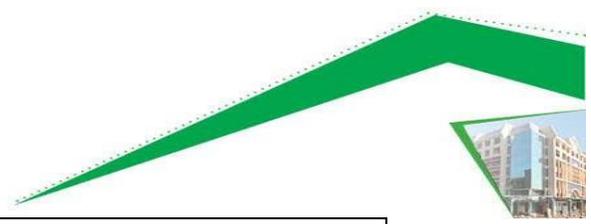
2. PHASE TWO: EVALUATION ON FUNCTIONALITY

The evaluation criteria and maximum score in respect of each of the criteria are given hereunder.

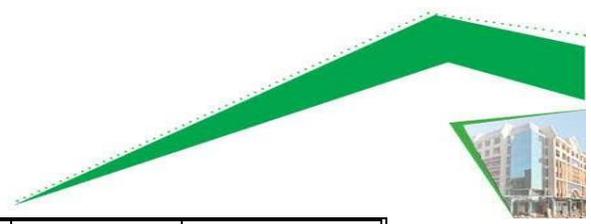
*A Tender scoring an average score below **70 points** in Functionality points will be considered as DISQUALIFIED for evaluation and will be discarded from any further evaluation.*

Quality criteria	Evaluation schedule	Maximum number of points
Expertise of key personnel	Schedule 1	35
Relevant project experience	Schedule 2	40
Project reference	Schedule 3	25
Maximum possible score for functionality (M_s)		100

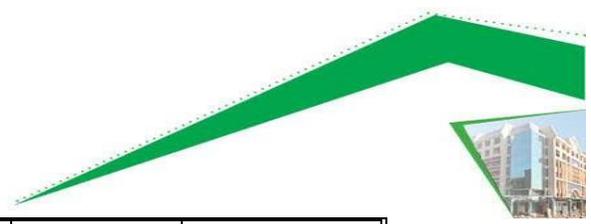
Functionality shall be scored by not less than three evaluators in accordance with the above-mentioned schedules:



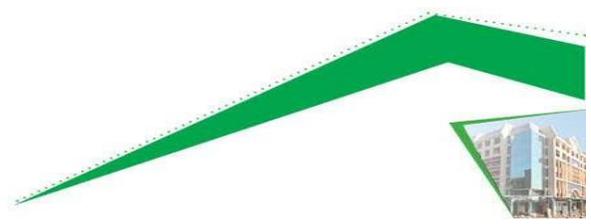
BID EVALUATION CRITERIA	SCALE /SCORE	WEIGHT	TOTAL (MAX) POINTS
	(A)	(B)	(C)
<p>1. EXPERTISE OF KEY PERSONNEL - 35 POINTS. <u>Breakdown of Points:</u></p> <p><u>Notes:</u> "competent mechanical technician" means a person who</p> <p>(a) has completed a learnership or an apprenticeship in the trade of qualified refrigeration/ mechanical/ gas practitioner artisan;</p> <p>(b) has completed an electrical or mechanical trade qualification and has had at least one-year post qualification general practical experience on qualified refrigeration/ mechanical/ gas practitioner; or</p> <p>(c) has obtained a minimum of a NQF level five electrical or mechanical engineering qualification and has had at least one-year post qualification general practical experience on qualified refrigeration/ mechanical/ gas practitioner artisan</p> <ul style="list-style-type: none"> • Attach a certified copy of competent qualified refrigeration/ mechanical/ gas practitioner artisan or technician possessing a certificate in area/s of entity's speciality with a minimum of 20 years' experience. • Attach a certified copy of competent qualified refrigeration/ mechanical/ gas practitioner artisan or technician possessing a certificate in area/s of entity's speciality with a minimum of 15 years' experience. • Attach a certified copy of competent qualified refrigeration/ mechanical/ gas practitioner artisan or technician possessing a certificate in area/s of entity's speciality with a minimum of 10 years' experience. • Attach a certified copy of competent qualified refrigeration/ mechanical/ gas practitioner artisan or technician possessing a certificate in area/s of entity's speciality with a minimum of 5 years' experience • None or partial submission of any above or incompatibility with the above categories. 			
	5	7	35
	4	7	28
	3	7	21
	2.5	7	17.5
	0	7	0



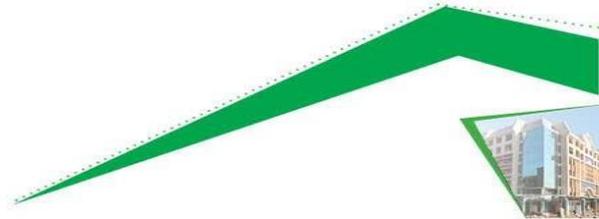
	<p>2. RELEVANT PROJECT EXPERIENCE - PROOF OF MAINTENANCE EXPERIENCE RELATED TO THE SCOPE OF WORK (SIGNED TESTIMONIAL / CONFIRMATION ON A CLIENT LETTERHEAD MUST BE ATTACHED); 40 POINTS.</p> <p><u>Breakdown of Points:</u></p> <p>- Contractor must have been responsible for maintenance of Mechanical Equipment (HVAC/ Generators/ LPG/ Pumps and Motors) for at least 10 years or more. Attach a written testimonial / confirmation of maintenance period completed from client or employer with the bid.</p> <p>Contractor must have been responsible for maintenance of Mechanical Equipment (HVAC/ Generators/ LPG/ Pumps and Motors) for at least 5 years or more. Attach a written testimonial / confirmation of maintenance period completed from client or employer Certificate with the bid.</p> <p>Contractor must have been responsible for maintenance of Mechanical Equipment (HVAC/ Generators/ LPG/ Pumps and Motors) for at least 2 years or more. Attach a written testimonial / confirmation of maintenance period completed from client or employer Certificate with the bid.</p> <p>Contractor that has not done any Mechanical Equipment (HVAC/ Generators/ LPG/ Pumps and Motors) maintenance or did not submit written testimonial / confirmation or has submitted information incompatible with any of the above categories</p>	<p>5</p> <p>3</p> <p>1</p> <p>0</p>	<p>8</p> <p>8</p> <p>8</p> <p>8</p>	<p>40</p> <p>24</p> <p>8</p> <p>0</p>
	<p>PROJECT REFERENCE – PROOF OF PAST PERFORMANCE (attach the project references from Previous project managers, stamped by a project manager and signed and submit with this bid) (25 points).</p> <p><u>Breakdown of Points:</u></p> <ul style="list-style-type: none"> • Bidder scoring/rated maximum points in all categories in the past 3 projects of similar nature or size. • Bidder scoring/ rated high points in some areas in all categories in the past 2 projects of similar nature or size. • Bidder scoring/ rated relatively high points in some areas in all 	<p>5</p> <p>4</p> <p>1</p>	<p>5</p> <p>5</p> <p>5</p>	<p>25</p> <p>20</p> <p>5</p>



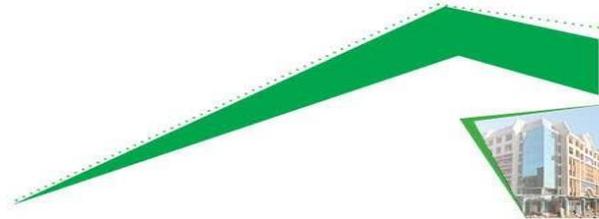
<p>categories in the past 1 projects of similar nature or size.</p> <ul style="list-style-type: none"> Bidder scoring/ rated relatively average or poor points in some areas or all areas in all categories in the past projects of similar nature or size. 	0	5	0																													
<p>The minimum number of evaluation points for quality is 70. Total (Max) Points (C) for each category is calculated by multiplying the Scale/Score (A) by the Weight (B): A x B = C.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Category</th> <th style="width: 40%;">Formula (score-A x weight-B)</th> <th style="width: 30%;">Calculated Points (C)</th> </tr> </thead> <tbody> <tr> <td>Schedule 1</td> <td></td> <td></td> </tr> <tr> <td>Schedule 2</td> <td></td> <td></td> </tr> <tr> <td>Schedule 3</td> <td></td> <td></td> </tr> <tr> <td>Max Total</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Score (Points)</th> <th style="width: 85%;">Prompt for judgement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0-29</td> <td>Failed to address the questions / issues.</td> </tr> <tr> <td style="text-align: center;">30-49</td> <td>A detrimental response / answer / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available.</td> </tr> <tr> <td style="text-align: center;">50-59</td> <td>Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.</td> </tr> <tr> <td style="text-align: center;">70-79</td> <td>Acceptable response – answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought are convincing.</td> </tr> <tr> <td style="text-align: center;">80-89</td> <td>Above acceptable – response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.</td> </tr> <tr> <td style="text-align: center;">90-100</td> <td>Excellent – response / answer / solution gives real confidence that the bidder will add real value.</td> </tr> </tbody> </table> <p>The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality.</p>				Category	Formula (score-A x weight-B)	Calculated Points (C)	Schedule 1			Schedule 2			Schedule 3			Max Total			Score (Points)	Prompt for judgement	0-29	Failed to address the questions / issues.	30-49	A detrimental response / answer / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available.	50-59	Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.	70-79	Acceptable response – answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought are convincing.	80-89	Above acceptable – response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.	90-100	Excellent – response / answer / solution gives real confidence that the bidder will add real value.
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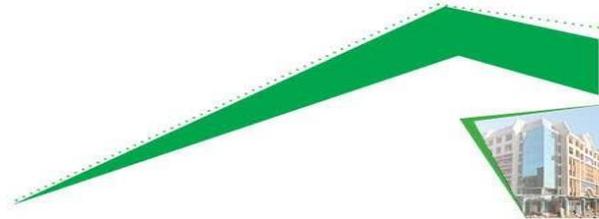
	<p>3. PHASE THREE: EVALUATION POINTS ON PRICE AND SPECIFIC GOALS</p> <p>The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the <i>Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</i> and Preferential Procurement Regulations 2022 (Price and Specific Goals)</p> <table border="1" data-bbox="341 416 1015 557"> <thead> <tr> <th>Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>POINTS ON PRICE</td> <td>80</td> </tr> <tr> <td>SPECIFIC GOALS</td> <td>20</td> </tr> <tr> <td>TOTAL</td> <td>100</td> </tr> </tbody> </table> <p>PLEASE NOTE:</p> <p>3.1 Bidders need to complete and sign SBD 6.1 to claim points for specific goals. Failure on the part of a bidder to write the correct points in numbers/figures for each specific goal, it will be interpreted to mean that preference points for specific goals are not claimed. Therefore, the bidder will be awarded zero points.</p> <p>3.2 Points claimed for specific goals will be verified through the Central Supplier Database (CSD), However, bidders who claim points for specific goals for Disability must submit the following documents for verification purposes:</p> <p>3.2.1 A Medical certificate from a medical Practitioner with a practise number must be attached to claim points for disability.</p> <p>3.3 The Department intends to award this to the highest point scorer as a whole, unless circumstances justifies otherwise.</p> <p>The 80/20 preference point system for acquisition of services, works or goods not exceeding Rand value of R50 million:</p> <p>(a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):</p> <p>The financial offer will be scored using the following formula:</p> $A = (1 - \frac{P - P_m}{P_m})$ <p>The value of value of W_1 is:</p> <ol style="list-style-type: none"> 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R50 000 000 or 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R 50 000 000. 	Criteria	Points	POINTS ON PRICE	80	SPECIFIC GOALS	20	TOTAL	100
Criteria	Points								
POINTS ON PRICE	80								
SPECIFIC GOALS	20								
TOTAL	100								
5.7.3	The procedure for the evaluation of responsive tenders is Method 3 (Administrative, functionality, price and preference)								
5.7.4	The quality criteria and maximum score in respect of each of the criteria are as follows: N/A								
5.7.5	Each evaluation criteria will be assessed in terms of five indicators – N/A								
5.7.6	The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows: N/A								
5.8	<p>Tender offers will only be accepted if:</p> <ol style="list-style-type: none"> a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity b) the tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin. 								



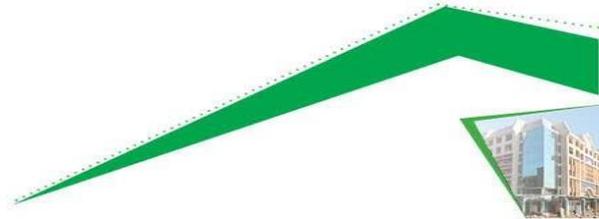
	<ul style="list-style-type: none"> c) the preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DPW policy. d) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation; e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. f) the tenderer has not: <ul style="list-style-type: none"> i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given a written notice to this effect. g) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
	<ul style="list-style-type: none"> h) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract; i) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted. j) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer; k) The tenderer undertakes to maximize the sourcing of building material or infrastructure input material from Eastern Cape based suppliers or manufacturers. l) the employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely. m) the tender has offered a market related offer. If the offer is believed not to be market related, the department through its Supply Chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process. n) A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid. o) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated. p) NOTE: The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer. q) The department reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favourable firm is too high; the bidder has been awarded a considerable number of projects by the department or provincial government; has performed unsatisfactorily in the past, etc.
5.9	The number of paper copies of the signed contract to be provided by the employer is 1.



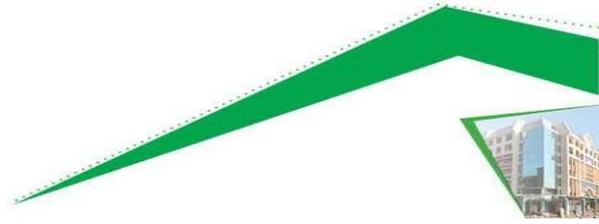
	<p>The additional conditions of tender are:</p> <ul style="list-style-type: none"> Wherever a brand name is specified in this document (i.e., specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
T.2.1	<p>A. List of returnable documents</p>
1	<p>Documentation to demonstrate eligibility to have tenders evaluated i.e. List all documentation to demonstrate eligibility to have a submission evaluated.</p> <ul style="list-style-type: none"> Appropriate CIDB grading suitable for the works (as stated in 4.1).
2	<p>Returnable Schedules required for tender evaluation purposes</p> <p>The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant:</p> <ul style="list-style-type: none"> Record of Addenda to Tender Documents Proposed amendments and qualifications Compulsory Enterprise Questionnaire (In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted). SBD 1, 4, 6.1. Protection of personal content: Consent Form of Offer and Acceptance Complete priced Bills of Quantities, including Final Summary Certificate of Authority for Joint Ventures
3	<p>Other documents required for tender evaluation purposes</p> <p>The tenderer must provide the following returnable documents:</p> <ul style="list-style-type: none"> A CSD Report for a contractor with valid and correct information. A letter of good standing from the Compensation Fund or a licensed insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act 1993 (Act No. 130 of 1993)
4	<p>Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract</p> <p>The tenderer must complete the following returnable documents:</p> <ul style="list-style-type: none"> A duly completed form of Offer and Acceptance (and any revision of prices if there are any).
5	<p>Only authorized signatories may sign the original and all copies of the tender offer where required.</p> <p>In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated.</p> <p>In the case of a COMPANY submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.</p> <p>In the case of a CLOSE CORPORATION submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.</p> <p>In the case of a PARTNERSHIP submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender.</p> <p>In the case of a JOINT VENTURE/CONSORTIUM submitting a tender, include a resolution of each company of the joint venture together with a resolution by its members authorizing a member of the joint venture to sign the documents on behalf of the joint venture.</p> <p>Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.</p>
6	<p>Information and data to be completed in all respects</p> <p>Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as nonresponsive.</p>
7	<p>Canvassing and obtaining of additional information by tenderers</p> <p>The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.</p>



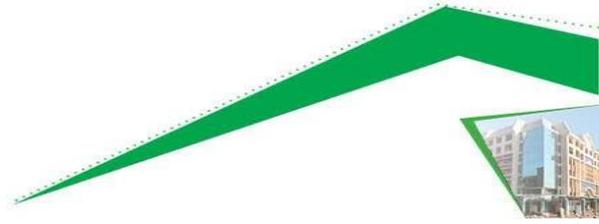
	The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.
8	<p>Prohibitions on awards to persons in service of the state The Employer is prohibited to award a tender to a person -</p> <ul style="list-style-type: none"> a) who is in the service of the state; or b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or c) a person who is an advisor or consultant contracted with the Department or municipal entity. <p>In the service of the state means to be -</p> <ul style="list-style-type: none"> a) a member of:- <ul style="list-style-type: none"> a any municipal council; b any provincial legislature; or c the National Assembly or the National Council of Provinces; d) a member of the board of directors of any municipal entity; e) an official of any Department or municipal entity; f) an employee of any national or provincial department; g) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); h) a member of the accounting authority of any national or provincial public entity; or i) an employee of Parliament or a provincial legislature. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
9	<p>Awards to close family members of persons in the service of the state</p> <p>Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child, or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including -</p> <ul style="list-style-type: none"> a) the name of that person; b) the capacity in which that person is in the service of the state; and c) the amount of the award. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.</p>
10	<p>Respond to requests from the tenderer The employer will respond to requests for clarification up to 5 (five) working days before the tender closing time.</p>
11	<p>Opening of tender submissions Tenders will be opened immediately after the closing time for tenders</p>
12	<p>Scoring quality / functionality: Yes</p>
13	<p>Cancellation and re-invitation of tenders</p> <p>An organ of state may, prior to the award of the tender, cancel the tender if-</p> <ul style="list-style-type: none"> (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or (b) funds are no longer available to cover the total envisaged expenditure; or



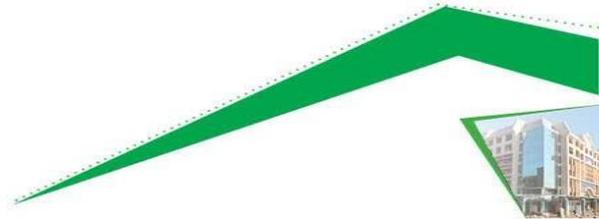
	<p>(c) no acceptable tenders are received. (d) Tender validity period has expired. (e) Gross irregularities in the tender processes and/or tender documents. (f) No market related offer received (after attempts of negotiation processes)</p> <p>Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.</p>
14	Dispute resolution mechanism will be done through the Adjudication route.
15	The department must when be acting against the tenderer or person awarded the contract on a fraudulent basis, considers the provisions of Regulation 14: The remedies provided for in Preferential Procurement Regulations 2017 do not prevent an institution from instituting remedies arising from any other prescripts or contract.
16	Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the CIDB for investigation as a breach of the CIDB Code of Conduct in terms of the CIDB Regulations ; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the CIDB Regulations and the Preferential Procurement Regulations may prohibit the contractor from doing business with the public sector for a period not exceeding 10 years.



