



City of Johannesburg
Johannesburg Roads Agency

75 Helen Joseph Street
Cnr. Harrison Street
Johannesburg
2001

P/Bag X70
Braamfontain
South Africa
2017

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www.joburg.org.za

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (Johannesburg Road Agency)
Freely downloadable from www.jra.gov.za

RFQ NO: 041/2024

DESCRIPTION: A CONTRACTOR TO ASSESS, SERVICE, MAINTAIN AND REPAIR ELEVATOR/LIFT UNITS AND SYSTEM AT JOHANNESBURG ROADS AGENCY HEAD OFFICE

| | |
|--|---|
| <p>JOHANNESBURG ROADS AGENCY</p> <p>Supply Chain Management Division Contact : Unathi Shangase Tel No : 011 491 5874 Email : ushangase@jra.org.za</p> | <p>JOHANNESBURG ROADS AGENCY</p> <p>END-USER DEPARTMENT Contact : Mahlodi Ramakgapola Tel No : 011 491 5749 Email : mramakgapola@jra.org.za</p> |
| <p>Advert Date: 05 March 2024 Closing Date: 20 March 2024</p> <p>Closing Time: 10H00</p> | |
| <p>Briefing Session Date: 14 March 2024 Time: 12:30</p> <p>Venue: Building No 66 Pixley ka Seme Street, Cnr Rahima Moosa Street, JHB CBD</p> | |
| <p>Name of Bidder:</p> <p>Bid Amount (VAT Excluded): R.....</p> | |
| <p> </p> | |
| <p> </p> | |

Bidders should ensure that RFQ's are delivered timeously to the correct address:

HAND DELIVERY:

75 Helen Joseph Street
Cnr. Harrison Street
Johannesburg
2001.

The bid box is generally open 7 days a week from 5am to 7pm

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 22, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

NB: Locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered in line with the Johannesburg Roads Agency and MSCM regulation 34 National Treasury Circular 69".

The Prospective Bidders must be registered on the National Treasury Suppliers Central Database

1. MANDATORY REQUIREMENTS: NOTICE TO ALL BIDDERS ON DISQUALIFICATION CRITERIA:

A bid not complying with the requirements stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected.

1.1 NO RFQ WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

1.2 All Declarations and MBD forms must be completed and signed in full.

1.3 JRA pricing schedule must be fully completed and signed (MBD 3.1)

1.4 The bid must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of the bid. Bidders must ensure that Bid Documents are delivered timeously to the correct address. **If the bid is late, it will not be accepted for consideration.**

1.5 Copies of the company registration must be submitted with the RFQ on or before the closing time and date of the bid.

1.6 Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties.

1.7 No Bidder who is blacklisted by National Treasury or any National Authority due to non-performance will be considered.

1.8 All RFQs must be submitted on the official forms – (not to be re-typed)

1.9 CIDB Grading ISI.

2. ADDITIONAL INFORMATION REQUIRED:

2.1. A copy of Tax Pin for confirmation of Tax matters

2.2. The proof of CSD registration report must be attached.

2.3. Certified ID copies of all directors

2.4. Proof of payment of Municipal account statement on rates and taxes from the respective municipality not owing and older than three months for company and its directors such proof:

must not be in arrears for more than three (3) months from closing date of the tender,

(a) it must have been addressed to the company itself and any of the shareholders or members as on the document for company registration, and

(b) in case where the company and or Director (s) is/are renting, the lease agreement between the company and or Director (s) and the respective landlord must be attached, accompanied by the rental invoice.

(c) In case where director of the company operates a business from the same residential area where he/she stays the sworn affidavit by commissioner of oath must accompany the proof of rates and taxes.

2.5. The bidders are advised to attach their certified valid BBBEE certificates or sworn affidavit issued by DTI or SANAS, and in case where the business is classified as Exempted Micro Enterprise (EME), a letter from the registered auditor stipulating that the business has a turnover of less than R10M p.a. It should be noted that no attachment of these documents will not disqualify the bidder for further evaluation but will instead disadvantage them from being scored on BBBEE points.

2.6. In case where 2 (two) or more companies decide to form a joint venture (JV), **BBBEE must be consolidated one** and all the companies in the JV must attach every document as requested above in addition to the Joint Venture Agreement signed by all parties.