PART T2 RETURNABLE DOCUMENTS



PART T2.1: LIST OF RETURNABLE DOCUMENTS



T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

1 Returnable Schedules required for quotation evaluation purposes

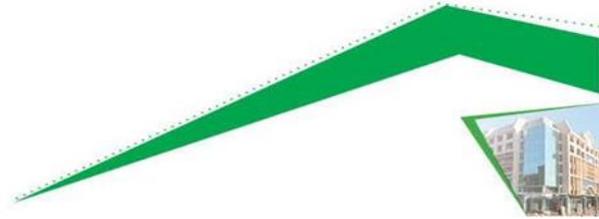
- Compulsory enterprise questionnaire (In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted).
- Record of addenda issued (Only if addenda is issued)
- Certificate of authority for joint ventures (Only where the tender/ quotation is submitted by a joint venture)

2 Other documents required for quotation evaluation purposes

- Form of Offer and Acceptance
- Complete Priced Bills of Quantities & Final Summary

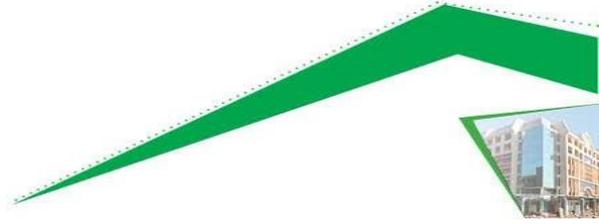
3 Returnable Schedules that will be incorporated into the contract

- Details of the Project Team and CV with Qualifications & Proof of Registration completed for each individual of proposed
- Schedule of Plant and Equipment
- Record of projects: current, past and on tender.
- Project References – at least 3
- SBD 1, 4, 6.1,
- Protection of personal content: Consent
- Subcontract agreement (where applicable) or intent to sub-contract as per requirements.



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORK					
BID NUMBER:	SCMU5-25/26/0003SB	CLOSING DATE:	16 APRIL 2026	CLOSING TIME:	11H00
DESCRIPTION	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, GROUND FLOOR, OLD FORD HOUSE BUILDING, 55 ALBANY ROAD, QGEBERHA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. D Jackson		CONTACT PERSON	Mrs. S Mgedezi-Rolomane	
TELEPHONE NUMBER	041 390 9061 / 079 520 4646		TELEPHONE NUMBER	041 390 9009 / 072 634 4715	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Devin.Jackson@ecdpc.gov.za		E-MAIL ADDRESS	Samantha.Mgedezi@ecdpc.gov.za	
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	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes	No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes	No
	[IF YES ENCLOSE PROOF]			[IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				YES	NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				YES	NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				YES	NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				YES	NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				YES	NO
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.					



PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>

SIGNATURE OF BIDDER:

.....

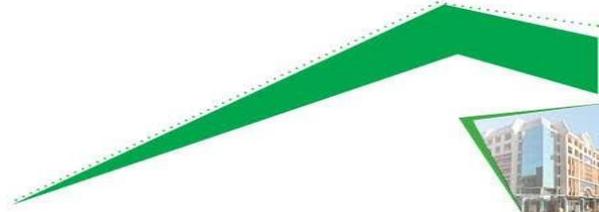
CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



Compulsory Enterprise Questionnaire

A

Compulsory Enterprise questionnaire

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

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

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

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number..... Tax reference number

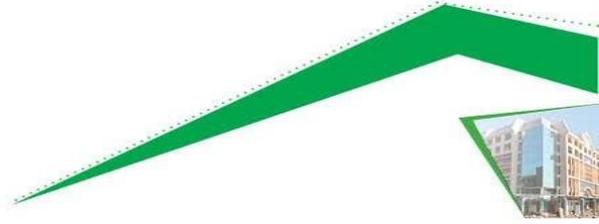
Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.

Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.

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

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

Signed		Date	
Name		Position	



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / 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:

.....
.....

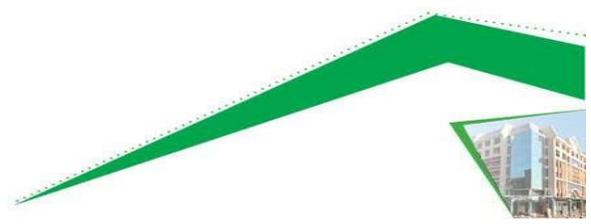
2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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



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

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

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

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

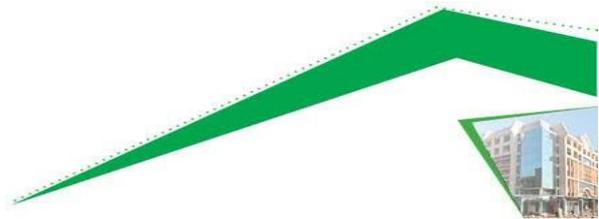
.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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



SBD 6.1

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

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

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

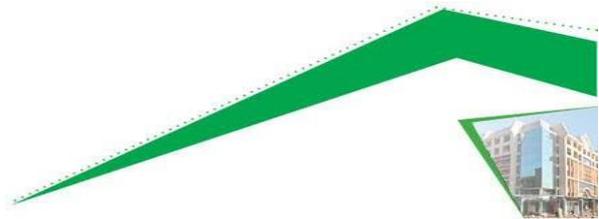
- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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. FORMULA 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:

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

Where

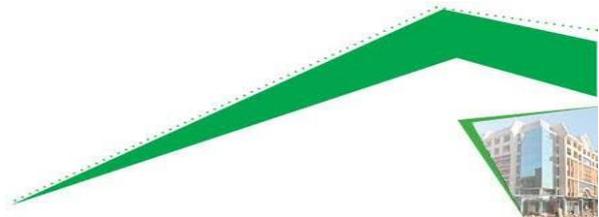
- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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



Where

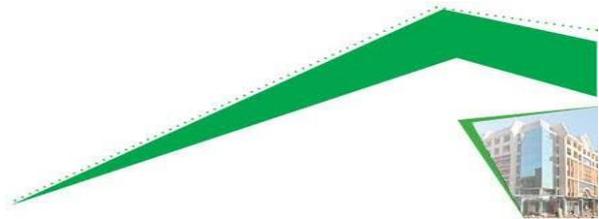
- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 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—
- 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
 - 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individual: -		
(a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	0	
Black women ownership: -		
(a) 100% black women ownership	4	
(b) 30% to 99% black women ownership	2	
(c) Less than 30% black women ownership	0	
Black youth ownership: -		
(a) 100% black youth ownership	4	
(b) 30% to 99% black youth ownership	2	
(c) Less than 30% black youth ownership	0	



People with disability: -			
	(a) 20% or more disabled people ownership	4	
	(b) Less than 20% disabled people ownership	0	
Locality: -			
	(a) Within the Eastern Cape	2	
	(b) Outside the Eastern Cape	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

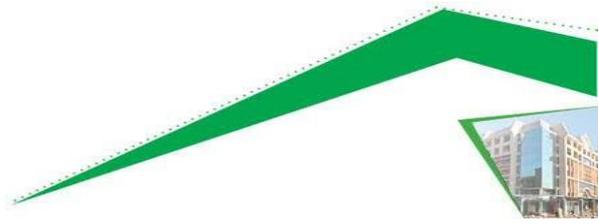
4.5. TYPE OF COMPANY/ FIRM

- 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.



SIGNATURE(S) OF TENDERER(S)

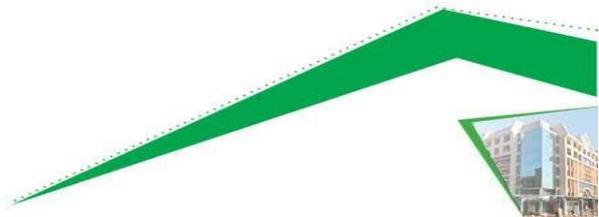
SURNAME AND NAME:

DATE:

ADDRESS:

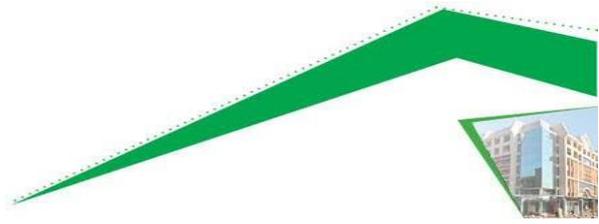
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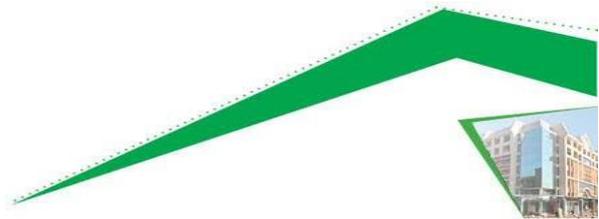


PROOF OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

(IF APPLICABLE, ATTACH HERE)



VALID CIDB CERTIFICATE OF A TENDERER
(IF APPLICABLE, ATTACH HERE)



PROTECTION OF PERSONAL INFORMATION: CONSENT (POPIA)

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

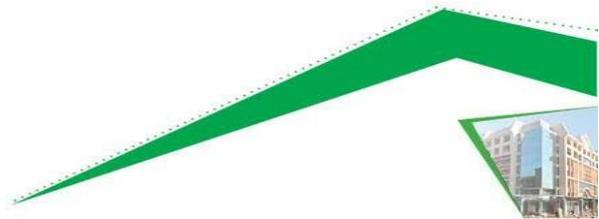
As part of its business activities, the Department of Public Works and Infrastructure obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the Department of Public Works and Infrastructure from time to time. The Department of Public Works and Infrastructure confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

The Department of Public Works and Infrastructure hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Not unless directed to do so by an order of court, the Department of Public Works and Infrastructure does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and be seized with information of a personal nature pertaining to the Department of Public Works and Infrastructure. Some of the information may because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the Department of Public Works and Infrastructure requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The Department of Public Works and Infrastructure and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - a) They process the information only for the express purpose for which it was obtained.
 - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
 - c) They will introduce and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
 - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
 - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
 - f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.
3. Bidder's Obligations



- a) The Bidder is required to notify the Information Officer of Department of Public Works and Infrastructure, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the Department of Public Works and Infrastructure's personal information.
- b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
- c) The Bidder shall be required to provide the Department of Public Works and Infrastructure with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of Department of Public Works and Infrastructure.

On behalf of the Bidder:

.....
Signature

.....
Date

.....
Position

.....
Name of the Bidder

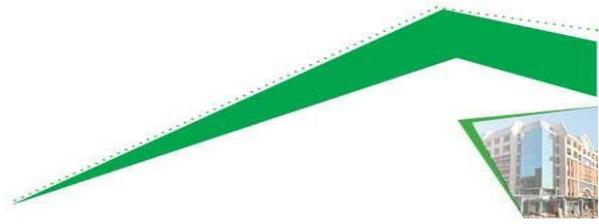
On behalf of the Client:

.....
Signature

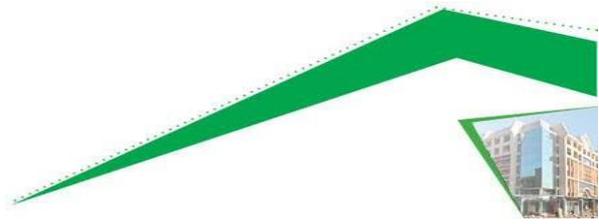
.....
Date

.....
Position

.....
Name of Client Representative

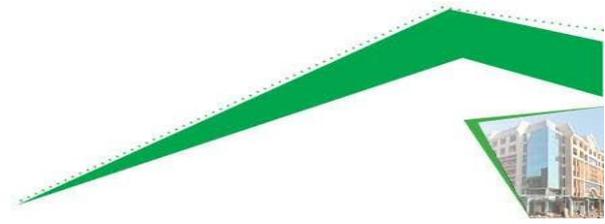


THE CONTRACT

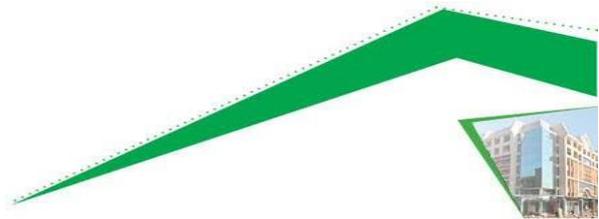


PART C1

AGREEMENTS AND CONTRACT DATA



PART C1.1: FORM OF OFFER AND ACCEPTANCE



Annex C

(normative)

FORM OF OFFER AND ACCEPTANCE

PROJECT TITLE	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)
SCMU NUMBER	SCMU5-25/26-0003SB

OFFER

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

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

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

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

..... Rand (in words) ;

R (in figures) (or other suitable wording)

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

Signature

.....
Name

.....
Capacity

.....
for the tenderer

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

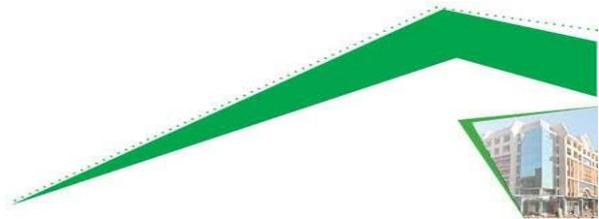
Name and signature

of witness Date

ACCEPTANCE

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

The terms of the contract, are contained in:



- Part C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.
- Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

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

The tenderer shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.¹

Signature

.....

Name

.....

Capacity

.....

for the Employer

.....

(Name and address of organization)

Name and signature

of witness Date

Schedule of Deviations

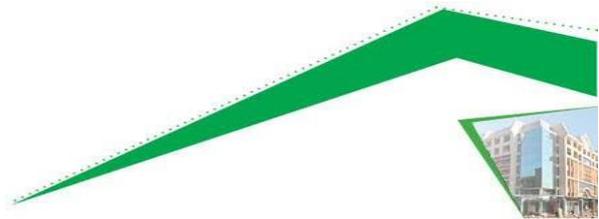
1 Subject _____
Details _____

2 Subject _____
Details _____

3 Subject _____
Details _____

4 Subject _____
Details _____

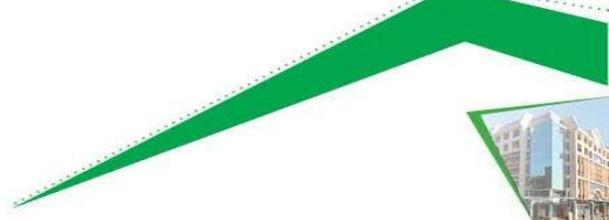
By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as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



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

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

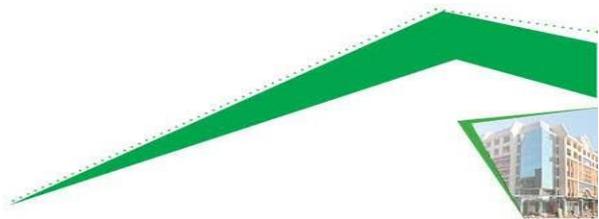
Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to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



A

RECORD OF ADDENDA TO BID DOCUMENTS

PROJECT TITLE		MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)	
SCMU NUMBER		SCMU5-25/26-0003SB	
I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
Item	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Attach additional pages if more space is required.			
Signed		Date	
Name		Position	
Tenderer			



B

PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

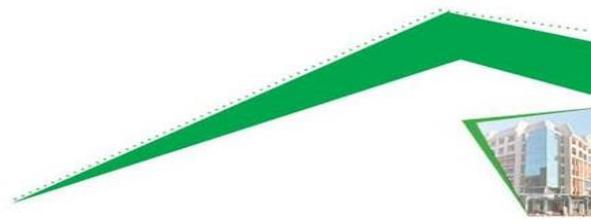
The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

PROJECT TITLE	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)
SCMU NUMBER	SCMU5-25/26-0003SB

Page	Clause /Item	Proposal

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

Signed		Date	
Name		Position	
<i>Enterprise name</i>			



C

RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

“By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

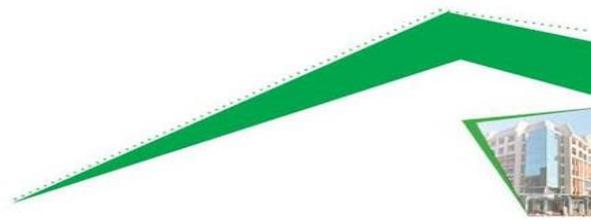
DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):



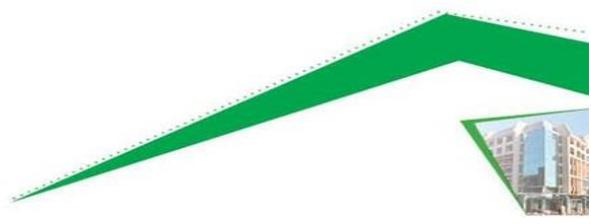
D

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr./Ms.
, authorized signatory of the company
, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

PROJECT TITLE	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)	
SCMU NUMBER	SCMU5-25/26-0003SB	
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner:		Signature... .. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....



E

SCHEDULE OF PROPOSED SUBCONTRACTORS

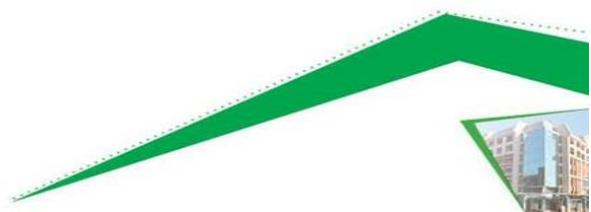
PROJECT TITLE	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)
SCMU NUMBER	SCMU5-25/26-0003SB

We notify you that it is our intention to employ the following Subcontractors for work in this contract. The Subcontractors will all be CIDB registered and their CIDB Registration number shall be submitted below. This should also be declared on **SBD 6.1 form**.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all subcontractors who are or to be contracted are registered on Central Supplier Database (CSD).

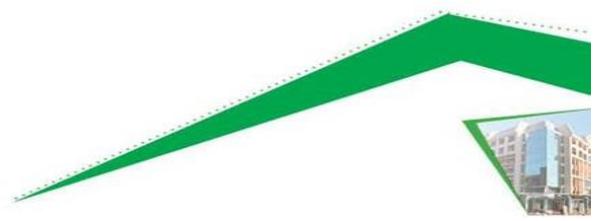
No.	Name and address of proposed Subcontractor	Nature and extent of work	Year completed	Value	Contact details
1					
2					



3					
4					

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

Signed		Date	
Name		Position	
<i>Enterprise name</i>			



F

EXPERTISE OF KEY PERSONNEL AND CV'S

*The experience of the key persons who will be responsible on behalf of the contractor for the management of the project and the project team will be evaluated in relation to her/ his academic and **qualifications and experience**.*

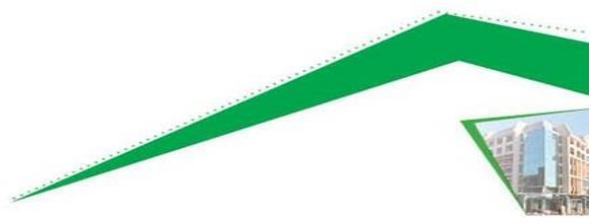
Please Note:

1. The Respondent must complete the CV template provided in this document for **each personnel it intends to claim capacity for and that meets the criteria**.
2. A **Certified copy** of the key personnel's relevant **qualifications**.
3. Only three projects must be submitted.

The CIDB *Competence Standard for Contractors* established the competencies that should exist within a contracting enterprise within a CIDB Class of Construction Works, within a Construction Category and where relevant within a sub-Category.

For the purposes of this document, the following terms and definitions apply:

- **class of construction works:** the class of construction works referred to in Schedule 3 of the Construction Industry Development Regulations 2004 and 2013 as amended and published in terms of the Construction Industry Development Board Act of 2000 (Act 38 of 2000).
- **competent:** having suitable or sufficient skill, knowledge and experience.
- **construction category:** 'Open', 'Limited' or 'Trade Contractor' defined in Section 3.1.
- **contractor:** person or organization that contracts to provide the goods, services or engineering and construction works covered by the contract.



G

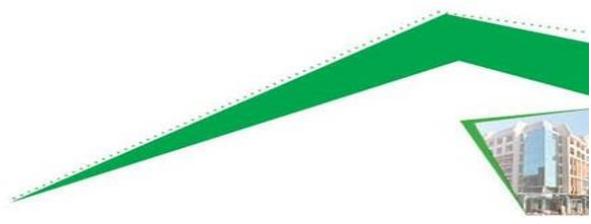
CURRICULUM VITAE AND CERTIFICATES OF QUALIFICATION OF KEY PERSONNEL (COMPULSORY) – for each person

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Name of Employer (firm):		
Current position:		Years with firm:
<u>Employment Record:</u>		
<h1>Example only</h1>		
<u>Experience Record Pertinent to Required service:</u>		

Attach a separate sheet which details all the above key information. None submission of this information will lead to a bidder losing points on Quality/ Functionality evaluation. Attach a CV to detail the above information

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

Signed		Date	
Name		Position	
<i>Enterprise name</i>			



H

RELEVANT PROJECT EXPERIENCE – PROJECTS

Tenderers must submit a max one-page description of at least three projects successfully completed.

Attach a Completion Certificate for each of the project provided.

The description of each project must include the following information:

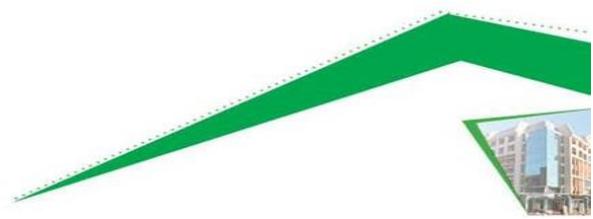
1. Essential introductory information:
 - 1.1. Name of project.
 - 1.2. Name of client.
 - 1.3. Contact details of client.
 - 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
 - 1.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer’s team members were contracted.
 - 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	DATE COMPLETED
1					
2					
3					

If there are more projects, attach a separate page to address this issue (the above table is just for reference purposes).

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

Signed.....		Date.....	
Name.....		Position.....	
Enterprise name.....		



I

SCHEDULE OF TENDERER'S LITIGATION HISTORY

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

NO.	NAME OF CLIENT.	OTHER LITIGATING PARTY	BRIEF DETAILS OF DISPUTE	PROJECT VALUE	DATE RESOLVED OR STATUS OF LITIGATION
1					
2					
3					
4					

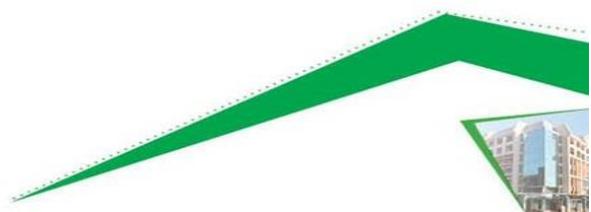
Signed

Date

Name

Position

Enterprise name



J

Project Reference Forms – 1

PROJECT TITLE:	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)
SCMU NUMBER:	SCMU5-25/26-0003SB

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of _____ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

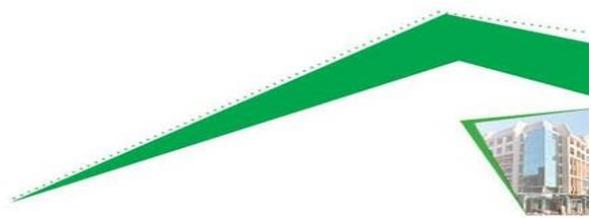
A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc						
TOTAL						

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:



D. My contact details are:

Telephone: _____ Cell phone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2025.

Signature of principal agent

COMPANY STAMP

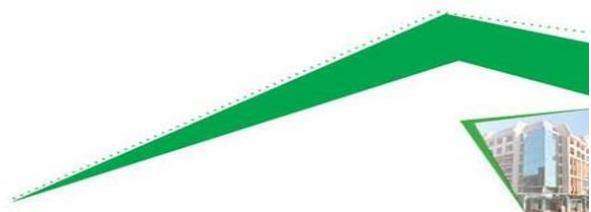
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



Project Reference Forms - 2

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

PROJECT TITLE:	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)
SCMU NUMBER:	SCMU5-25/26-0003SB

I, _____ (name and surname) of _____ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
TOTAL						

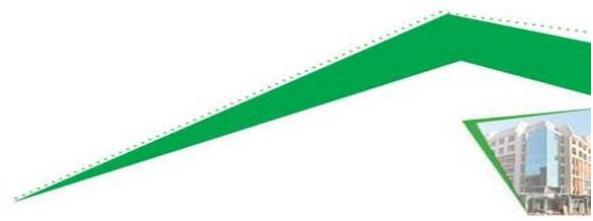
B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cell phone: _____ Fax: _____



E-mail: _____

Thus signed at _____ on this _____ day of _____ 2025.

Signature of principal agent



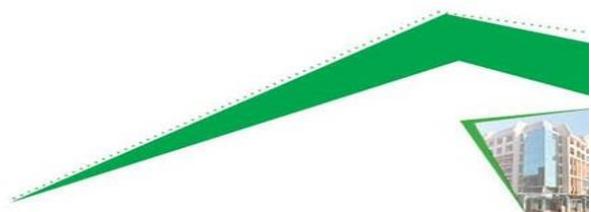
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



Project Reference Forms – 3

PROJECT TITLE:	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT).
SCMU NUMBER:	SCMU5-25/26-0003SB

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of _____ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

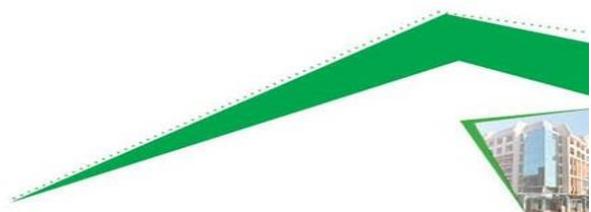
A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc.						
TOTAL						

B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:



D. My contact details are:

Telephone: _____ Cell phone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2025.

COMPANY STAMP

Signature of principal agent

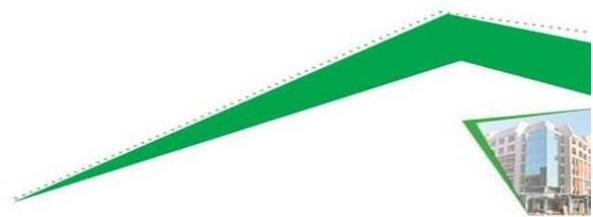
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

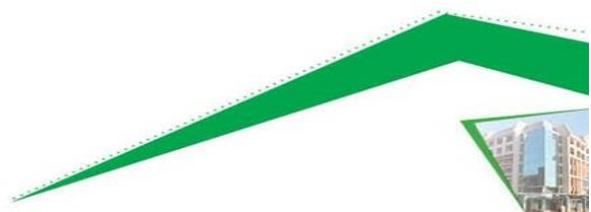
Name of Tenderer

Signature of Tenderer

Date



PART C1.2: CONTRACT DATA



PART C1.2 CONTRACT DATA

PROJECT TITLE:	MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO AND SARAH BAARTMAN DISTRICTS FOR THE PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)
SCMU NUMBER:	SCMU5-25/26-0003SB

PART 1: DATA PROVIDED BY THE EMPLOYER

GENERAL CONDITIONS OF CONTRACT

The *General Conditions of Contract for Construction Works*, Third Edition, 2015, published by the South African Institution of Civil Engineering, is applicable to this Contract. (Short title: "General Conditions of Contract 2015").

The document is available from the South African Institution of Civil Engineering, Tel: 011 805 5947, web page: www.saice.org.za.

It is agreed that the only variations from the General Conditions of Contract 2015 are those set out hereafter under "Special Conditions of Contract"

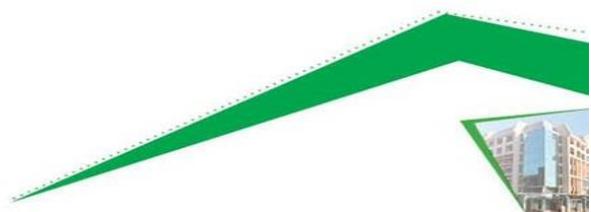
SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract (SCC) in the table below shall amplify, modify, or supersede, as the case may be, the General Conditions of Contract.

The clauses of the Special Conditions hereafter are numbered "SCC" followed in each case by the number of the applicable clause or sub clause in the GCC 2015.

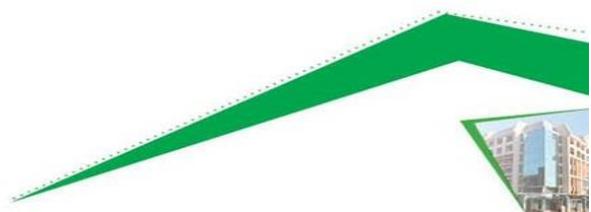
Special Conditions of Contract

Clause	Amendments
SCC2.4.1	<p><i>Add at the beginning of the sub-clause:</i></p> <p>"The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence:</p> <ul style="list-style-type: none"> (a) The Form of Offer and Acceptance (b) The Contract Data (c) The Special Conditions of Contact (d) The General Conditions of Contract (e) The Particular Specifications (f) OHS Specifications (g) The Schedules and any other documents forming part of the Contract" <p><i>At the end of the sub-clause replace the full stop by a comma and add:</i></p> <p>"using the above order of priority as reference."</p>
SCC4.4.2	<p>Liability for subcontractors</p> <p><i>Add the following to Clause 4.4.2 after the last sentence:</i></p> <p>"The Contractor shall not subcontract any part of the Contract without the prior written consent of the Employer's Agent, which consent shall not be unreasonably withheld."</p>

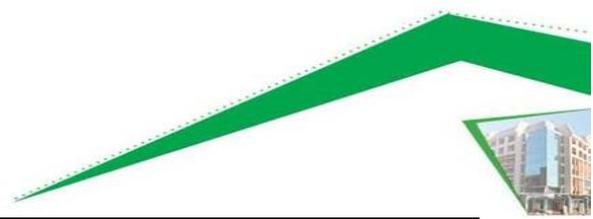


PART 1: DATA PROVIDED BY THE EMPLOYER

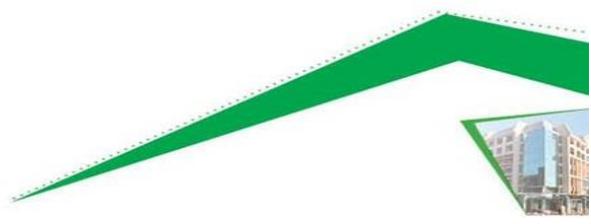
Clause	Contract Data												
1.1.1.5	The Commencement Date shall be the date on which the Contractor receives a copy of the signed Form of Offer and acceptance and schedule of deviations if applicable or on any other date thereafter to which the Employer may agree to.												
1.1.1.13	The Defects Liability Period is 12 months, measured from the date of the Certificate of Completion.												
1.1.1.14	The Operation and Maintenance Period is 24 months.												
1.1.1.15 & 1.2.1.2	<p>The Employer's address for receipt of communications and notices is: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Old Ford House Building 55 Albany Road Central Gqeberha 6000</p> <p>The Implementing Agent's address for receipt of communications and notices is: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE</p> <table border="0"> <tr> <td>Physical address:</td> <td>Postal address:</td> </tr> <tr> <td>Old Ford House Building</td> <td>Private Bag X0004</td> </tr> <tr> <td>55 Albany Road</td> <td>Central</td> </tr> <tr> <td>Central</td> <td>Gqeberha</td> </tr> <tr> <td>Gqeberha</td> <td>6000</td> </tr> <tr> <td>6000</td> <td></td> </tr> </table>	Physical address:	Postal address:	Old Ford House Building	Private Bag X0004	55 Albany Road	Central	Central	Gqeberha	Gqeberha	6000	6000	
Physical address:	Postal address:												
Old Ford House Building	Private Bag X0004												
55 Albany Road	Central												
Central	Gqeberha												
Gqeberha	6000												
6000													
1.1.1.16	<p>Name: Mrs. S. S. Mgedezi-Rolomane Ford House Building, Department of Public Works and Infrastructure 55 Albany Road, Gqeberha Tel No: 041 390 9009 / 072 634 4715 Email Address: Samantha.Mgedezi@ecdpw.gov.za</p>												
1.1.1.26	The Pricing Strategy is a Re-measurement Contract.												
5.2.1	The Commencement Date shall be the date the Contractor receives a copy of the contract that has been fully completed and signed by the Employer.												
5.3.1	<p>The documentation required before commencement with the Works execution is:</p> <ol style="list-style-type: none"> 1. Health and Safety Plan (Refer to the Health and Safety Specification). 2. Security (Refer to Clause 6.2.1). 3. Insurances (Refer to Clause 8.6.1). 												
5.3.2	<p>The Contractor is required, within 14 days of the Commencement Date, to submit the documents listed below to the Employer's Agent for his approval.</p> <p>Health and Safety Plan A health and safety plan in terms of Clause 7(1) of the Construction Regulations (February 2014).</p> <p>Security</p>												