(i) Meeting technical specifications and comply with bid conditions.

(ii) Financial ability to execute the contract.

**PART A
INVITATION TO BID**

MBD1

| SUPPLIER INFORMATION | | | |
|---|--|--|---|
| NAME OF BIDDER | | | |
| POSTAL ADDRESS | | | |
| STREET ADDRESS | | | |
| TELEPHONE NUMBER | CODE | | NUMBER |
| CELL PHONE NUMBER | | | |
| FACSIMILE NUMBER | CODE | | NUMBER |
| E-MAIL ADDRESS | | | |
| VAT REGISTRATION NUMBER | | | |
| | | | |
| | | TCS PIN: | OR CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IF YES, WHO WAS THE AFFIDAVIT / CERTIFICATE ISSUED BY? | | | |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | <input type="checkbox"/> | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) | |
| | <input type="checkbox"/> | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) | |
| | <input type="checkbox"/> | AFFIDAVIT ISSUED BY SA POLICE SERVICE <input type="checkbox"/> / DEPT OF TRADE AND INDUSTRY <input type="checkbox"/> | |
| | <input type="checkbox"/> | A REGISTERED AUDITOR | |
| NAME: | | | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW] |
| SIGNATURE OF BIDDER | | DATE | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) | | | |
| TOTAL NUMBER OF ITEMS OFFERED | | TOTAL BID PRICE (ALL INCLUSIVE) | |

PART B TERMS AND CONDITIONS FOR BIDDING

| | |
|---|---|
| 1. BID SUBMISSION: | |
| 1.1. | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. |
| 1.2. | ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE |
| 1.3. | BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |
| 1.4. | WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |
| 1.5. | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT. |
| 2. TAX COMPLIANCE REQUIREMENTS | |
| 2.1 | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. |
| 2.2 | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA . |
| 2.4 | BIDDERS MAY ALSO SUBMIT PRINTED TCS TOGETHER WITH THE BID. |
| 2.5 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. |
| 2.6 | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS (NOT MANDATORY FOR SA COMPANIES) | |
| 3.1. | IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. | DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. | DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. | DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p> | |

COMPANY AND DIRECTORS' INFORMATION – PLEASE LIST DETAILS FOR COMPANY AND ALL DIRECTORS

| No | Name of Company | Physical Address |
|----|-----------------|------------------|
| 1. | | |

| No | Name of Directors | Physical Address |
|----|-------------------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Please indicate with a tick (✓) if the company is doing business from home, and if so what is the physical address of such home:

YES / NO

.....
Signature

MBD 4: DECLARATION OF INTEREST

(Note that in this document, the words bid and tender, bidder and tenderer, bidder's and tenderers should be used interchangeably)

1. No bid will be accepted from persons in the service of the state*

Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state*, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state*, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where,

- the bidder is employed by the state*, and/or
- the legal person on whose behalf the bidding documents is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved and or adjudication of the bid.

*MSCM Regulations: "in the service of the state" means to be –

- a) a member of –
 - i) any municipal council;
 - ii) any provincial legislature; or
 - iii) the national Assembly or the national Council of provinces;
- b) a member of the board of directors of any municipal entity;
- c) an official of any municipality or municipal entity;
- d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- e) a member of the accounting authority of any national or provincial public entity; or an employee of Parliament or a provincial legislature.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

| | | | | | | | | | | | | | |
|--------|---|-----|--|----|--|--|--|--|--|--|--|--|--|
| 3.1 | Full name of bidder or his or her representative | | | | | | | | | | | | |
| 3.2 | Identity number | | | | | | | | | | | | |
| 3.3 | Position occupied in the company (director, shareholder ² etc.) | | | | | | | | | | | | |
| 3.4 | Company registration number | | | | | | | | | | | | |
| 3.5 | Tax reference number | | | | | | | | | | | | |
| 3.6 | VAT registration number | | | | | | | | | | | | |
| 3.7 | Are you presently in the service of the state? | YES | | NO | | | | | | | | | |
| 3.7.1 | If so, furnish particulars: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3.8. | Have you been in the service of the state for the past twelve months? | YES | | NO | | | | | | | | | |
| 3.8.1 | If so, furnish particulars: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3.9 | Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? | YES | | NO | | | | | | | | | |
| 3.9.1 | If so, furnish particulars: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3.10 | Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? | YES | | NO | | | | | | | | | |
| 3.10.1 | If so, furnish particulars: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3.11 | Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state? | YES | | NO | | | | | | | | | |
| 3.11.1 | If so, furnish particulars: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3.12 | Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state? | YES | | NO | | | | | | | | | |
| 3.12.1 | If so, furnish particulars: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3.13 | Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? (Attach the list if the space provided is insufficient) | YES | | NO | | | | | | | | | |
| 3.13.1 | If so, furnish particulars: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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—

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

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

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) | Means of Verification |
|---|---|---|--|
| SPECIFIC GOAL 1: Historically Disadvantaged Individuals - HDI | | | |
| Maximum Points | 10 | 10 | |
| Business owned by 51% or more – Black People | 5 | | CSD report / Valid BBBEE Certificate / Sworn Affidavit, Certified Copy of Identity Documentation (ID) and Shareholder's certificate. |
| Business owned by 51% or more - Women | 2 | | CSD report / Certified Copy of ID and Shareholder's certificate. |
| Business owned by 51% or more – Black Youth | 2 | | CSD report / Valid BBBEE Certificate / Sworn Affidavit, Certified Copy of ID and Shareholder's certificate. |
| Business owned by 51% or more – Black People with Disability | 1 | | CSD report, Certified Copy of ID, Certified copy of disability certificate and Shareholder's certificate. |
| SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY | | | |
| Maximum Points | 10 | 10 | |
| SMMEs (An EME or QSE) | 5 | | CSD report / Valid BBBEE Certificate / Sworn Affidavit, |
| Enterprises located within the City of Johannesburg Metropolitan Municipality | 5 | | CSD report, Municipal Rates & Taxes |

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: | |
| | |
| | |
| | |

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR
DESIGNATED SECTORS (N/A)**

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Johannesburg Roads Agency Supply Chain management Policy, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. The Johannesburg Roads Agency Supply Chain Management Policy and MSCM Regulation 34 make provision for the promotion of local production and content and support proud SA Campaign
- 1.2. Johannesburg Roads Agency Supply Chain Management Policy and MSCM Regulation 34 prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and points allocation.
- 1.4. A person awarded a contract in relation to a designated sector may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where?

x is the imported content in Rand.

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods Stipulated minimum threshold

N/A

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

(Tick applicable box)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

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

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

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| Currency | Rates of exchange |
|----------------|-------------------|
| US Dollar | |
| Pound Sterling | |
| Euro | |
| Yen | |
| Other | |

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

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

LOCAL CONTENT DECLARATION (REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB

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

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C.

Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names), do hereby declare, in my capacity as of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

| | |
|--|---|
| Bid price, excluding VAT (y) | R |
| Imported content (x), as calculated in terms of SATS 1286:2011 | R |
| Stipulated minimum threshold for local content (paragraph 3 above) | |
| Local content %, as calculated in terms of SATS 1286:2011 | |

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No.5 of 2000)and Johannesburg Roads Agency SCM Policy.

SIGNATURE: _____ **DATE:** _____
WITNESS No. 1 _____ **DATE:** _____
WITNESS No. 2 _____ **DATE:** _____

CONTRACT FORM - PURCHASE OF GOODS/SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of Tax Compliance Status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

| WITNESSES | |
|-----------|-------|
| 1 | |
| 2. | |
| - - - | |

CONTRACT FORM - PURCHASE OF GOODS/SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| ITEM NO. | PRICE (ALL APPLICABLE TAXES INCLUDED) | BRAND | DELIVERY PERIOD | TOTAL PREFERENCE POINTS CLAIMED | POINTS CLAIMED FOR EACH SPECIFIC GOAL |
|----------|---------------------------------------|-------|-----------------|---------------------------------|---------------------------------------|
| | | | | | |

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

| | |
|------------------|-------|
| WITNESSES | |
| 1. | |
| | |
| 2. | |

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

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

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (iv) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
12. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

| WITNESSES | |
|-----------|-------|
| 1 | |
| | |
| 2 | |

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | TOTAL PREFERENCE POINTS CLAIMED | POINTS CLAIMED FOR EACH SPECIFIC GOAL |
|------------------------|---------------------------------------|-----------------|---------------------------------|---------------------------------------|
| | | | | |

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

....