	<p>A guarantee from an Insurance Company to be jointly and severally bound with the Contractor for an amount equal to ten per cent (2.5%) of the Contract Price. The wording of the Guarantee shall be identical to the pro forma currently in use by the Employer on civil engineering contracts.</p> <p>Insurance</p> <p>Submit copies of receipts of registration, or payment for the premiums for the following insurances, as required by the new Clause 8.6 in this Contact Data.</p> <p>(a) Proof of registration with the Department of Labour as an employer, in terms of the Compensation for Occupational Injuries and Diseases Act 1993, as amended.</p> <p>(b) The insurance of no less than R 5 million against loss and damage caused by the Contractor to the Employer's property;</p> <p>(c) The insurance of no less than R 5 million against loss and damage to the works, plant and materials. This to include Plant and Materials provided by the Employer;</p> <p>(d) The insurance of no less than R 5 million in respect of liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor providing service for any one event.</p> <p>(e) The minimum limit of R 5 million in respect of death of or bodily injury to employees of the contractor arising out of and in course of their employment in connection with this contract for any one event.</p> <p>These insurances shall be maintained in force for the duration of the Contract, including any Defects Liability Period and O & M period and in respect of Sub-Contractors, the Contractor shall be deemed to have complied with the provisions of the requirements relating to insurance by ensuring that the Sub-Contractors have effected such insurance.</p>
5.4.2	The access to the site shall not be exclusive to the contractor.
5.8.1	<p>The non-working days are Saturdays and Sundays.</p> <p>The special non-working days are:</p> <ul style="list-style-type: none"> • Public holidays. • Any additional statutory public holiday proclaimed during the contract period.
5.13.1	<p>The following penalties will apply:</p> <p>i) A R1000.00 penalty for every incident of not completing a scheduled service within 14 days of the pre-agreed schedule date.</p> <p>ii) A R2000.00 penalty for every incident of not completing a general repair within 72 hours after being instructed by a designated representative from DPWI.</p> <p>iii) A R3000.00 penalty for every incident of not attending to an emergency repair within 48 hours after being instructed by a designated representative from DPWI.</p> <p>The above penalties will be deducted from the relevant payment certificates.</p>
5.16.3	The latent defect period is 12 months.
6.2.1	<p>The type of security shall be a Performance Guarantee, issued by an insurance company or bank, of 2.5% of the Contract Sum.</p> <p>If the Guarantor is an Insurance Company, it shall be one listed in the Financial Services Board "List of Registered Insurers" (see www.fsb.co.za).</p> <p>If the Guarantor is a bank it shall be one listed in the South African Reserve Bank list of "Registered Banks and Representative Offices" and appear either in the list of "locally Controlled Banks" or in the list of "Branches of Foreign Banks" (see www.resbank.co.za).</p> <p>The Performance Guarantee shall be provided in accordance with the approved format and wording as indicated in the Pro-Forma Performance Guarantee contained in the returnable documents.</p>



6.2.2	Delete the entire contents of Clause 6.2.2 and replace with: "Failure to deliver an acceptable security as selected in the Contract Data within the stipulated period is a fundamental breach of Contract".
6.8.2	Contract Price Adjustment shall not apply on this contract.
6.10	Add to the end of Clause 6.10.1 the following paragraph: "The Contractor shall complete the 'Contractor's Monthly Report Schedule', which pro forma documentation will be obtainable from the Engineer. Pursuant to Sub-Clause 6.10.1.8, these, duly signed by all concerned, together with the Contractor's statement and a VAT invoice in original format are to be submitted to the Engineer. Issue by the Engineer to the Employer and Contractor of any signed payment certificate is conditional to this information being fully endorsed, accurately and timeously submitted to the Engineer".
6.10.3	The percentage retention shall be 10% of the monthly amounts certified for payment. The Limit of retention money shall be 10% of the Contract Sum.
6.10.4	Delivery, dissatisfaction with and payment of payment certificate <i>Replace "28 days" in the seventh line with "30 days".</i>
8.6.1.1.2	The value of Plant and Materials supplied by the Employer to be included in the insurance sum is "Nil".
8.6.1.3	The limit of the liability insurance required is R5 000 000 for any single claim with the number of claims unlimited during contract and defects liability period.
10.5.2	Dispute resolution shall be by ad-hoc adjudication if necessary.



PART 2: DATA PROVIDED BY THE CONTRACTOR

Clause

1.1.1.9 The name of the Contractor is

1.2.1.2 The Contractor's address for receipt of communications is:

Physical address: Postal address:

.....

.....

.....

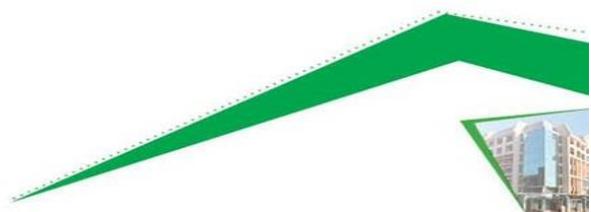
.....

Telephone:

Fax:

E-mail:

6.5.1.2.3	The percentage allowance to cover overheads and charges shall be as per those stated in the Schedule of Quantities.
-----------	---------------------------------------------------------------------------------------------------------------------



PART C1.3: PERFORMANCE GUARANTEE (PROFORMA)

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:

Physical address:

"Employer" means:

"Contractor" means:

"Engineer" means:

"Works" means:

"Site" means:

"Contract" means: The Agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"Contract Sum" means: The accepted amount inclusive of tax of R

Amount in words:

"Guaranteed Sum" means: The maximum aggregate amount of R

Amount in words:

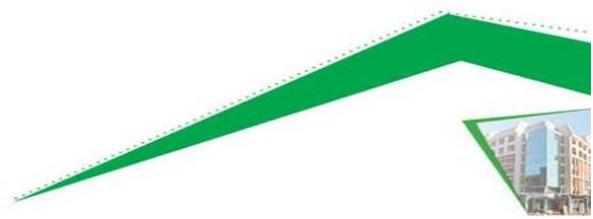
"Expiry Date" means:

CONTRACT DETAILS

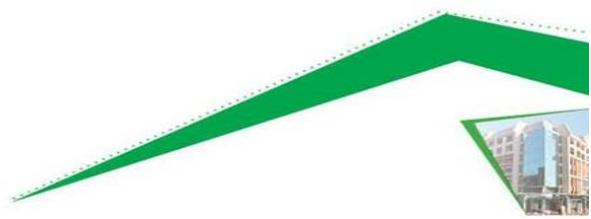
Engineering issues: Interim Payment Certificates, Final Payment Certificate and the Certificate Completion of the Works as defined in the Contract.

PERFORMANCE GUARANTEE

- 1 The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
- 2 The Guarantor's period of liability shall be from and include the date of issue of this Performance Guarantee and up to and including the date of issue by the Engineer of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Engineer and/or the Employer shall advise the Guarantor in writing of the date on which the Certificate of Completion of the Works has been issued.
- 3 The Guarantor hereby acknowledges that:
 - 3.1 Any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship.
 - 3.2 Its obligation under this Performance Guarantee is restricted to the payment of money.
- 4 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:
 - 4.1 A copy of a first written demand issued by the Employer to the Contractor stating that payment of a sum certified by the Engineer in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address with a copy to the Contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid;



- 4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum certified in 4.
- 5 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:
 - 5.1 The Contract has been terminated due to the Contractor's default and that this Performance Guarantee is called up in terms of 5; or
 - 5.2 A provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Performance Guarantee is called up in terms of 5; and
 - 5.3 The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
- 6 It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
- 7 Where the Guarantor has made payment in terms of 5, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.
- 8 Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
- 9 Payment by the Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.
- 10 The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit and the Guarantor shall not have the right to claim his release from this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
- 11 The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
- 12 This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
- 13 This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
- 14 Where this Performance Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No. 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.



Signed at

Date

Guarantor's signatory: (1)

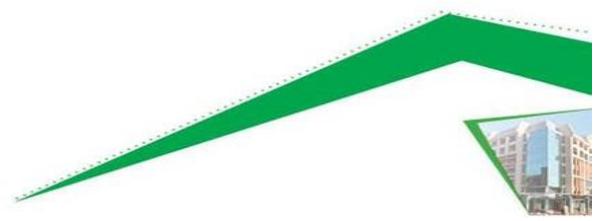
Capacity

Guarantor's signatory (2)

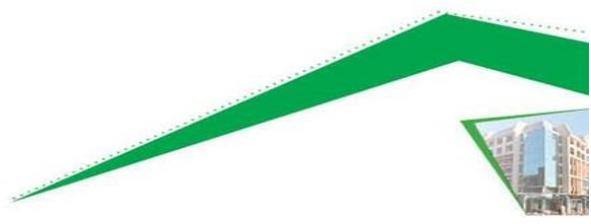
Capacity

Witness signatory (1)

Witness signatory (2)



PART C1.4: DISPUTE RESOLUTION MECHANISM



C1.4 CIDB ADJUDICATOR'S AGREEMENT

This agreement is made on the day of between:.....
 (name of company / organization) of

 (address) and (name of company / organization) of
 (address) (the Parties) and ..
 (name) of
 (address) (the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated and known as

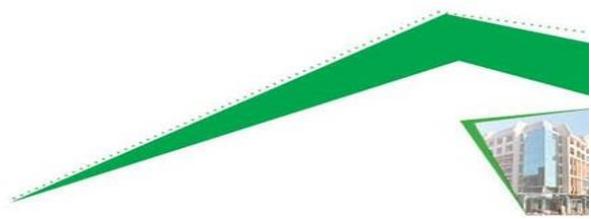
and these disputes or differences shall be/have been* referred to adjudication in accordance with the CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has been requested to act.

* Delete as necessary

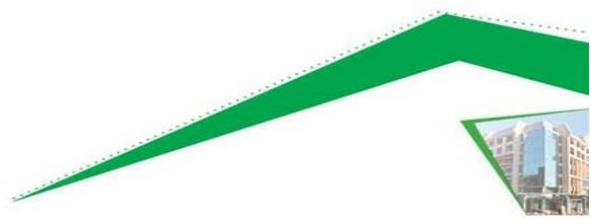
IT IS NOW AGREED as follows:

- 1 The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- 2 The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- 3 The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- 4 The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- 5 The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED by:		SIGNED by:	
Name:		Name:	
who warrants that he / she is duly authorized to sign for and on behalf of the first Party in the presence of		who warrants that he / she is duly authorized to sign for and on behalf of the second Party in the presence of	the Adjudicator in the presence of
Witness		Witness:	



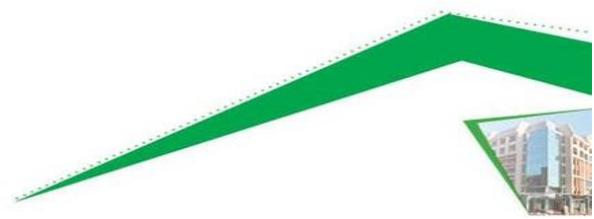
Name:			Name			Name:	
Address:			Address:			Address:	
Date:			Date:			Date:	



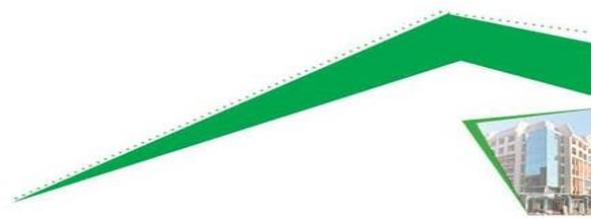
Contract Data

1	The Adjudicator shall be paid at the hourly rate of R..... in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. € Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. € Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R..... This fee shall become payable in equal amounts by each Party within days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due in 30 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

* Delete as necessary



PART C2 PRICING DATA



PART C2.1: PRICING INSTRUCTIONS

C2.1 Pricing Instructions

Pricing Instructions mean the criteria as set out below, read together with all Parts of the contract document, which it will be deemed in the contract that the Tenderer has taken into account when developing his prices.

1. For the purpose of the Pricing Schedule, the following words shall have the meanings hereby assigned to them:
 - Unit: The unit of measurement for each item of work.
 - Quantity: The number of units of work for each item.
 - Rate: The agreed payment per unit of measurement.
 - Amount: The product of the quantity and the agreed rate for an item.
 - Sum: An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.
2. A rate, sum, and/or price as applicable, is to be entered against each item in the Pricing Schedule. An item against which no price is entered will be considered to be covered by the other prices or rates in the Pricing Schedule.
3. The rates, sums, and prices in the Pricing Schedule are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.
4. Where quantities are given in the Pricing Schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Activity Schedule.
5. All other rates, sums, or prices (as applicable) tendered in the Pricing Schedule shall be final and binding and shall **not** be subject to any variation throughout the period of the contract.
6. While the Employer has every intention to complete the full scope of works, the Employer reserves the right to reduce or increase the scope of works according to the dictates of the budget, or to terminate this contract, without adjustment to the agreed rates, sums and without payment of any penalty or surcharge in this regard. The Service Provider shall however be entitled to pro-rata payment for all services carried out in terms of any adjustment to the Scope of Work.
7. All Prices in the Price List exclude VAT, while the total of Prices reflected in the Contractor's Offer includes VAT.
8. Where the Scope requires detailed shop drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and Prices tendered for such items



PART C3 SCOPE OF WORKS



TECHNICAL SPECIFICATION

PROJECT DESCRIPTION: MAINTENANCE OF MECHANICAL SERVICES AT NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS (DEPARTMENT OF SOCIAL DEVELOPMENT)

DOCUMENT NUMBER:

Revision history:

D1	Issued for comment	S. S Mgedezi- Rolomane	9 JUNE 2025
Rev. No	Description	By	Date



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A DETAILED TECHNICAL SPECIFICATION

1. KNOWLEDGE

1.1 This specification is for the **comprehensive** maintenance, service and ad-hoc repairs of Mechanical equipment at various offices of Department of Social Development in the Nelson Mandela and Sarah Baartman Districts. All work shall as a minimum be executed according to the manufacturer's requirements, this specification and the latest revisions of the following standards, regulations and specifications:

- i) SANS 10400: The Application of the National Building Regulations
- ii) Occupational Health and Safety Act and all Regulations
- iii) Department of Public Works & Infrastructure specification PW371: Specification of Materials and Methods to be used and is available from National Public Works website.
- iv) SANS 10142: The Wiring of Premises Part 1: Low Voltage Installations
- v) SANS 121/ISO 1461 and SANS 32/ISO 10240 Hot dip galvanizing
- vi) SANS 14713/ISO 14713 Protection against corrosion of iron and steel in structures.
- vii) All other relevant specifications, standards and documents whether referenced in the above documents or not.

This specification is supplemental to the above and more specific. Any conflicting information must be referred to the engineer for clarification.

1.2 It is important to note that this is a term tender and the non-regulatory quantities and equipment listed in the schedules are not necessarily a guarantee of the volume and value of work to be done. The non-regulatory items will be used for additional work required that may become known during the course of the contract. Work instructions will be issued by the Department of Public Works & Infrastructure official managing the contract before commencement of un-scheduled work.

1.3 It is compulsory that bidders acquaint themselves with the content of all the above and indirectly referenced Standards and specifications. Bidders shall also check all data and satisfy themselves to the nature and extent of the work to be done and make allowance for any items omitted from the specification but obviously required and necessary for the completion of the work and proper functioning of the installation. Such additional allowances must be listed clearly in the schedule of prices that form part of this specification.

1.4 No additional costs will be entertained as a result of bidders not taking note of the above referenced documents.

1.5 The site is subject to security control and maintenance staff must wear clearly marked clothing and be identified as maintenance staff. No socializing between maintenance staff and employees or members of the public is allowed.

1.6 The appointed contractor to service and maintain the Mechanical equipment and shall be responsible for the proper and safe functioning of the installation and any claim on the grounds of want of knowledge will not be entertained.

2. BID DOCUMENT

All documents submitted must be clearly marked **AND ALL PAGES MUST BE RETURNED WITH THE BID.**



3. LEGAL REQUIREMENTS

- 3.1 During the maintenance, inspection and supply, installation and commissioning all work shall be carried out according to the requirements of the Occupational Health and Safety Act and regulations. After completion the site and all systems shall comply with the Occupational Health and Safety Act as well as the national building regulations as per SANS 10400.
- 3.2 All required registration certificates, written local authority approvals, test certificates, copy of log books and certificate of compliance shall be submitted to the Department of Public Works & Infrastructure for record keeping and evaluation.

4. WARRANTY

- 4.1 The contractor is to guarantee their workmanship and any new parts installed for a period of 12 (twelve) months against any defects (latent or obvious), non-conformance and/or failure from date of completion and certification of the service and/or installation. Any such defects and/or failure that may occur or become evident during the twelve month guarantee period shall be rectified within twenty-four (24) hours after being notified of the occurrence of the defect. If the nature of the defect is such that it cannot be rectified within the 24 hours, the repair time shall be mutually agreed between DPWI and the appointed contractor. In the event that such failure and/or defect constitute a threat to the health and safety of the user and/or occupants, the contractor shall take immediate steps to rectify the fault. The contractor shall also submit to the Department of Public Works and Infrastructure a full report describing the nature of failure, cause of failure and possible methods to prevent failure in the future.
- 4.2 In the event that the contractor does not attend to such defects after being notified, the Department and/or user reserve the right to effect the rectification of the defect and recover costs thus incurred from the contractor.

5. SITE

- 5.1 The facilities are listed in Annexure "A" of the Schedule.
- 5.2 The buildings, sites and facilities are in use on a daily basis, safety precautions shall be taken to prevent injury or death and the possibility of damaging any nearby buildings and/or vehicles. Any disruptions and/or disturbances at the various facilities shall be kept at a minimum.
- 5.3 Access to building shall only be by appointment and under supervision of the relevant DPWI official responsible person for managing this contract. Ad-hoc access and general loitering by contractor's staff will not be tolerated.
- 5.4 All contractor employees must wear identification tags and be properly dressed with PPE.

6. CONTRACT PERIOD

- 6.1 The maintenance and ad-hoc repairs of the mechanical equipment contract shall be for a period of 24 months or until the contract amount is exhausted. The contract period shall commence as stipulated in the **Service Delivery Agreement** that will occur when the first works order is issued.



7. MAKING GOOD TO TRADES AND CLEARING SITE

7.1 After completion of any service/inspection etc. the installation shall be left in a clean and neat condition. All painting and making good processes shall be done according to the relevant SANS document as well as the list of standards mentioned in this document. Re-painting of building walls etc. shall be included and any new color must match the existing color of the surface to be repaired. Any preparation work shall be inspected and approved by DPWI before commencement of the final making good action. Painting in patches will not be accepted. Any paint repairs must be done to a complete panel and not only a small patch that was damaged. All packaging material, cleaning material, scrap, rubble, crates and items used shall be removed from the site and disposed of in a correct and legal manner.

8. PENALTY FOR DELAY

Penalties will be applied as following:

- i) A R1000.00 penalty for every incident of not completing a scheduled service within 14 days of the pre-agreed schedule date.
- ii) A R2000.00 penalty for every incident of not completing a general repair within 72 hours after being instructed by a designated representative from DPWI.
- iii) A R3000.00 penalty for every incident of not attending to an emergency repair within 48 hours after being instructed by a designated representative from DPWI.

The above penalties will be deducted from the relevant payment certificates.

9. SUMMARY OF SCOPE OF WORK 1

9.1 This specification is for the effective and **comprehensive maintenance**, service and ad-hoc repair and replacement of Mechanical equipment of various facilities for the Department of Social Development in the Nelson Mandela and Sarah Baartman Districts.

9.2 The mechanical equipment may consist of the following:

- Kitchen Equipment
 - Electric Stove with Oven
 - Gas Stove
 - Combi Steamer
 - Baine Marie
 - Dishwasher
 - Oil Jacket Cooking Pot
 - Industrial Fryer
 - Deep Fryer
 - Gas Installation
- Laundry Equipment
 - Washing Machine
 - Tumble Driers
 - Ironer



- Generators
- Electric Gates
- Swimming Pool
- Elevated / Ground Water Tank

The following main actions and requirements are included in the scope of work:

- 9.2.1 Ensure all facilities and buildings comply with all health and safety requirements as per SANS 10142 and Occupational Health and Safety Act as well as this specification.
- 9.2.2 Provide a health and safety plan for approval complete with all the requirements of the OHS Act and this specification.
- 9.2.3 Do **comprehensive** maintenance and repairs resulting from general wear and tear and as required by the manufacturer, relevant regulations, risk assessment and this specification.
- 9.2.4 Report any additional repairs to equipment not previously listed but required to ensure compliance.
- 9.2.5 Replacement of mechanical equipment when instructed by the designated representative from DPWI.
- 9.2.6 Attend to emergency repairs.
- 9.2.7 Provide all test certificates, compliance certificates and regulatory requirements for the replacement of mechanical equipment.
- 9.2.8 All safety notices, health and safety plan and safety equipment.

10. MAINTENANCE CHECK LISTS 1

10.1 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR KITCHEN EQUIPMENT)

a) **Electric Stove**

Cleaning the Oven

- Switch off the electrical power supply before cleaning any part of the appliance.
- Open the oven door and allow the oven to cool down.
- For improved access, the shelves, trays and oven door may be removed. (see details below) Clean the oven with a damp, hot soapy cloth. Do NOT use steam cleaners.
- It may be necessary to soak burnt soils with a liquid cleaner to soften them before scrubbing them with a nylon brush or scouring sponge.
- Do not use metal objects or steel wool to clean the oven
- For your convenience, the shelves may be removed.

General cleaning

- Switch off the electrical power supply before cleaning any part of the appliance. Wipe down glass panels, cabinet, door, control knobs, trims and handles with a hot soapy cloth. Do Not use steam cleaners.
- Use only mild liquid household cleaners and avoid abrasive powders, scouring pads and caustic or ammonia based cleaners.
- Rinse and wipe down with a clean cloth.



Oven light

- Replace a faulty light bulb, when necessary.
- Switch off the power at the wall isolator to avoid the possibility of electric shock. Remove the light cover by unscrewing it in an anti-clockwise direction
- Unscrew the faulty bulb and replace with an equivalent wattage bulb rated for 300°C.
- Refit the light cover.

Hot plates

- Check that the hotplates and switches are working correctly by setting each control to low (1) and noting that the plates become progressively hot.

b) Gas Installation

General Information:

Date of Inspection: Record the date of the service.

Appliance Inspection

- Specify the type of gas appliance (e.g. oven, stove, etc), and record the make and model of the appliance.
- Ensure gas appliances are working correctly and are safe to use.
- Check if the appliance is in a suitable location.
- Check for proper installation of appliances in accordance with SANS and OHS regulations.

Ventilation

- Check that there is sufficient ventilation for gas appliances to operate safely.
- Inspect vents and airways to confirm they are not blocked or obstructed.

Gas Leak Detection

- Check for any gas leaks in the system using specialised equipment.
- Inspect pipework for any signs of corrosion, wear, or damage.

Burner and Flame Operation

- Verify that the ignition system is working correctly.
- Assess the quality and colour of the flame and ensure it is not producing too much soot.
- Check if flame failure devices are present and functioning properly.
- Inspect safety shut-off valves for proper operation.

Safety Devices

- Test safety devices such as gas shut-off valves and pressure release systems to ensure they are operational.
- Data Plates: Verify the presence and readability of CE / SABS marking.
- Gas Pressure: Check gas pressure settings.
- Electrical Connections: Inspect electrical wiring for damage and correct connections.
- Check that thermocouples and other automatic safety systems are working.



Gas Pipework

- Inspect the condition and routing of gas pipework to ensure its secure, no signs of damage, corrosion, or rust.
- Inspect hoses for damage, leaks or cracks, proper support, natural loops and tighten connections.
- Check for appropriate restraints on movable appliances.
- Verify that pipework is adequately marked (e.g., color-coded, labeled "GAS").

Emergency Procedures

- Check for the presence, accessibility, and proper operation of Emergency Control Valves (ECVs).

General cleaning

- Wipe down stove, control knobs, trims with a hot soapy cloth. Do Not use steam cleaners.
- Use only mild liquid household cleaners and avoid abrasive powders, scouring pads and caustic or ammonia based cleaners.
- Rinse and wipe down with a clean cloth.

c) Deep Fryer

- Remove and clean baskets in hot water and dish soap, then scrub to remove food debris and dirty oil.
- Check the fryer filter and filtration bin to see if they need cleaning. If necessary, replace the filter paper and clean the bin.
- Rinse interior with soap and water. Wipe all surfaces with a clean cloth to dry.
- Put water mixed with a cleaning solution into the vat. Bring the fryer to a boil to deep clean. Unplug and allow the machine to cool down before draining and rinsing the fryer.

d) Industrial Fryer

- The fryer is emptied of oil and any debris accumulated within the fryer should be manually removed
- Remove appropriate filter materials from the machine for manual cleaning or disposal.
- Excessive polymer build-up within and outside of the fryer should be manually scrubbed or abraded with high water pressure application. It is not essential that all the polymer material is removed but rather is loosened so the chemicals do the final cleaning.
- Fill the fryer with potable water to just below overflowing, adjust fryer controls to clean mode (ensure the water temperature cannot exceed 85°C)
- Turn the fryer on and heat to temperature and maintain at temperature until the soil or contaminate load is removed from the fryer.
- Stop fryer and empty fluid into suitable drainage system

e) Combi Steamer

- Clean the interior and exterior surfaces of the combi oven to remove food debris, grease, and other residues.
- Check the door gasket for any signs of wear or damage, and ensure it seals properly to maintain temperature consistency.



- Wipe down the control panel and buttons to prevent dirt buildup and ensure accurate operation.
- Inspect the steam generator and water reservoir levels to ensure they are filled appropriately for operation.
- Clear the drain and ensure it is free from blockages to prevent water buildup and maintain proper drainage.
- Check the ventilation system for any blockages or obstructions that could affect airflow and ventilation efficiency.
- Calibrate the temperature and humidity settings to ensure accurate cooking results and prevent overheating or undercooking.
- Deep clean the interior of the combi oven, including descaling the steam generator and water reservoir to remove mineral deposits and prevent clogs.
- Inspect the electrical components and connections for signs of wear or damage, and address any issues to prevent electrical malfunctions.
- Lubricate hinges, door mechanisms, and other moving parts to ensure smooth operation and prevent premature wear and tear.
- Conduct a performance test to check the overall functionality of the combi oven

f) Dishwasher

- Clean filter
- Inspect and clean spray arms: remove lower and upper spray arms. Check for clogs in spray holes
- Check and clean door seals. Clean with damp cloth and mild detergent.
- Deep clean dishwasher
- Check door and handle for alignment and lubricate squeaking hinges
- Check dishwasher operation

10.2 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF LAUNDRY EQUIPMENT

a) Washer

- Inspect water inlet valve hose connections on the back of the machine for leaks.
- Inspect steam hose connections for leaks (where applicable)
- Check door interlock before starting operation
- Clean the door gasket of residual detergent and all foreign matter.
- Clean the door glass with a damp cloth.
- Clean automatic supply dispenser lid and general area.
- Clean the machine's top, front and side panels with mild detergent.
- Check the machine for leaks
- Wash the filter with warm water and allow filter to air dry. As an alternative, the filter may be vacuumed clean.
- Check V-belt(s) for uneven wear and frayed edges
- For groove-pulley drive systems, verify alignment
- Verify that V-belts are properly tensioned



- Lubricate bearings and seals
- Remove back panel and check overflow hose and drain hose for leaks
- Unlock and remove the top cover and check the supply dispenser hoses and hose connections
- Clean inlet hose filter screens
- Tighten motor mounting bolt locknuts and bearing bolt locknuts. Check to see that the pin is in place.
- Use compressed air to clean lint from motor
- Clean interior of machine, both basket and shell, by wiping with a water-soaked sponge or cloth
- Use compressed air to clean all electrical components of moisture and dust
- Verify the insulation is intact on all external wires and that all connections are secure
- Clean AC drive cooling fan blades
- Tighten door hinges and fasteners, if necessary
- Tighten anchor bolts, if necessary
- Verify that the drain motor shield is in place and secure, if so equipped
- Check all painted surfaces for exposed metal. If bare metal is showing, paint with primer or solvent-based paint
- Clean customer-supplied steam filter, where applicable.

b) Driers

- Remove lint and debris from inside exhaust duct to maintain proper airflow and avoid overheating.
- Ensure even lint distribution over lint screen, replace if distribution of lint is uneven to maintain proper airflow and avoid overheating.
- Carefully wipe any accumulated lint off the cabinet high limit thermostat and thermistor, including perforated cover. Lint buildup will act as an insulator, causing machine to overheat.
- Clean lint and debris buildup from blower to maintain proper airflow, avoid overheating and prevent possible vibration.
- Use a vacuum to clean air vents on drive motors.
- Check for loose electrical connections
- Check cylinder and front panel seals.

10.3 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF SWIMMING POOLS

- a) Conduct water tests
- Test water chemistry parameters, including pH, chlorine/bromine levels and alkalinity the water circulation
 - Conduct a water balance audit:
 - Test the water for high metals:
 - Check the water level
 - Test and adjust calcium hardness:
 - Test salinity:
 - Remove debris from the pool's surface
 - Perform pool shock treatment:
- b) Examine the skimmer and pump baskets
- c) Inspect the pool equipment:



- Examine pool pumps, filters and heaters for malfunctions, unusual noises and leaks
- Inspect the pool cover reel system and pool covers
- Inspect the pool jets

d) Inspect the safety equipment

- Make sure all safety equipment, including rescue poles, life rings and safety signs are in place

e) Inspect and clean the pool's surface and structure

- Brush the walls and steps and clean the pool's walls, corners and steps to remove dirt, contaminants and algae.
- Clean the deck

f) Check the filter and filter gauge

- Inspect the filter gauge to make sure it reads between 8 and 15 psi
- Deep clean or replace the filter as needed to maintain water clarity.

g) Examine the pool's plumbing:

- Lubricate seals and O-rings: Use a pool-friendly lubricant to oil seals, O-rings and gaskets to help prevent dryness that can lead to cracks or leaks.
- Examine the pool's plumbing
- Check the deck drains

h) Examine the pool pump

Power and Electrical

- Ensuring Power Supply to the Pool Pump Motor: Verify that the pool pump motor is plugged in properly and the circuit breaker hasn't tripped.
- Checking for Any Electrical Issues: Look for visible signs of burnt or frayed wiring around the pool pump or pool heater.

Mechanical Inspection

- Inspect for Clogs in the Pump Impeller and Suction Line: Check for debris in the pump impeller and inlet line that might be hindering water flow.
- Checking the Shaft Seal and O Ring for Leaks: Examine the seal and O rings for any signs of leaks, which could lead to further damage if left unattended.
- Examining Bearings and Motor Shaft for Wear and Tear: Listen for unusual noises that might indicate worn bearings or a damaged motor shaft.

Hydraulic Inspection

- Assess Pool Pump Pressure and Vacuum: Check the pressure gauge to ensure it's within the normal range; too high or too low pressure might indicate a problem.

Cleanliness and Debris Removal

- Cleaning the Pump Basket and Impeller Housing: Empty and clean the pump basket and clear any debris from the impeller housing to ensure smooth operation.



10.4 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF ELEVATED/GROUND WATER TANKS AND ASSOCIATED PUMPS

a) Comprehensive Maintenance.

- Drain and clean tank interior
- Examine 100% of tank and components
- testing on: tank shell thickness and integrity, metal content in paint, HPC of tank wall biofilm, etc. Repair any damage to tank or components
- Test water level indicators, sensors and gauges for accuracy and calibrate
- Disinfect tank before putting back into operation and confirm microbiological safety with 2 samples taken 24 hrs apart

b) General Maintenance

- Remove dirt and weeds from base of tank and outlet, and any vegetation that may scratch tank shell
- Check interior of tank and riser
- Check tank shell to foundation connection
- Check for concrete deterioration
- Check interior and exterior tank coatings for deterioration
- Check tank foundation for cracks, exposed reinforcing steel, settling, erosion
- Check grout or sealant for cracks, gaps or deterioration
- Check anchor bolts for deterioration, tightness, dirt
- Check tank ladder for corrosion, cracked welds, missing or loose bolts
- Undertake coating touch-up, clean and repair components, tighten bolts

c) Pumps

- Visually inspect the water pump for leaks, noise, or vibrations
- Check the pressure, flow rate, and temperature
- Check for airlocks to ensure there's no trapped air in the line
- Lubricating bearings
- Inspecting seals and gaskets
- Cleaning strainers and filters for debris that could restrict flow
- Checking electrical connections
- Check pump alignment to prevent unwanted vibration
- Inspect the impeller and blades for wear, corrosion, or clogs
- Test the emergency shutoff system
- Inspect the pump housing and piping
- Flush the system to remove any buildup
- Replacing worn seals or gaskets
- Applying corrosion protection to extend the lifespan of metal parts

10.5 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF ELECTRIC GATES

a) Visual Inspection

- Check your moving gate for rust or corrosion. Check for missing or loose bolts and screws, wires that are frayed or damaged, and rollers or wheels that show signs of wear.



b) Track Cleaning

- Use a broom or leaf fan to get rid of any loose dirt or dust on the track. Use a wet cloth to wipe the track clean to get rid of tough dirt. To stop rust, make sure the track is completely dry.

c) Lubrication

- Make sure to grease the hinges, rollers or wheels, chain (if your gate has one), and motor gears. Use a silicone-based lube or one that the company that made your gate recommends.

d) Motor Care

- Make sure there is nothing in the motor case that is dirty. Make sure the motor stops when it hits resistance (this is a very important safety feature) and test the manual release device.

e) Sensor Maintenance

- Use a soft, dry cloth to clean the sensor lenses. Make sure the sensors are lined up correctly, and test them by putting something in the gate's path and making sure it stops and turns around.

f) Control Board Check

- Make sure the inside of the control box is clean and dry. Look for signs of pests, like wires that have been chewed on, and any wire ties that aren't tight.

g) Battery Backup Test

- Make sure the links are clean and tight and check how charged the battery is. To test the system, turn off the main power and open and close the gate.

h) Gate Structure Inspection

- Look for signs of damage or bending, and make sure all the panels are tightly attached. To keep metal gates from rusting, fix any paint chips that you see.

10.6 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF GENERATOR

a) Visual Inspection

- Check for any leaks, loose connections, or damage.
- Ensure the generator and surrounding area are clean and free of debris.
- Inspect exhaust system for blockages or leaks.

b) Fluid Levels

- Check oil, coolant, and fuel levels.
- Top off fluids as needed.
- Check for leaks in the fuel system.

c) Battery

- Check battery terminals for corrosion and clean them if necessary.
- Ensure the battery is properly charged.
- Check battery charger functionality.



- d) **Air Filter**
 - Inspect and clean or replace air filters.
- e) **Running Tests**
 - Start the generator and run it for a short period without a load to check for any issues.
 - Perform a load test (if applicable) to ensure the generator can handle the required load.
- f) **Cooling System**
 - Check coolant levels and ensure the cooling system is functioning properly.
 - Inspect radiator, fan, belts, hoses, and thermostat.
- i) **Oil Change**
 - Change the oil and oil filter as recommended by the manufacturer.
- j) **Spark Plugs**
 - Inspect and clean or replace spark plugs.
- k) **Electrical System**
 - Inspect electrical connections and wiring.
- l) **Load Bank Testing**
 - Perform a full load test to ensure the generator can handle its maximum capacity
- m) **Function Test**
 - Perform a function test to ensure all components are working correctly.
- n) **Fuel**
 - Test fuel for quality and ensure it is usable.
 - Use fuel additives as appropriate.
 - Do not store diesel fuel in the tank for more than one year.
- o) **Ventilation**
 - Ensure proper ventilation for the generator.
- p) **Exhaust System**
 - Ensure that the exhaust does not have any blockages

10.7 LAUNDRY EQUIPMENT INSTALLATION

10.7.1 Washer Extractor

Washer extractors shall have dry load capacities to be advised and shall be of the electrically heated type. They shall be manufactured in accordance with the ISO 9001 and CE quality standards.

The washer extractors shall be of the front door type. The washer extractor shall be of the high spin free standing type. They shall have vacuum tight seals and heat-treated, shatterproof circular panelled door glass. The doors shall be interlocked with the starting mechanism so that the machines cannot run with the door in the open position.



The outer cabinets shall be fitted with stainless steel panels with a satin finish. The framework shall be constructed of heavy gauge mild steel hot dipped galvanised or protected against moisture with a porcelain finish. The top and front panels shall be easily removable for servicing.