2

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |

| Item | Question | Yes | No |
|-------|--|---------------------------------|--------------------------------|
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars: | | |

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

¹ 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.

JOINT VENTURE INFORMATION
(Complete only if applicable)

The parties hereto form a Joint Venture for the purpose of jointly bidding and obtaining the award of contract.

The share of the partners in the Joint Venture shall be:

Full Name and address of Lead enterprise

..... %

.....

Full Name and address of 2nd enterprise

..... %

.....

Full Name and address of 3rd enterprise

..... %

.....

The Lead Partner is hereby authorized to incur liabilities, receive instructions, payments, sign all documents in connection with the bid, and to be responsible for the entire execution and administration of the contract for and on behalf of the partners.

The parties hereto shall make available to the Joint Venture the technical advice and benefit of their individual experience and shall, in all other respects, endeavor to share the responsibility and burden of the performance of the Joint Venture.

To this end the parties hereto shall share, in the above proportions, in all risks and obligations arising out of or in connection with the Contract, especially in the provisions of all necessary working capital and guarantees, in profit and loss and personnel.

The Lead Partners shall supply, in its name, Professional Liability Insurance for the amount and period as stated in the Contract Data.

The Joint Venture may not be terminated by any of the parties hereto until either:

The contract has been awarded to another bidder or

The work undertaken by the Joint Venture under the contract has been completed and all liabilities and claims incurred by and made by the Joint Venture have been settled, the bid is cancelled or the period of validity of bid extended.

No party to the Agreement shall be entitled to sell, assign or in any manner encumber or transfer its interest or any part thereof in the Joint Venture without obtaining the prior written consent of the other party hereto.

The Parties of the Joint Venture shall cooperate on an exclusive basis. No Party shall during the validity period of the bid submit a bid to or enter into a Contract with the Johannesburg Road Agency or any other party for the Project, either alone or in collaboration with a third party.

Authorised Signature Lead Partner.....

Name

Designation

Signed at..... on

Authorised Signature of 2nd Partner.....

Name

Designation

Signed at..... on

Authorised Signature of 3rd Partner.....

Name

Designation

Signed at..... on

(ALL SIGNATORIES SHALL CONFIRM THEIR AUTHORITY BY ATTACHING TO THE LAST PAGE OF THE BID, ORIGINAL OR COPIES OF DATED AND SIGNED RESOLUTIONS OF THE MEMBERS/DIRECTORS/PARTNERS AS THE CASE MAY BE.)

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IMPORTANT NOTICE

1. The Lowest or any bid will not necessarily be accepted and the Johannesburg Roads Agency reserves the right not to consider any bid not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part.
2. Brand names MUST be specified in ANNEXURE "G" attached hereto (Price Schedule document).
3. Where deliveries are quoted "ex-stock" the period of delivery must not exceed Five (5) maximum working days after receipt of order.
If this condition is not adhered to, the order could be cancelled.
4. Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
5. Payments will be made thirty (30) days after receipt of invoice by Johannesburg Roads Agency.
6. Quotations received after the closing date and time will not be considered.
7. Samples of the required items or goods are available for your perusal (when applicable.)
8. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid

Specifications

APPOINTMENT OF A CONTRACTOR TO ASSESS, SERVICE, MAINTAIN AND REPAIR ELEVATOR/LIFT UNITS AND SYSTEMS AT JOHANNESBURG ROADS AGENCY'S (JRA) HEAD OFFICE 66 PIXLEY SEME STREET JOHANNESBURG

Required Service

A service provider is required to assess, service, maintain and repair elevator/lift units and systems at Johannesburg Roads Agency's (JRA) head office

DESCRIPTION OF REQUIREMENT

JRA is looking to appoint an experienced elevator/lift Contractor registered with CIDB grading minimum 1SI to assess, service, maintain and repair elevator/lift units and systems at Johannesburg Roads Agency's (JRA) Head Office.