The inner and outer drums shall be constructed of Grade 316 stainless steel with lifters pressed from solid sheet. The perforations of the inner drum shall be of the special large type to allow for easy penetration and extraction of liquid during the rinsing and extract processes. The drive shafts shall be supported on two heavy-duty roller bearings sealed against penetration of moisture but accessible for replacement without necessarily removing the drum.

Spin speeds shall be greater than 800 rpms with a resultant g-force of 300 – 350. Frequency controlled electric motors shall be fitted to achieve precise control and smooth acceleration of drum speed without imposing heavy impacts on the machine components during the acceleration phase.

25mm diameter water inlets shall be fitted to each of the units. Drain sizes shall be 75mm diameter or bigger but not exceeding 125mm. The water inlets shall be connected to a suitable water supply with a minimum pressure of 300kPa. The drain outlets shall be run to the nearest drain. All water piping to be suitably sized copper tubing class 2.

The washers shall have completely automatic wash cycles with built in programmes to control water level and temperature, duration of wash and spin, supply dosing control, wash action rotation, flush control, rinsing and high speed extraction. These shall include four (4) pre-set wash formulas for hot, warm, medium and cold water washed. Wash speed shall be 47 rpm and high extraction speed shall be not less than 800 rpm.

The washer Extractors shall incorporate multi-compartment self-cleaning dispensers to automatically dispense detergent for pre-wash, detergent for main wash and fabric softener for final rinse.

The washers shall be suitable for a 380 volt, three phase, 50Hz, AC power supply.

Maintenance and servicing of the units during the twelve month shall be included in the cost of the units.

10.7.2 Tumble Dryer

Tumble driers shall be of the electrically heated type and shall have dry mass per load capacities to be advised. They shall be manufactured in accordance with the ISO 9001 and CE quality standards.

The tumble dryers shall be of the vertical freestanding front loading types with large loading doors with heat-resistant glass. The doors shall be interlocked with the starting mechanism so that the machines cannot run with the doors in the open position.

Tumble driers shall be of an energy efficient design preferably incorporating axial airflow through the drum and/or drum reversing to aid disentangling linen and shortening drying times.

The inner drums shall be manufactured in heavy gauge galvanised sheet metal with outwardly embossed perforations and lifter to ensure thorough tumbling of goods processed.

The outer cabinets shall be fitted with sheet steel panels finished in stainless steel with a satin finish. The framework shall be constructed of heavy gauge mild steel hot dipped galvanised or



protected against moisture with a porcelain finish. The top and front panels shall be easily removable for servicing.

The machines shall be fitted with self-cleaning fine mesh lint filters that automatically deposit lint into a large storage area for easy removal.

The tumble driers shall be activated by a push-to-start button and stopped when the door is opened. An illuminated light shall inform the user of drying cycle status.

The machines shall be equipped with microprocessor type control panels to enable a choice of drying temperatures and humidity's to be selected, and dial type timers shall be fitted.

Exhaust ductwork shall be installed from the tumbler to the outside of the building. Ductwork to be galvanized sheeting type, 200mm diameter or sized to suit the tumbler's air outlet. Duct work to include for all running joints, bends, fittings, supports etc., terminated in a galvanized wire mesh grille blowing in a cowl down wards.

The tumble driers shall be suitable for a 380 volt, three phase, 50 Hz AC power supply.

Maintenance and servicing of the units during the twelve month shall be included in the cost of the units.

10.7.3 Ironer

The commercial hand held iron with electric steam generator (2.3kW elements) and manual water filling shall be manufactured in accordance with the ISO 9001 and CE quality standards. They shall be of the electric heating type.

Maintenance and servicing of the units during the twelve month shall be included in the cost of the units

10.7.4 Electrical

Supply and install an automatic Star/Delta starter incorporating protection by means of all protective devices with an overload. All the necessary power wiring between the isolator, starter, pressure switch and motor shall be the responsibility of the successful tenderer.

All electrical work carried out will be neat and only the best quality materials will be allowed and must be used. The electrical work will be subject to inspection before acceptance.

10.7.5 Testing

Once the installation has been completed, it shall be thoroughly tested for leaks. The system shall be brought up to working pressure and the system shall hold this pressure without the compressor running, for a period of one (1) hour.

Maintenance and servicing of the units during the twelve month shall be included in the cost of the units.



11. SCHEDULE OF PRICES 1

This schedule of prices is a summary of the costs associated with the comprehensive maintenance, servicing and ad-hoc repairs of the mechanical equipment as described in this document. The prices quoted must be complete with all labour, consumables, travelling costs and any sundry items to complete the specified work. The prices reflected may also be used for additions and/or omissions as required and must include all costs, including costs associated with the health and safety plan and procedures.

PRICES SHOWN IN SCHEDULE MUST EXCLUDE VAT FOR VAT VENDORS BUT MUST INCLUDE VAT FOR NON-VAT VENDORS.

ITEM NO.	DESCRIPTION	UNIT	UNITS REQ.	PRICE/ UNIT	TOTAL PRICE
1	KITCHEN EQUIPMENT NB: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment)				
1.1	Check, repair and materials list for servicing of electric stove as per checklist (Inclusive of labour, accommodation and travel)	no	4		
1.2	Check, repair and materials list for servicing of combi steamer as per checklist (Inclusive of labour, accommodation and travel)	no	1		
1.3	Check, repair and materials list for servicing of baine marie as per checklist. (Inclusive of labour, accommodation and travel)	no	3		
1.4	Check, repair and materials list for servicing of dishwasher as per checklist. (Inclusive of labour, accommodation and travel)	no	1		
1.5	Check, repair and materials list for servicing of oil jacket cooking pot as per checklist. (Inclusive of labour, accommodation and travel)	no	1		
1.6	Check, repair and materials list for servicing of industrial fryer as per checklist. (Inclusive of labour, accommodation and travel)	no	1		



1.7	Check, repair and materials list for servicing of deep fryer as per checklist. (Inclusive of labour, accommodation and travel)	no	1		
1.8	Check, repair and materials list for servicing of gas stoves including associated gas installation as per checklist. (Inclusive of labour, accommodation and travel)	no	13		
2	LAUNDRY EQUIPMENT NB: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment)				
2.1	Check, repair and materials list for servicing of washing machine as per checklist (Inclusive of labour, accommodation and travel)	no	8		
2.2	Check, repair and materials list for servicing of tumble drier as per checklist (Inclusive of labour, accommodation and travel)	no	7		
2.3	Check, repair and materials list for servicing of flatwork ironer as per checklist (Inclusive of labour, accommodation) and travel)	no	1		
2.4	Supply, deliver (Gqeberha – Protea Child and Youth Care Centre) and install a heavy duty industrial microprocessor controlled tumble dryer with iDRY intelligent humidity control, including connection to existing extraction ducting, electrical supply and all accessories, etc. 23KG (Speed Queen) (Inclusive of labour, accommodation and travel)	no	1		
2.5	Supply, deliver (Gqeberha – Ernest Malgas Drug Treatment Centre) and install a heavy duty industrial microprocessor controlled tumble dryer with iDRY intelligent humidity control, including connection to existing extraction ducting, electrical supply and all accessories, etc. 34KG (Speed Queen) (Inclusive of labour, accommodation and travel)	no	1		



3	<p>GENERATORS</p> <p>NB: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment)</p>				
3.1	<p>Check, repair and materials list for servicing of standby generator (about 50kVA) as per checklist</p> <p>(Inclusive of labour, accommodation and travel)</p>	No	2		
3.2	<p>Supply, deliver and install a 791 Willard Deep cycle 105Ah lead acid</p> <p>(Inclusive of labour only)</p>	no	2		
4	<p>SWIMMING POOLS</p> <p>NB: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment)</p>				
4.1	<p>Check, repair and materials list for servicing of swimming pool (as per checklist</p> <p>(Inclusive of labour, accommodation and travel)</p>	no	8		
5	<p>ELECTRIC GATES</p> <p>NB: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment)</p>				
5.1	<p>Check, repair and materials list for servicing or gates.</p> <p>(Inclusive of labour, accommodation and travel)</p>	no	4		
5.2	<p>Supply, deliver and install a Centurion Gate Motor Battery 12V 7.2AH</p> <p>(Inclusive of labour only)</p>	no	2		
6	<p>ELEVATED / GROUND WATER TANKS AND PUMPS</p> <p>NB: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment)</p>				



6.1	Check, repair and materials list for servicing of elevated water tank. (Inclusive of labour, accommodation and travel)	no	1		
6.2	Check, repair and materials list for servicing of ground water tank. (Inclusive of labour, accommodation and travel)	no	1		
6.3	Check, repair and materials list for servicing of pumps. (Inclusive of labour, accommodation and travel)	no	1		
7	All data books, service and inspection records with detailed condition report for all mechanical equipment.	Set	1		
8	Labour rate for technician/mechanic to do additional work not included in this schedule of prices and when requested by DPWI Normal time Overtime (require approval) Sundays and public holidays	hour hour hour	250 10 5		
9	Prepare and get approval of health and safety plan and conform to all the requirements of the health and safety plan and specification of health and safety plan.	lot	1		
10	Approved Health and Safety File for each building.	each	4		



11	<p><u>MATERIAL COSTS</u></p> <p><u>Note:</u></p> <p>Original invoices for material used must be submitted with the application for payment, i.e. costs must be proven</p> <p>The percentage mark-up quoted below is to apply to all material cost irrespective of value. No extra claims for waste will be entertained</p> <p>Budgetary allowance for materials (four hundred and fifty thousand rand)</p> <p><u>PROFIT MARK-UP ON MATERIALS</u></p> <p>Percentage mark-up on budgetary allowances of R 500 000,00 (Fill item in % and rand value)</p> <p>(NB: Includes provision for 2 x gas installation refurbishment and generator engine refurbishment)</p>	Item	1		R500 000,00
12	<p><u>TRANSPORT COST (FOR ADDITIONAL WORK AND PER INSTRUCTION ONLY)</u></p> <p><u>Note:</u></p> <p>The contractor will only be reimbursed for a maximum of two trips per incident.</p> <p>Distance claimed will be from the <u>Gqeberha Post Office situated at Govan Mbeki Street</u></p> <p>Transport and travelling costs</p>	km	4000		
13	<p>SUB-TOTAL: ITEMS 1 - 8 & 12</p> <p>Note: All items will be subject to 6 % escalation on the anniversary of the contract</p> <p>BUDGETARY ALLOWANCE FOR ESCALATION (Forty Thousand Rand)</p>				R 40 000,00
<p>TOTAL AMOUNT OF ITEMS 13.1 TO 13.30 ABOVE EXCLUDING VAT FOR VAT VENDORS BUT INCLUDING VAT FOR NON-VAT VENDORS</p> <p>CARRY THIS TOTAL AMOUNT TO SUMMARY PAGE</p>					



12. SUMMARY OF SCOPE OF WORK 2

12.1 This specification is for the effective and **comprehensive maintenance**, service and ad-hoc repair and replacement of HVAC equipment of various facilities for the Department of Social Development in the Nelson Mandela and Sarah Baartman Districts.

12.2 The HVAC equipment may consist of the following:

- Hideaway inverter split type air-conditioners
- Single split type air conditioners (Midwall/Cassette)
- Under ceiling split type air-conditioners
- Ducted in-line extraction fans
- Window extraction fans
- Cold rooms
- Freezer rooms
- Upright freezer
- Kitchen Extraction Canopies

The following main actions and requirements are included in the scope of work:

12.2.1 Ensure all facilities and buildings comply with all health and safety requirements as per SANS 10142 and Occupational Health and Safety Act as well as this specification.

12.2.2 Provide a health and safety plan for approval complete with all the requirements of the OHS Act and this specification.

12.2.3 Do **comprehensive** maintenance and repairs resulting from general wear and tear and as required by the manufacturer, relevant regulations, risk assessment and this specification.

12.2.4 Report any additional repairs to equipment not previously listed but required to ensure compliance.

12.2.5 Replacement of HVAC equipment when instructed by the designated representative from DPWI.

12.2.6 Attend to emergency repairs.

12.2.7 Provide all test certificates, compliance certificates and regulatory requirements for the replacement of air-conditioners.

12.2.8 All safety notices, health and safety plan and safety equipment.



13. MAINTENANCE CHECK LISTS 2

13.1 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF HIDEAWAY UNITS

- a) Check filters and clean when necessary
- b) Check heating and cooling operation. Repair faults where necessary.
- c) Check heat pump reversing valves for correct operation.
- d) Check all power cabling, circuit breakers, contactors and isolators for any defects. If any electrical defects are found, submit a written report to the Chief Works Inspector(M).
- e) Check fan and fan motor operation.
- f) Check thermostat and controls operation.
- g) Generally clean equipment externally.
- h) Replace batteries of remote controls.
- i) Clean evaporator coils, condenser coils and condenser fans.
- j) Clear condensate drains for any obstructions.
- k) All ferrous metal components to be examined, including corrosion removed treated and repainted with Techtyl or similar to prevent further corrosion (Coastal application).
- l) Check fan motors and lubricate bearings as necessary.
- m) Check all covers, panels, anchor bolts, trunking, safety grills, etc. on outdoor units for loose and missing fasteners and adjust accordingly. Check for corroded fasteners.
- n) All outdoor casings and fan guards etc. shall be treated with clear coat anti corrosion coating where signs of rust is visible.
- o) Check all reversing, check, and service valves for correct operation. Check refrigerant charge, refrigerant operating pressures and log. Test for refrigerant leaks, repair and recharge where necessary.
- p) Check the air filters, wash or replace as necessary.
- q) Generally clean evaporators, surrounding areas and observe for correct operation.
- r) Clean all diffusers.
- s) Check all internal duct lagging for tears and leaks.
- t) Check equipment for proper operation, repair any defaults not listed above.
- u) Outdoor units shall be cleaned as per manufacturer's recommendation and specification.
- v) Clean floor area surrounding the outdoor units.

13.2 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF DUCTED IN-LINE EXTRACTION UNITS

- a) Check electrical supply and extraction unit for correct operation.
- b) Check safety devices.



- c) Check extraction units for excessive noise.
- d) Clean all weather cowls, shutters, fan motors and blades.
- e) Check and tighten all electrical connections.
- f) Check units for proper operation and report any defaults not listed above.

13.3 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF SINGLE SPLIT TYPE AIR-CONDITIONERS

- a) Check heating/cooling/fan operation before disconnecting air-conditioners.
Repair faults where necessary.
- b) Outdoor units shall be high-pressure cleaned, dried and clean outdoor casings and surrounding areas and observe for correct operation at client's premises.
- c) Check all power cabling, circuit breakers and isolators for any defects. If any electrical defects are found, submit a written report to the Chief Works Inspector(M).
- d) Check power transformers and capacitors on outdoor units for proper functioning.
- e) Check compressor operation on all air-conditioners and ensure compressors are properly anchored to isolators (anti vibration mountings) and vibration free.
- f) Treat condensate drip trays for corrosion as required.
- g) Clear condensate drains.
- h) Check all base, cover, panel, barrier, and motor assemblies on outdoor units for loose and missing fasteners and adjust accordingly.
- i) Check all safety grills, canter lever assemblies on outdoor units, replace bolts, nuts etc. where missing.
- j) Clean evaporator and condenser fans.
- k) Check fan motors and lubricate bearings as necessary.
- l) All outdoor casings shall be treated with clear coat anti corrosion coating where required.
- m) Check all reversing, check, and service valves for correct operation. Test for refrigerant leaks, repair, pressure test, recharge, recommission and report.
- n) Check all amperage readings, record and report if readings are not correct.
- o) Ensure that mounting plate assembly of evaporators are correctly installed against wall.
- p) Check condition of evaporator and condenser coils, starting equipment, switches, thermostats and repair where necessary.
- q) Check the air filters, wash or replace as necessary.
- r) Generally clean evaporators, barrel fans, evaporator coils, surrounding areas and observe for correct operation.
- s) Check plant for proper operation and report any defaults not listed above.
- t) Check all remote controls for correct operation.



13.4 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF WINDOW EXTRACTION FANS

- a) Switch off fan and /or remove plug.
- b) Remove cove and clean with damp cloth.
- c) Clean blades and blow out dust.
- d) Spay bearings with Q20. Remove excessive oil spray to prevent dust build up.
- e) Replace cove and check operation.
- g) Report any defaults not listed above.

13.5 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF COLD ROOMS AND FREEZER ROOMS/UPRIGHT FREEZER

- a) Check for any unusual sounds or vibrations.
- b) Check the system's temperatures, pressures, and defrost frequency settings.
- c) Check room temperature logs.
- d) Ensure that there are no fluid leaks or excessive condensation in any part of the equipment or the system's piping.
- e) Inspect all room door hinges, closers and gaskets. Ensure that all are functioning correctly.
- f) Inspect the door and insulation seals and fix any obvious damage.
- g) Check the refrigerant levels.
- h) Check the oil levels.
- i) Check that all the evaporators are clear of ice.
- j) Clean the condensate drain pan and pipes. Ensure that there is no ice or water drips.
- k) Check the suction pressure and temperature in the suction line.
- l) Check that the condenser fans are operating correctly.
- m) Check that the condenser coil is clear of debris (e.g., rubbish, leaves etc.)
- n) Check if the freezer door heaters are working correctly.
- o) Check the overall operation of the equipment.
- p) Check the control wiring and electrical connections.
- q) Check if there are any obstructions or dirt around the pressure relief valve for the freezer room.
- r) Examine all the components for wear and tear and carry out maintenance where required.
- s) Check for any damage to insulated walls or ceilings

13.6 CHECK, REPAIR AND MATERIALS REPLACE LIST FOR SERVICING OF KITCHEN EXTRACTION CANOPIES

- a) Remove hood filters and clean them by soaking in a sink.