1.1 SCOPE OF WORK:

The elevator/lift works Scheduled scope of works provides for the service, maintenance and repairs of elevator/lift units and systems at the JRA Head office. The Contractor will provide the necessary plant, equipment, tools, materials and labour to carry out the works specified herein. All work will be performed to relevant South African National Standards (SANS). It may be necessary for the Contractor to undertake works not specified, from time to time. All such works will be ordered by JRA. The Contractor will be required to submit a fixed fee-for-service and for works falling outside the scope, a quotation will be submitted for approval.

1.2 ELEVATOR/LIFTS WORKS SCHEDULE

Servicing, maintenance and repair works shall cover but not limited to the following:

- Cleaning material and lubricants
- Fault finding
- Checking of counterweight covers
- Attend to Annexure 1 lifts
- Any other elevator/lift component that is not listed above

Workmanship/service interval

- Service and maintenance will be conducted monthly.
- Repairs will be conducted as and when required.
- Certificate for warranty of parts supplied and installed should be submitted for every work carried out.
- Supply a service report sheet with service intervals visit: to record all work carried out at each service inspection and signed off.

A market related quotation will be sourced for materials not listed on the BOQ and scope of works. A mark-up on material cost will be paid in that regard. A third party invoice may also be required to certify that the prices were not inflated.

Introduction or proposal to the latest new technology systems that will a low for a smooth running of the units with a lower global warming potential and be more environment-friendly.

| Types and model of Elevator/Lifts | | | |
|-----------------------------------|-----------|-------------|--------------------|
| Item | Unit Type | Unit Number | Certificate number |
| 1 | Goods | 72NE2743 | JE7188 |
| 2 | Passenger | 72NE2744 | JE7189 |
| 3 | Passenger | 72NE2745 | JE7190 |
| 4 | Passenger | 72NE2746 | JE7216 |
| 5 | Parking | 72BE0926 | 02/L3940 |

Please note:

BIDDERS ARE URGED TO ATTEND A SITE BRIEFING IN ORDER TO ACQUAINT THEMSELVES WITH THE MATERIAL ON SITE (SEE ATTACHED ANNEXURE A DETAILS OF WORKS REQUIRED) AND TO FURTHER MAKE AN INFORMED DECISION IN RESPONDING TO THIS REQUEST

Functional Evaluation Criterion Table

| CRITERIA | SUB-CRITERIA | MAX SCORE | SCORE | EVIDENCE |
|--|---|-----------|-------|---|
| COMPANY YEARS OF EXPERIENCE IN SERVICING, MAINTENANCE AND REPAIRS COMPLETED PROJECTS AND REFERENCE | This sub criterion covers ELEVATOR/LIFT completed projects together with reference numbers. The company must have a record of past performance with a minimum of three (3) contracts/ projects where similar ELEVATOR/LIFT service, maintenance and repairs were rendered. Proof of such must be attached for completed projects by the bidder with each minimum project value of R 150 000.00 in the past 5 years. A reference letter per completed project should be attached and align to the appointment/award letter submitted in completed projects and clearly state the contract or invoice/remittance number. | 40 | | Signed and stamped copies of: 1. appointment/award letter and 2.completion certificate/ payment certificate/ close out report and 3. invoice/remittance advice. 4. reference letter with traceable contact number |
| | Three (3) or more similar projects successfully completed | | 40 | |
| | Less than 3 similar projects successfully completed | | 0 | |
| ELEVATOR/LIFTS TECHNICIAN | This sub criterion covers the experience of the Technician's 3 years post qualification and lifts trade test. The Technician should have a minimum N4 Mechanical or Electrical Engineering | 40 | | Signed copies by commissioner of oath of the following: Minimum N4 Mechanical or Electrical Certificate and lifts trade test certificate |

| CRITERIA | SUB-CRITERIA | MAX SCORE | SCORE | EVIDENCE |
|---|---|------------|-------|---|
| | | | | |
| | | | | |
| | Three (3) or more years | | 40 | |
| | Less than 3 years | | 0 | |
| CONSTRUCTION HEALTH AND SAFETY OFFICER | This sub criterion covers the experience of the proposed CHSO (total duration of professional activity as a CHSO). It is a requirement that the CHSO should have a National Diploma In Safety Management (NDSM). This is Compulsory. (NOTE: SAMTRAC will not be accepted) and be registered with the South African Council for Projects and Construction Management Professionals (SACPCMP). | 20 | | Signed copies by commissioner of oath of the following: National Diploma in safety management Registration with SACPCMP |
| | More than 3 years' experience with both NDSM and SACPCMP | | 20 | |
| | Less than 3 years' experience with or without NDSM and SACPCMP | | 0 | |
| | TOTAL | 100 | | TOTAL |
| | | | | PERCENT |