- b) Clean out the grease drain and grease collection cups/traps.
- c) Wipe down stainless steel surfaces carefully, to avoid any hard materials scratching the appliance.
- d) Wipe the hood surface down with a cloth that has been dipped in a detergent solution. Wipe down the extractor hood by going with the grain, and rinsing the cloth often.
- e) Inspect extractor hood for any air leaks.
- f) Clean out the ductwork to prevent grease accumulation.
- g) Check the belt.
- h) Make sure the fan isn't making any odd noises or has any failing equipment.
- i) Check the bearings and make sure they are lubricated. Make sure to use the APPROPRIATE amount of grease to lubricate the bearings as too much grease or too little grease can have negative effects on the bearings.
- j) Check the tightness of the fasteners.
- k) Clean the fans.
- l) Make sure the ducts are air tight and fully sealed, and that all joint sealant is working correctly. Replace as needed.
- m) Check the external exhaust fan to make sure there is no clogging or grease that prevents the ducts to properly expel unclean air.
- n) Check the fan setting. It should be set on exhaust, not circulate.
- o) Make sure that the duct drains are draining properly and in the correct area. Also make sure that the grease manifold tee is cleaned out.
- p) Examine the rooftop containment system in detail. Make sure there are no broken, missing, or dysfunctional parts.
- q) Clean out the exhaust stacks.

13.7 REPLACEMENT OF SINGLE SPLIT TYPE AIR-CONDITIONERS

13.7.1 MIDWALL SINGLE SPLIT INVERTER TYPE AIR-CONDITIONERS

- a) The units must be able to utilise an inverter controlled DC swing compressor which varies its speed to match its capacity to the cooling load.
- b) The air-conditioning unit to be installed shall be of the heat pump type for cooling and heating with Inverter Power Control for DC compressor motor, DC fan motor and hermetically sealed swing compressor.



- c) Nominal energy efficiency rating (EER) for cooling shall be as per specification table. Nominal coefficient of performance (COP) for heating shall be as per specification table.
- d) The unit shall have auto restart after power failure and 24 hour on/off timer.
- e) The indoor unit must have a flat panel design for better air flow and easier cleaning and must also have a dual flap auto sweep and titanium apatite photo catalytic deodorising filter.
- f) The indoor unit must have quiet sound pressure levels as per specification table.
- g) The outdoor unit casing shall be constructed from steel, phosphated and epoxy powder coated.
- h) The condenser coil shall be treated with an anti-corrosion chemical coating or treatment of a similar quality and applied by a certified applicator using proper high pressure spraying equipment and following the certified treatment procedure.
- i) The outdoor unit fan grille shall be made of corrosion proof polycarbonate.
- j) The compressor shall be protected from damage by high and low pressure safeties and have high/low voltage protection.
- k) All refrigeration piping and electrical cables inside and outside the room shall be enclosed in PVC trunking, all open ends of PVC trunking shall be sealed off by means of end caps or where not possible the open ends shall be finished off by using expandable foam.
- l) Where expandable foam is used it shall be finished off in a neat manner and all excess foam to be removed from wall and PVC trunking to the satisfaction of the Chief Works Inspector (M).
- m) Where PVC trunking is used, all right angle joints shall be 45° mitred by means of a cutting tool and after installation all joints shall be finished off in a neat manner by means of white silicone sealant.
- n) After installation, all indoor unit, outdoor unit, wall and PVC trunking shall be cleaned by means of suitable liquid cleaner.
- o) All refrigeration piping shall be suitable for R410A refrigerant.
- p) The piping is to be insulated with thermoflex zip on sections or insulating material of other approved manufacture. The insulating materials are to be applied as per manufacturer's recommendations.

13.7.2 AIR PURIFICATION SYSTEM (FILTER)

- a) The air conditioner offered shall be fitted with titanium apatite photocatalytic deodorising air purification system (filter) capable of the removal of microscopic contaminants and dust, and shall be easily removable and washable for re-use.



13.7.3 MOUNTING DETAIL (SINGLE SPLIT TYPE AIR CONDITIONER)

- a) The exact positions of the evaporative unit inside and the condensing unit outside shall be indicated on site by the Chief Works Inspector (M).
- b) The evaporative unit inside shall be installed in a level position by means of a spirit level, the exact position will be indicated on site, on the inside of the building wall.
- c) The evaporative unit inside shall be installed flush against the wall and where the wall is not plastered correctly the evaporative unit shall be finished off in a neat manner. No uneven gap between the evaporative unit and the wall will be allowed
- d) If the mechanical contractor fails to contact the Chief Works Inspector (M) and install the evaporative unit inside and the condensing unit outside at his own discretion it will be for his own account if positions are not to the satisfaction the Chief Works Inspector (M).
- e) The condensing unit shall be securely fixed onto purpose made 50mm rigid double libbed galvanised channel iron sections and shall be installed in a level position by means of a spirit level, the exact position will be indicated on site, on the outside of the building wall.
- f) The double libbed galvanised channel iron sections shall be fitted with the open ends facing away from the building and T sections facing upwards, galvanised spring lock nuts shall be used to secure the outdoor unit onto the galvanised channel iron T sections.
- g) The refrigeration piping and electrical cables between the indoor and outdoor unit are to be secured neatly against wall inside PVC trunking and open ends of PVC trunking shall be closed with end caps or where not possible the open ends shall be finished off by using expandable foam.
- h) Where expandable foam is used it shall be finished off in a neat manner and all excess foam to be removed from walls and PVC trunking to the satisfaction of the Chief Works Inspector (M).
- i) Where PVC trunking is used, all right angle joints shall be 45° mitred by means of a cutting tool and after installation all joints shall be finished off in a neat manner by means of white silicone sealant.
- j) After installation, all indoor unit, outdoor unit, wall and PVC trunking shall be cleaned by means of suitable liquid cleaner.
- k) Drain pipe constructed from PVC piping (Blue) complete with PVC fittings (Grey), elbows, T's etc., are to be installed and suitably sloped for condensate removal to terminate in the nearest water channel outside the building, or will have elbows (Grey) and terminate just above ground level and $\pm 100\text{mm}$ away from building outside wall as pointed out on site (No electrical PVC conduit piping will be allowed).
- l) The drain pipes are to be neatly and securely fixed to the exterior walls where it protrudes from the PVC trunking, using PVC holderbats (No electrical cable clips allowed).



13.7.4 INFRARED REMOTE CONTROL

- a) The split type air-conditioner shall be complete with infrared remote control.
- b) The infrared remote control shall be mounted against the wall and the exact position will be indicated on site.
- c) At the end of the contract the infrared remote control will be handed over from the contractor to the responsible person at the institution and the contractor is to make sure that he get a signed letter of acceptance from the responsible person for the infrared remote control.
- d) Failing the above it will be for the contractor`s own account if the infrared remote control is missing at Practical Completion inspection.

13.7.5 HOLE THROUGH WALL (SINGLE SPLIT TYPE AIR CONDITIONER)

- a) The mechanical contractor will be held responsible for any damage to the walls etc., caused by him during this contract and making good thereof.
- b) The hole through the wall will be done by using a core drill and it will be the responsibility of the mechanical contractor to obtain or hire a core drill.
- c) A P.V.C. sleeve of adequate size to accommodate the piping and wiring are to be neatly fitted in the hole formed in the wall and no cutting or joining of the P.V.C. sleeve will be allowed.
- d) After installation of the P.V.C. sleeve, piping and cables fitted through the sleeve, the mechanical contractor will contact the Chief Works Inspector (M) for inspection and approval of the sleeve and hole through the wall before sealing and closing of the above.
- e) If the mechanical contractor fails to contact the Chief Works Inspector (M) and close and seal the hole through the wall at his own discretion it will be for his own account if the above was not inspected and approved by Chief Works Inspector(M).
- f) On completion of the installation, the hole is to be neatly sealed off to be left in weather and vermin proof condition, all to the satisfaction of the Chief Works Inspector (M).



13.7.6 SPECIFICATION TABLE FOR MIDWALL SINGLE SPLIT INVERTER TYPE AIR CONDITIONERS

a) The following minimum requirements shall be met:

<u>Product Specification</u>	<u>9000 btu/hr 2,6 kW</u>	<u>12000 btu/hr 3,5 kW</u>	<u>18000 btu/hr 5,3 kW</u>	<u>24000 btu/hr 7 kW</u>
Cooling capacity	9000 btu/hr	12000 btu/hr	18000 btu/hr	24000 btu/hr
Heating capacity	9000 btu/hr	12000 btu/hr	18000 btu/hr	24000 btu/hr
EER for cooling at 35°/27° nominal load	3.23	3.26	3.27	3,35
COP for heating at 7°/20° nominal load	3.61	3.61	3.61	3.61
Indoor Unit: Sound pressure level for cooling: (High / Nom / Low)	39/37/34 dB(A)	42/38/35 dB(A)	45/40/37 dB(A)	50/45/40 dB(A)
Refrigerant Type	R410A	R410A	R410A	R410A



13.7.7 SCHEDULE OF PARTICULARS

The following schedule of particulars must be filled in by bidders:

ITEM	PARTICULARS REQUIRED	
1.	MIDWALL SINGLE SPLIT INVERTER TYPE AIR-CONDITIONER (9000 btu/hr / 2.6 kW)	
(a)	Type and make of AC-unit offered
(b)	Manufacturer
(c)	Country of origin
(d)	Size and Model No.
(e)	Indoor Unit: Nominal efficiency (cooling at 35°C/27°C Nominal Load, heating at 7°C/20°C Nominal Load).	
(i)	Indoor Unit: Sound pressure Levels High/Nom./Low (dBA)
(ii)	Indoor Unit: Fan Air Flow Rate for Cooling High/Low(m ³ /min) Fan Air Flow Rate for Heating. High/Low(m ³ /min)
(iii)	Nominal energy efficiency (EER) Nominal energy efficiency rating EER for cooling
	Nominal coefficient of performance COP for heating
(f)	Air purification system (filter) shall be Titanium apatite photocatalytic filter (Yes/No)
(g)	Outdoor Unit: Casing constructed from steel, phosphate and epoxy powder coated. (Yes/No)
(h)	Outdoor unit fan grille shall be corrosion proof polycarbonate. (Yes/No)
(i)	Capacity of unit at specified conditions Maximum Cooling kW
	Maximum Heating kW
(j)	Rated voltage
(k)	Are spares in stock? (Yes/No)



13.7.8 SCHEDULE OF PARTICULARS

The following schedule of particulars must be filled in by bidders:

ITEM	PARTICULARS REQUIRED	
1.	MIDWALL SINGLE SPLIT INVERTER TYPE AIR-CONDITIONER (12000 btu/hr / 3.5 kW)	
(a)	Type and make of AC-unit offered
(b)	Manufacturer
(c)	Country of origin
(d)	Size and Model No.
(e)	Indoor Unit: Nominal efficiency (cooling at 35°C/27°C Nominal Load, heating at 7°C/20°C Nominal Load).	
(i)	Indoor Unit: Sound pressure Levels High/Nom./Low (dBA)
(ii)	Indoor Unit: Fan Air Flow Rate for Cooling. High/Low(m ³ /min) Fan Air Flow Rate for Heating. High/Low(m ³ /min)
(iii)	Nominal energy efficiency (EER) Nominal energy efficiency rating EER for cooling
	Nominal coefficient of performance COP for heating
(f)	Air purification system (filter) shall be Titanium apatite photocatalytic filter (Yes/No)
(g)	Outdoor Unit: Casing constructed from steel, phosphate and epoxy powder coated. (Yes/No)
(h)	Outdoor unit fan grille shall be corrosion proof polycarbonate (Yes/No)
(i)	Capacity of unit at specified conditions Maximum Cooling kW
	Maximum Heating kW
(j)	Rated voltage
(k)	Are spares in stock? (Yes/No)



13.7.9 SCHEDULE OF PARTICULARS

The following schedule of particulars must be filled in by bidders:

ITEM	PARTICULARS REQUIRED
1.	MIDWALL SINGLE SPLIT INVERTER TYPE AIR-CONDITIONER (18000 btu/hr / 5.3 kW)
(a)	Type and make of AC-unit offered
(b)	Manufacturer
(c)	Country of origin
(d)	Size and Model No.
(e)	Indoor Unit: Nominal efficiency (cooling at 35°C/27°C Nominal Load, heating at 7°C/20°C Nominal Load).
(i)	Indoor Unit: Sound pressure Levels High/Nom./Low (dBA)
(ii)	Indoor Unit: Fan Air Flow Rate for Cooling. High/Low(m ³ /min)
	Fan Air Flow Rate for Heating. High/Low(m ³ /min)
(iii)	Nominal energy efficiency (EER) Nominal energy efficiency rating EER for cooling
	Nominal coefficient of performance COP for heating
(f)	Air purification system (filter) shall be Titanium apatite photocatalytic filter (Yes/No)
(g)	Outdoor Unit: Casing constructed from steel, phosphate and epoxy powder coated. (Yes/No)
(h)	Outdoor unit fan grille shall be corrosion proof polycarbonate. (Yes/No)
(i)	Capacity of unit at specified conditions
	Maximum Cooling kW
	Maximum Heating kW
(j)	Rated voltage
(k)	Are spares in stock? (Yes/No)



13.7.10 SCHEDULE OF PARTICULARS

The following schedule of particulars must be filled in by bidders:

ITEM	PARTICULARS REQUIRED
1.	MIDWALL SINGLE SPLIT INVERTER TYPE AIR-CONDITIONER (24000 btu/hr / 7 kW)
(a)	Type and make of AC-unit offered
(b)	Manufacturer
(c)	Country of origin
(d)	Size and Model No.
(e)	Indoor Unit: Nominal efficiency (cooling at 35°C/27°C Nominal Load, heating at 7°C/20°C Nominal Load).
(i)	Indoor Unit: Sound pressure Levels High/Nom./Low (dBA)
(ii)	Indoor Unit: Fan Air Flow Rate for Cooling. High/Low(m ³ /min)
	Fan Air Flow Rate for Heating. High/Low(m ³ /min)
(iii)	Nominal energy efficiency (EER) Nominal energy efficiency rating EER for cooling
	Nominal coefficient of performance COP for heating
(f)	Air purification system (filter) shall be Titanium apatite photocatalytic filter (Yes/No)
(g)	Outdoor Unit: Casing constructed from steel, phosphate and epoxy powder coated. (Yes/No)
(h)	Outdoor unit fan grille shall be corrosion proof polycarbonate (Yes/No)
(i)	Capacity of unit at specified conditions Maximum Cooling kW
	Maximum Heating kW
(j)	Rated voltage
(k)	Are spares in stock? (Yes/No)



13.8 CEILING CASSETTE SINGLE SPLIT INVERTER TYPE AIR-CONDITIONERS

- a) The unit must be able to utilise an inverter controlled DC swing compressor which varies its speed to match its capacity to the cooling load.
- b) The unit must be equipped as standard with condensate pump for the removal of condensate to the outside of the building.
- c) Nominal energy efficiency rating (EER) for cooling shall be as per specification table. Nominal coefficient of performance (COP) for heating shall be as per specification table.
- d) All Unit data shall be Eurovent certified.
- e) The indoor unit must have quiet sound pressure levels as per specification table.
- f) The unit shall have a built-in self-diagnostic system with digital display on the wireless remote controller.
- g) The unit shall have a presence sensor which detects when people are in the room and directs the air flow away from them to minimize draughts.
- h) The unit shall have a floor sensor which detects the average floor temperature and ensures an even temperature distribution between ceiling and floor.
- i) The compressor shall be protected from damage by high and low pressure safeties and have high/low voltage protection.
- j) The unit shall have auto restart after power failure and 24 hour on/off timer.
- k) The cassette split ceiling mounted inverter type air-conditioner shall be mounted in the ceiling and the exact position will be indicated on site.
- l) Drain pipe constructed from PVC piping (Blue) complete with PVC fittings (Grey), elbows, T's etc., is to be installed and suitably sloped for condensate removal to terminate in the nearest water channel outside the building, or will have elbows (Grey) and terminate just above ground level and $\pm 100\text{mm}$ away from building outside wall as pointed out on site (No electrical PVC conduit piping will be allowed).
- m) The drain pipes are to be neatly and securely fixed to the exterior walls where it protrudes from the PVC trunking, using PVC holderbats (No electrical cable clips allowed).
- n) All refrigeration piping and electrical cables inside and outside the room shall be enclosed in PVC trunking, all open ends of PVC trunking shall be sealed off by means of end caps or where not possible the open ends shall be finished off by using expandable foam.
- o) All refrigeration piping shall be suitable for R410A refrigerant.
- p) The piping is to be insulated with thermoflex zip on sections or insulating material of other approved manufacture. The insulating materials are to be applied as per manufacturer's recommendations.



13.8.1 AIR PURIFICATION SYSTEM (FILTER)

- a) The air conditioner offered shall be fitted with auto cleaning feature (filter) capable of the removal of microscopic contaminants and dust, and shall be washable for re-use.

13.8.2 EVAPORATIVE UNIT (INDOOR CASSETTE UNIT)

- a) The cassette indoor unit must have a 360° air discharge to ensure uniform air flow and easier cleaning and must also have an auto sweep, individual flap control and auto cleaning feature.
- b) The evaporative unit inside shall be installed as per manufacturer's instructions in a level position by means of a spirit level, the exact position will be indicated on site, in the ceiling space of the office.
- c) The evaporative unit inside shall be installed through the ceiling board and in the roof space and shall be held in position by means of galvanised threaded rod, spring washers, nuts, unistruts, brackets and shall be anchored to the roof trusses to render it firm and solid in position.
- d) No gaps between the evaporative unit and the ceiling will be allowed

13.8.3 CONDENSING UNIT (OUTDOOR CASSETTE UNIT)

- a) The outdoor unit casing shall be constructed from galvanized steel, phosphated and epoxy powder coated.
- b) The condenser coils shall be treated with an anti-corrosion chemical coating or treatment of a similar quality and applied by a certified applicator using proper high pressure spraying equipment and following the certified treatment procedure.
- c) The outdoor unit fan grille shall be made of corrosion proof polycarbonate.
- d) The condensing unit shall be securely fixed onto suitable 50mm rigid galvanised channel iron sections and shall be installed in a level position by means of a spirit level, the exact positions will be indicated on site, on the outside of the building walls.
- e) The galvanised channel iron sections shall be fitted with the open ends facing away from the building and T sections facing upwards, spring lock nuts shall be used to secure the outdoor units onto the galvanised channel iron T sections.

13.8.4 HOLES THROUGH WALL (CEILING CASSETTE TYPE AIR CONDITIONER)

- a) The mechanical contractor will be held responsible for any damage to the walls etc., caused by him during this contract and making good thereof.
- b) The holes through the walls will be done by using a core drill and it will be the responsibility of the mechanical contractor to obtain or hire a core drill.



- c) P.V.C. sleeves of adequate size to accommodate the piping and wiring are to be neatly fitted in the holes formed in the walls and no cutting or joining of the P.V.C. sleeves will be allowed.
- d) After installation of the P.V.C. sleeves, piping and cables fitted through the sleeves, the mechanical contractor will contact the Chief Works Inspector (M) for inspection and approval of the sleeves and holes through the walls before sealing and closing of the above.
- e) If the mechanical contractor fails to contact the Chief Works Inspector (M) and close and seal the holes through the walls at his own discretion it will be for his own account if the above was not inspected and approved by Chief Works Inspector(M).
- f) On completion of the installation, the holes are to be neatly sealed off to be left in weather and vermin proof condition, all to the satisfaction of the Chief Works Inspector (M).

13.8.5 SPECIFICATION TABLE FOR CEILING CASSETTE SINGLE SPLIT INVERTER TYPE AIR-CONDITIONERS

- a) The following minimum requirements shall be met:

<u>Product Specification</u>	<u>12000 btu/hr 3,5 kW</u>	<u>18000 btu/hr 5,3 kW</u>	<u>24000 btu/hr 7 kW</u>	<u>36000 btu/hr 10,6 kW</u>
Cooling capacity	12000 btu/hr	18000 btu/hr	24000 btu/hr	36000 btu/hr
Heating capacity	12000 btu/hr	18000 btu/hr	24000 btu/hr	36000 btu/hr
EER for cooling at 35°/27° nominal load	3.41	3.41	3.26	2.52
COP for heating at 7°/20° nominal load	3.63	3.63	3.56	2.74
Indoor Unit: Noise level: (High / Mid / Low)	41/38/35 dB(A)	42/41/38 dB(A)	51/45/38 dB(A)	55/51/47 dB(A)
Refrigerant Type	R410A	R410A	R410A	R410A



13.8.6 SCHEDULE OF PARTICULARS

The following schedule of particulars must be filled in by bidders:

ITEM	PARTICULARS REQUIRED	
1.	CEILING CASSETTE INVERTER TYPE AIR-CONDITIONINER (12000 btu/hr / 3,5 kW)	
(a)	Type and make of AC-unit offered
(b)	Manufacturer
(c)	Country of origin
(d)	Size and Model No.
(e)	Indoor Unit: Nominal efficiency (cooling at 35°C/27°C Nominal Load, heating at 7°C/20°C Nominal Load).	
(i)	Indoor Unit: Sound pressure Levels High/Nom./Low (dBA)
(ii)	Indoor Unit: Fan Air Flow Rate for Cooling. High/Low(m ³ /min) Fan Air Flow Rate for Heating. High/Low(m ³ /min)
(iii)	Nominal energy efficiency (EER) Nominal energy efficiency rating EER for cooling
	Nominal coefficient of performance COP for heating
(f)	Air purification system (filter) shall be Titanium apatite photocatalytic filter (Yes/No)
(g)	Outdoor Unit: Casing constructed from steel, phosphate and epoxy powder coated. (Yes/No)
(h)	Outdoor unit fan grille shall be corrosion proof polycarbonate (Yes/No)
(i)	Capacity of unit at specified conditions Maximum Cooling kW
	Maximum Heating kW
(j)	Rated voltage
(k)	Are spares in stock? (Yes/No)



13.8.7 SCHEDULE OF PARTICULARS

The following schedule of particulars must be filled in by bidders:

ITEM	PARTICULARS REQUIRED
1.	CEILING CASSETTE INVERTER TYPE AIR-CONDITIONINER (18000 btu/hr / 5,3 kW)
(a)	Type and make of AC-unit offered
(b)	Manufacturer
(c)	Country of origin
(d)	Size and Model No.
(e)	Indoor Unit: Nominal efficiency (cooling at 35°C/27°C Nominal Load, heating at 7°C/20°C Nominal Load).
(i)	Indoor Unit: Sound pressure Levels High/Nom./Low (dBA)
(ii)	Indoor Unit: Fan Air Flow Rate for Cooling. High/Low(m ³ /min)
	Fan Air Flow Rate for Heating. High/Low(m ³ /min)
(iii)	Nominal energy efficiency (EER) Nominal energy efficiency rating EER for cooling
	Nominal coefficient of performance COP for heating
(f)	Air purification system (filter) shall be Titanium apatite photocatalytic filter (Yes/No)
(g)	Outdoor Unit: Casing constructed from steel, phosphate and epoxy powder coated. (Yes/No)
(h)	Outdoor unit fan grille shall be corrosion proof polycarbonate. (Yes/No)
(i)	Capacity of unit at specified conditions Maximum Cooling kW
	Maximum Heating kW
(j)	Rated voltage
(k)	Are spares in stock? (Yes/No)



13.8.8 SCHEDULE OF PARTICULARS

The following schedule of particulars must be filled in by bidders:

ITEM	PARTICULARS REQUIRED
1.	CEILING CASSETTE INVERTER TYPE AIR-CONDITIONINER (24000 btu/hr / 7 kW)
(a)	Type and make of AC-unit offered
(b)	Manufacturer
(c)	Country of origin
(d)	Size and Model No.
(e)	Indoor Unit: Nominal efficiency (cooling at 35°C/27°C Nominal Load, heating at 7°C/20°C Nominal Load).
(i)	Indoor Unit: Sound pressure Levels High/Nom./Low (dBA)
(ii)	Indoor Unit: Fan Air Flow Rate for Cooling. High/Low(m ³ /min)
	Fan Air Flow Rate for Heating. High/Low(m ³ /min)
(iii)	Nominal energy efficiency (EER) Nominal energy efficiency rating EER for cooling
	Nominal coefficient of performance COP for heating
(f)	Air purification system (filter) shall be Titanium apatite photocatalytic filter (Yes/No)
(g)	Outdoor Unit: Casing constructed from steel, phosphate and epoxy powder coated. (Yes/No)
(h)	Outdoor unit fan grille shall be corrosion proof polycarbonate (Yes/No)
(i)	Capacity of unit at specified conditions Maximum Cooling kW
	Maximum Heating kW
(j)	Rated voltage
(k)	Are spares in stock? (Yes/No)



14. SCHEDULE OF PRICES 2

This schedule of prices is a summary of the costs associated with the comprehensive maintenance, servicing and ad-hoc repairs of the HVAC equipment as described in this document. The prices quoted must be complete with all labour, consumables, travelling costs and any sundry items to complete the specified work. The prices reflected may also be used for additions and/or omissions as required and must include all costs, including costs associated with the health and safety plan and procedures.

PRICES SHOWN IN SCHEDULE MUST EXCLUDE VAT FOR VAT VENDORS BUT MUST INCLUDE VAT FOR NON-VAT VENDORS.

ITEM NO.	DESCRIPTION	UNIT	UNITS REQ.	PRICE/ UNIT	TOTAL PRICE
14.1	Check, repair and materials list for servicing of Ducted hideaway inverter type air-conditioners. (Inclusive of labour and travel)	no	5		
14.2	Check, repair and materials list for servicing of Midwall single split (inverter) type air-conditioners. (Inclusive of labour and travel)	no	49		
14.3	Check, repair and materials list for servicing of Ceiling cassette single split inverter type air-conditioners. (Inclusive of labour and travel)	no	4		
14.4	Check, repair and materials list for servicing of Ducted in line extraction/fresh air units. (Inclusive of labour and travel)	no	7		
14.5	Check, repair and materials list for servicing of Window extraction fans. (Inclusive of labour and travel)	no	8		
14.6	Supply R 22 refrigerant (Excluding travel)	kg	28		
14.7	Supply R 410 A refrigerant (Excluding travel)	kg	56		



14.8	Repair refrigerant leak, Pressure test with nitrogen, pull vacuum and recharge system with refrigerant. Inclusive of welding material and nitrogen per installation. (Inclusive of labour) (Excluding travel and refrigerant)	Per 5 metre refrigerant pipe length.	5		
14.9	Repair refrigerant leak, Pressure test with nitrogen, pull vacuum and recharge system with refrigerant. Inclusive of welding material and nitrogen per installation. (Inclusive of labour) (Excluding travel and refrigerant)	Per 10 metre refrigerant pipe length.	2		
14.10	Repair refrigerant leak, Pressure test with nitrogen, pull vacuum and recharge system with refrigerant. Inclusive of welding material and nitrogen per installation. (Inclusive of labour) (Excluding travel and refrigerant)	Per 15 metre refrigerant pipe length.	1		
14.11	Supply, delivery and installation of 9000 btu/hr / 2.6 kW midwall single split inverter type air-conditioner. (Inclusive of labour and standard five meter refrigerant pipe length) (Excluding travel)	no	1		
14.12	Supply, delivery and installation of 12000 btu/hr / 3.5 kW midwall single split inverter type air-conditioner. (Inclusive of labour and standard five meter refrigerant pipe length) (Excluding travel)	no	1		
14.13	Supply, delivery and installation of 18000 btu/hr / 5.3 kW midwall single split inverter type air-conditioner. (Inclusive of labour and standard five meter refrigerant pipe length) (Excluding travel)	no	1		
14.14	Supply, delivery and installation of 24000 btu/hr / 7 kW midwall single split inverter type air-conditioner. (Inclusive of labour and standard five meter refrigerant pipe length) (Excluding travel)	no	1		



14.15	Supply, delivery and installation of 12000 btu/hr / 3,5 kW ceiling cassette split inverter type air-conditioner. (Inclusive of labour and standard five meter refrigerant pipe length) (Excluding travel)	no	1		
14.16	Supply, delivery and installation of 18000 btu/hr / 5,3 kW ceiling cassette split inverter type air-conditioner. (Inclusive of labour and standard five meter refrigerant pipe length) (Excluding travel)	no	1		
14.17	Supply, delivery and installation of 24000 btu/hr / 7 kW ceiling cassette split inverter type air-conditioner. (Inclusive of labour and standard five meter refrigerant pipe length) (Excluding travel)	no	1		
14.18	Supply and install additional five metre refrigerant piping, lagging, trunking etc. (Inclusive of labour) (Excluding travel and refrigerant)	no	5		
14.19	Supply and install 10m of drain piping (Inclusive of labour) (Excluding travel)	no	10		
14.20	Check, repair and materials list for servicing or cold rooms. (Inclusive of labour and travel)	no	4		
14.21	Check, repair and materials list for servicing of freezer room. (Inclusive of labour and travel)	no	2		
14.22	Check, repair and materials list for servicing of upright freezer (Inclusive of labour and travel)	no	1		
14.23	Check, repair and materials list for servicing of kitchen extraction canopy (Inclusive of labour and travel)	no	4		



14.24	All data books, service and inspection records with detailed condition report for all HVAC equipment.	Set	1		
14.25	Labour rate for technician/mechanic to do additional work not included in this schedule of prices and when requested by DPWI Normal time Overtime (require approval) Sundays and public holidays	hour hour hour	100 5 5		
14.26	Prepare and get approval of health and safety plan and Compliance with the Occupational Health and Safety Act and regulations.	Sum	1		
14.27	Prepare and Submit approved health and safety file for each building.	Sum	7		
14.28	Preliminary and General (For whole document) Insurances and Guarantees as stipulated in the contract	Sum	1		



14.29	<p><u>MATERIAL COSTS</u></p> <p><u>Note:</u></p> <p>Original invoices for material used must be submitted with the application for payment, i.e. costs must be proven</p> <p>The percentage mark-up quoted below is to apply to all material cost irrespective of value. No extra claims for waste will be entertained</p> <p>Budgetary allowance for materials (two hundred and fifty thousand rand)</p> <p><u>PROFIT MARK-UP ON MATERIALS</u></p> <p>Percentage mark-up on budgetary allowances of R 250 000,00 (Fill item in % and rand value)</p>	Item	1		R 250 000,00
		Item	20%		
14.30	<p><u>TRANSPORT COST (FOR ADDITIONAL WORK AND PER INSTRUCTION ONLY)</u></p> <p><u>Note:</u></p> <p>The contractor will only be reimbursed for a maximum of two trips per incident.</p> <p>Distance claimed will be from the <u>Ggeberha Post Office situated at Govan Mbeki Street</u></p> <p>Transport and travelling costs</p>	km	4000		
14.31	<p>SUB-TOTAL: ITEMS 13.1 - 13.25 & 13.29</p> <p>Note: All items will be subject to 6 % escalation on the anniversary of the contract</p> <p>BUDGETARY ALLOWANCE FOR ESCALATION (Thirty Thousand Rand)</p>				R 30 000,00
<p>TOTAL AMOUNT OF ITEMS 14.1 TO 14.30 ABOVE EXCLUDING VAT FOR VAT VENDORS BUT INCLUDING VAT FOR NON-VAT VENDORS</p>					

CARRY THIS TOTAL AMOUNT TO SUMMARY PAGE



15. SUMMARY PAGE

	DESCRIPTION	AMOUNT
14.1	SUB TOTAL (Items 1 – 13)	
14.2	SUB TOTAL (Items 14.1 – 14.30)	
14.3	VAT VENDORS SHOW 15% VAT NON VAT VENDORS DO NOT SHOW VAT HERE.	
14.4	TOTAL (Incl. VAT) (14.1+14.2+14.3)	

THIS TOTAL MUST BE CARRIED TO THE FORM OF OFFER



Annexure A

LIST OF BUILDINGS IN NELSON MANDELA DISTRICT

	NAME OF OFFICE	PHYSICAL ADDRESS
1	ERICA CHILD AND YOUTH CARE CENTRE	111 BOB PRICE RD, BETHELSDORP
2	PROTEA CHILD AND YOUTH CARE CENTRE	BLACKTHORNE AVENUE, FOREST HILL
3	ENKUSELWENI PLACE OF SAFETY	60 MBILINI RD, KWAZAKHELE
4	ERNEST MALGAS DRUG AND TREATMENT CENTRE	SINGAPHI STREET, NEW BRIGHTON
5	MOTHERWELL SOCIAL DEVELOPMENT COMPLEX	NU12, MOTHERWELL

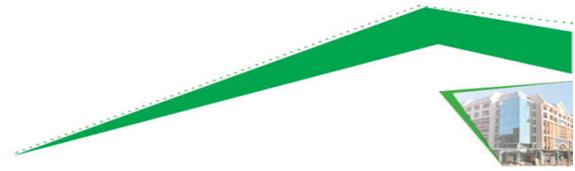
LIST OF BUILDINGS IN SARAH BAARTMAN DISTRICT

	NAME OF OFFICE	PHYSICAL ADDRESS
1	MAKANASKOP MULTIPURPOSE CENTRE	NOMPONDO STREET, MAKHANDA
2	HUMANSDORP MULTIPURPOSE CENTRE	41 SAFFERY STREET, HUMANSDORP



Annexure B

NELSON MANDELA DISTRICT						
OFFICE BUILDINGS	Kitchen Equipment	Laundry Equipment	Generators	Elevated / Ground Water Tank	Electric Gates	Swimming Pool
ERICA CHILD AND YOUTH CARE CENTRE	Soli top 3 plate stove with oven: 2 Combi steamer: 1 Baine marie: 1 2 plate double gas burner stove: 1 LPG installation	Industrial washing machine: 2 Industrial tumble drier: 1 Domestic washing machine: 1 Domestic tumble drier: 1 Flatwork iron: 1 Industrial hand iron: 3			1	1
PROTEA CHILD AND YOUTH CARE CENTRE	4 burner gas stove: 4 Gas stove with stove 3 plate with oven : 4 LPG installation	Industrial washing machine: 2 Industrial tumble drier: 2			1	1
ENKUSELWENI PLACE OF SAFETY	2 plate gas stove: 1 4 burner gas stove with oven: 1 Electric stove 3 plate with oven: 1 LPG installation	Front load washing machine: 1 Front load tumble drier: 2	1		1	1
ERNEST MALGAS DRUG TREATMENT CENTRE	Dishwasher: 1 Oil jacket cooking pot: 1 Industrial fryer: 1 Deep fryer: 1 Baine marie: 2	Industrial washing machine: 2 Industrial tumble drier: 1 Iron press: 1	1		1	1
MOTHERWELL SOCIAL DEVELOPMENT COMPLEX				Elevated: 1 Ground: 1	1	



SARAH BAARTMAN DISTRICT

OFFICE BUILDINGS	Kitchen Equipment	Laundry Equipment	Generators	Elevated / Ground Water Tank	Electric Gates	Swimming Pool
MAKANASKOP MULTIPURPOSE CENTRE					1	
HUMANSDORP MULTIPURPOSE CENTRE					1	