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**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

| Item No: | | Unit | Qty | Rate | Amount |
|----------|---|---------|-----|------|----------|
| | <u>SERVICE, MAINTENANCE AND REPAIRS WORKS</u> | | | | |
| | Notes | | | | |
| | All Elevator/Lifts work shall be carried out in accordance with the Local By-laws and to the requirements of the Local Health Authorities. | | | | |
| | Note: Rates will not include a call out fee but will include for the dismantling, breaking down, removals and will also include transport (66 Pixley Seme Street, Johannesburg). | | | | |
| | The contractor must satisfy himself/herself before tendering that he/she will obtain all the necessary materials, tools and equipment's for proper completion of the service and maintenance to the entire satisfaction of the Institution's office in charge. | | | | |
| | <u>ELEVATOR/LIFT TYPES</u> | | | | |
| 1 | Goods | P/Month | 1 | R | R |
| 2 | Passenger | P/Month | 3 | R | R |
| 3 | Parking | P/Month | 1 | R | R |
| | <u>EMERGENCY</u> | | | | |
| 1 | Call out fee (Include transport and labour maximum to 4 hrs) | Item | 1 | R | R |
| | Carried to Final Summary | | | | R |
| | <u>ONCE OFF WORKS</u> | | | | |
| | Notes | | | | |
| | The contractor should once off be required to do the works (Assessment, Annexure B certificate and safety file) before commencement of service, maintenance and repairs works. | | | | |
| | Annexure B certificate to be issued by an inspector certified by the department of labour. All services shall include labour, report and travelling. | | | | |
| 1 | ASSESSMENT, ANNEXURE B CERTIFICATE AND SAFETY FILE | | | | |
| 1,1 | Assessment | Item | 1 | R | R |
| 1,2 | Annexure B certificate | Item | 1 | R | R |
| 1,3 | Safety File | Item | 1 | R | R |
| | Carried to Final Summary | | | | R |
| | <u>PROVISIONAL ALLOWANCE</u> | | | | |
| | All Provisional Allowances are net Each Provisional Allowance includes for work and/or the supply of material and/or plant that could be carried out and/or supplied by more than one subcontractor, specialist and/or supplier In terms of Provisional Allowances, where work is required by a Specialist Subcontractor, materials acquired under a Prime Cost Amount or special plant required to complete the work, the Contractor shall obtain. | | | | |

| | | | | | |
|---|---|------|---|---|----------|
| 1 | Commissioning and testing | Item | 1 | R | R |
| 2 | Rubble removal | Sum | 1 | R | R |
| 3 | Making good (Plastering, painting, sealing etc where Elevator/Lifts works were conducted) | Sum | 1 | R | R |
| | Carried to Final Summary | | | | R |
| | | | | | |
| | FINAL SUMMARY | | | | |
| 1 | Service, maintenance and repairs. Elevator/Lifts Types | | | | R |
| 2 | Once off works | | | | R |
| 3 | Provisional Allowance | | | | R |
| | | | | | |
| | Sub Total | | | | R |
| | Total | | | | R |
| | Add: 15% VAT | | | | R |
| | Total Cost Estimate Carried to RFQ | | | | R |
| | Mark-up on material maximum 15% | | | | |

Note: The above quotation will be evaluated on sub-total and please note that it must be valid for Ninety (90) days. The JRA will consider this pricing schedule only. Suppliers that submit quotations printed on their letterheads and own terms and conditions will be disqualified as these quotations will be considered as being conditional.

Note: All costs must be included in the bid price

| | |
|-----------------------|------------------|
| Name of Bidder: | Designation..... |
| Signature: | Date: |

NB: NON-COMPLETION OF THIS PAGE MAY RESULT IN **DISQUALIFICATION OF BID.**

2. Plant / Equipment

Provide information on plant / equipment that you have available for this project. Attach details if the space provided is not enough.

| Description : Owned Plant / Equipment | Number of units |
|---------------------------------------|-----------------|
| N/A | |
| | |
| | |
| | |

3. SCHEDULE OF BIDDERS' EXPERIENCE

The following is a statement of similar work successfully executed by myself / ourselves:

| No | Name of Organisation | Description of contract | Contact person and telephone number | Contract Value (VAT Excl) |
|----|----------------------|-------------------------|-------------------------------------|---------------------------|
| 1 | | | Name: Tel No: | |
| 2 | | | Name: Tel No: | |
| 3 | | | Name: Tel No: | |
| 4 | | | Name: Tel No: | |
| 5 | | | Name: Tel No: | |
| 6 | | | Name: Tel No: | |
| 7 | | | Name: Tel No: | |
| 8 | | | Name: Tel No: | |
| 9 | | | Name: Tel No: | |
| 10 | | | Name: Tel No: | |

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

| | | | | | | |
|-------------|------------------------|------|----|-----|--|---|
| <i>(D1)</i> | Tender No. | | | | | Note: VAT to be excluded from all calculations |
| <i>(D2)</i> | Tender description: | | | | | |
| <i>(D3)</i> | Designated Products: | | | | | |
| <i>(D4)</i> | Tender Authority: | | | | | |
| <i>(D5)</i> | Tendering Entity name: | | | | | |
| <i>(D6)</i> | Tender Exchange Rate: | Pula | EU | GBP | | |

A. Exempted imported content

| A. Exempted imported content | | | | Calculation of imported content | | | | | | Summary | |
|--|---------------------------------|----------------|-------------------|--|----------------------|------------------------|--------------------------------|---|----------------------------|--|-------------------------|
| Tender item no's | Description of imported content | Local supplier | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Exchange Rate | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT | Tender Qty | Exempted imported value |
| <i>(D7)</i> | <i>(D8)</i> | <i>(D9)</i> | <i>(D10)</i> | <i>(D11)</i> | <i>(D12)</i> | <i>(D13)</i> | <i>(D14)</i> | <i>(D15)</i> | <i>(D16)</i> | <i>(D17)</i> | <i>(D18)</i> |
| | | | | | | | | | | | |
| <i>(D19)</i> Total exempt imported value | | | | | | | | | | This total must correspond with Annex C - C 21 | |

B. Imported directly by the Tenderer

| B. Imported directly by the Tenderer | | | | Calculation of imported content | | | | | | Summary | |
|---|---------------------------------|-----------------|-------------------|--|-------------------------|------------------------|--------------------------------|---|----------------------------|--------------|----------------------|
| Tender item no's | Description of imported content | Unit of measure | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Rate of Exchange | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT | Tender Qty | Total imported value |
| <i>(D20)</i> | <i>(D21)</i> | <i>(D22)</i> | <i>(D23)</i> | <i>(D24)</i> | <i>(D25)</i> | <i>(D26)</i> | <i>(D27)</i> | <i>(D28)</i> | <i>(D29)</i> | <i>(D30)</i> | <i>(D31)</i> |
| | | | | | | | | | | | |
| <i>(D32)</i> Total imported value by tenderer | | | | | | | | | | | |

Annex E

Local Content Declaration - Supporting Schedule to Annex C

| | | | |
|------|------------------------|--|---|
| (E1) | Tender No. | | Note: VAT to be excluded from all calculations |
| (E2) | Tender description: | | |
| (E3) | Designated products: | | |
| (E4) | Tender Authority: | | |
| (E5) | Tendering Entity name: | | |

| Local Products (Goods, Services and Works) | Description of items purchased | Local suppliers | Value |
|---|--|-----------------|-------|
| | (E6) | (E7) | (E8) |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | (E9) Total local products (Goods, Services and Works) | | |

| | | | |
|-------|---|--|--|
| (E10) | Manpower costs | (Tenderer's manpower cost) | |
| (E11) | Factory overheads | (Rental, depreciation & amortisation, utility costs, consumables etc.) | |
| (E12) | Administration overheads and mark-up | (Marketing, insurance, financing, interest etc.) | |
| | | (E13) Total local content | |
| | | This total must correspond with Annex C - C24 | |

Signature of tenderer from Annex B

Date: