

# Tender Number: RFP06/05/2023

**Request for office space and parking bays for the Department of Infrastructure Development (DID) for various buildings for a period of 3 years with an option to renew for 2 years.**

## JUNE 2023

<b>1. JOHANNESBURG CBD, BRAAMFONTEIN AND PARKTOWN</b> The space required is with the gross leasable/lettable area of <b>33 958 m<sup>2</sup> (thirty-three thousand nine hundred fifty-eight square meters)</b> and <b>1 359 (one thousand three hundred fifty-nine)</b> parking bays.  NAME OF TENDERING ENTITY : .....  TOTAL PRICE INCLUSIVE OF VAT: R.....
<b>2. JOHANNESBURG CBD, BRAAMFONTEIN AND PARKTOWN</b> The space required is with the gross leasable/lettable area of <b>25 708 m<sup>2</sup> (twenty-five thousand seven hundred eight square meters)</b> and <b>1 029 (one thousand twenty-nine)</b> parking bays.  NAME OF TENDERING ENTITY : .....  TOTAL PRICE INCLUSIVE OF VAT: R.....
<b>3. EKANGALA / EKANDUSTRIA</b> The space required is with the gross leasable/lettable area of <b>440 m<sup>2</sup> (four hundred forty square meters)</b> and <b>26 (twenty-six)</b> parking bays.  NAME OF TENDERING ENTITY : .....  TOTAL PRICE INCLUSIVE OF VAT: R.....
<b>4. BOKSBURG</b> The space required is with the gross leasable/lettable area of <b>1538 m<sup>2</sup> (one thousand five hundred thirty-eight square meters)</b> and <b>65 (sixty-five)</b> parking bays.  NAME OF TENDERING ENTITY : .....  TOTAL PRICE INCLUSIVE OF VAT: R.....
<b>5. MIDRAND</b> The space required is with the gross leasable/lettable area of <b>780 m<sup>2</sup> (seven hundred eighty square meters)</b> and <b>32 (thirty-two)</b> parking bays.  NAME OF TENDERING ENTITY : .....  TOTAL PRICE INCLUSIVE OF VAT: R.....
<b>6. PIMVILLE</b> The space required is with the gross leasable/lettable area of <b>480 m<sup>2</sup> (four hundred eighty square meters)</b> and <b>20 (twenty)</b> parking bays.  NAME OF TENDERING ENTITY : .....  TOTAL PRICE INCLUSIVE OF VAT: R.....

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## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT</b>					
BID NUMBER:	RFP06/05/2023	CLOSING DATE:	<b>29 June 2023</b>	CLOSING TIME:	11:00
DESCRIPTION			Request for office space and parking bays for the Department of Infrastructure Development (DID) for various buildings for a period of 3 years with an option to renew for 2 years.		
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
GAUTENG DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT					
GROUND FLOOR CORNER HOUSE BUILDING					
CORNER COMMISSIONER AND PRILEY KA ISAKA SEME (SAUER) STREET					
MARSHALLTOWN, JOHANNESBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Gopolang Monkwe		CONTACT PERSON	Vongani Baloyi Moloko Molokomme	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Gopolang.Monkwe@gauteng.gov.za">Gopolang.Monkwe@gauteng.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Vongani.Baloyi@gauteng.gov.za">Vongani.Baloyi@gauteng.gov.za</a> <a href="mailto:Moloko.Molokomme@gauteng.gov.za">Moloko.Molokomme@gauteng.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIAN CE STATUS	TAX COMPLIAN CE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABAS E No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIV E IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p>					

## PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

## INVITATION TO TENDER

<b>Short description of requirements:</b>	Request for office space and parking bays for the Department of Infrastructure Development (DID) for various buildings for a period of 3 years with an option to renew for 2 years.
<b>Tender number:</b>	RFP06/05/2023
<b>Tender Validity Period:</b>	180 Calendar days
<b>Tender documents available from: <u>9 June 2023</u></b>	<p>E-Tender portals:</p> <p>National Treasury:  <a href="https://www.etenders.gov.za">https://www.etenders.gov.za</a></p> <p>Gauteng Provincial Government e-tender portal:  <a href="http://e-tenders.gauteng.gov.za">http://e-tenders.gauteng.gov.za</a></p>
<b>Price of tender documents:</b>	Bidders may download the tender documents from the above tender portals at their own cost
<b>Closing date:</b>	<b>29 June 2023</b>
<b>Closing time:</b>	<b>11:00AM</b>
<b>Address for submission of tenders:</b>	Department of Infrastructure Development Corner House Building, Corner Commissioner and Pixley Ka Isaka Seme (Sauer Street) Marshalltown Johannesburg
<b>Compulsory pre-bid meeting/site briefing meeting</b> (all bidders who fail to attend the meeting will be disqualified)	<p>No <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/></p> <p>Details of the compulsory pre-bid meeting/site briefing meeting is indicated below.</p> <p><b>NB: Tenderers that do not attend the compulsory pre-bid meeting/ site meeting will be disqualified. The representative attending the compulsory pre-bid meeting / site briefing may only attend on behalf of one bidding enterprise and/or Joint Venture/Consortium/Trust.</b></p>

	Meeting Address:	<b>Department of Infrastructure Development, Cornerhouse Building AUDITORIUM, Corner Sauer and commissioner Streets, Marshalltown, Johannesburg</b>
	Date of meeting:	<b>15 June 2023</b>
	Time of meeting:	<b>10h00</b>

<b>Tender Evaluation Steps:</b>	1) Mandatory / Compulsory Administrative Requirements
	2) Other Admin Requirements Applicable to this Procurement
	3) Functionality Evaluation Criteria
	4) Preference Point System Evaluation

<b>Mandatory / Compulsory Administrative Requirements</b>	Failure to submit, meet and comply with the requirements outlined in <u>Section 7.</u> of the Terms of Reference, constitutes automatic disqualification of tender offer.
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<b>Other Administrative Requirements Applicable to this Procurement</b>	The returnable documents applicable to <u>Section 8.</u> of the Terms of Reference must be fully completed and submitted
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<b>Functionality Evaluation Criteria</b>	Functionality evaluation will be conducted in accordance with <u>Section 9.</u> of the Terms of Reference, as summarised below.
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<b>Applicable Preference Point System:</b>	<b>Applicable to Johannesburg, Braamfontein and Parktown areas</b>
	<b>90/10 Preference Point System evaluation will be conducted in accordance with <u>Section 10.</u></b>
	<b>Applicable to Boksburg, Ekangala/ Ekandustria, Midrand and Pimville areas</b>
	<b>80/20 Preference Point System evaluation will be conducted in accordance with <u>Section 10.</u></b>

<b>Preference Point System: Specific Goals</b>	<b>Specific Goals for Johannesburg, Braamfontein and Parktown areas will be evaluated in accordance with <u>Section 10</u></b>
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	Specific Goals for Boksburg, Ekangala/ Ekandustria, Midrand and Pimville areas will be evaluated in accordance with <u>Section 10</u>
Site Visit Evaluation	The site visit will be conducted in accordance with <u>Section 11.</u> of the Terms of Reference.
Enquiries technical:	<p>Mr. Moloko Molokomme  <a href="mailto:moloko.molokomme@gauteng.gov.za">moloko.molokomme@gauteng.gov.za</a></p> <p>Mr. Vongani Baloyi  <a href="mailto:vongani.baloyi@gauteng.gov.za">vongani.baloyi@gauteng.gov.za</a></p>
Enquiries general:	<p>Ms. Gopolang Monkwe  <a href="mailto:gopolang.monkwe@gauteng.gov.za">gopolang.monkwe@gauteng.gov.za</a></p> <p>Queries will be entertained a day after the briefing meeting until 3 days before the closing of tender.</p>
<p><b><u>Note to tenderers:</u></b></p> <p>This tender is subject to the General Conditions and Special Conditions of Contract, the Preferential Procurement Policy Framework Act no 5 of 2000 and its Regulations of 2022.</p>	



## OFFICE ACCOMMODATION SPECIFICATION: VARIOUS DEPARTMENTS

### 1. PURPOSE

The purpose of this request is to source office space for the Gauteng Department of Infrastructure Development (DID) for a period of 3 years with an option to renew for 2 years in the following areas. The building should be closer to public transportation, near taxi ranks and/or train stations and user-friendly to people with Disabilities and Older Persons.

- **JOHANNESBURG CBD, BRAAMFONTEIN AND PARKTOWN**

The space required is with the gross leasable/lettable area of **33 958 m<sup>2</sup> (thirty-three thousand nine hundred fifty-eight square meters)** and **1 359 (one thousand three hundred fifty-nine)** parking bays.

- **JOHANNESBURG CBD, BRAAMFONTEIN AND PARKTOWN**

The space required is with the gross leasable/lettable area of **25 708 m<sup>2</sup> (twenty-five thousand seven hundred eight square meters)** and **1 029 (one thousand twenty-nine)** parking bays.

- **EKANGALA / EKANDUSTRIA**

The space required is with the gross leasable/lettable area of **440 m<sup>2</sup> (four hundred forty square meters)** and **26 (twenty-six)** parking bays.

- **BOKSBURG**

The space required is with the gross leasable/lettable area of **1 538 m<sup>2</sup> (one thousand five hundred thirty-eight square meters)** and **65 (sixty-five)** parking bays.

- **MIDRAND**

The space required is with the gross leasable/lettable area of **780 m<sup>2</sup> (seven hundred eighty square meters)** and **32 (thirty-two)** parking bays.

- **PIMVILLE**

The space required is with the gross leasable/lettable area of **480 m<sup>2</sup> (four hundred eighty square meters)** and **20 (twenty)** parking bays.

### 2. ACCOMMODATION NORMS AND OTHER STIPULATIONS

Building Classification (G1) will be stipulated per area and will be in line with The National Building Regulations and Building Standards Act 103 of 1977, as amended (SANS 10400). Office premises must comply with the Occupational Health and Safety Act No.85 of 1993 as amended (OHSA).

The bidder should provide office space as per **DID** requirements, in accordance with the Space Planning norms and Standards for office accommodation as prescribed by the Department of Public Works Notice 1665 of 2005. The premises should make provision for the following:

#### 2.1 BUILDING 1

##### Johannesburg CBD, Braamfontein and Parktown

*The space required is with the gross leasable/lettable area of 33 958 m<sup>2</sup> (thirty-three thousand nine hundred fifty-eight square meters) and 1 359 (one thousand three hundred fifty-nine) parking bays.*

Workspace Area per Function		
Function	Space Norms Workspace	Number of officials
Executive offices.	16m <sup>2</sup> - 25m <sup>2</sup>	03

Cellular offices (Closed offices) for senior management.	12m <sup>2</sup> - 20m <sup>2</sup>	88
Open plan (Closed Offices) Technical & Management OSD	8m <sup>2</sup> - 16m <sup>2</sup>	486
Administration Open-plan offices	6m <sup>2</sup> - 8m <sup>2</sup>	484
<b>TOTAL WORKSPACE</b>	<b>13 583 m<sup>2</sup></b>	<b>1 065</b>

The bidder will ensure that open-plan offices which will be made available, will accommodate a maximum number of 24 officials (144m<sup>2</sup> - 192m<sup>2</sup>) at a time.

<b>Support Space per workspace Area:</b>		
<i>Guide: Support space is usually between 55% to 65% of workspace Area</i>		
Meeting rooms, restrooms, catering, storage, tearoom etc..	65%	8 829 m <sup>2</sup>

<b>Core space per workspace Area:</b>		
<i>Guide: Core space is usually between 65% to 85% of workspace Area</i>		
Circulation, technical support and facilities management etc.	85%	11 546 m <sup>2</sup>

## COST CALCULATION FOR BUILDING 1

### Rental for Office Space

Net Rental per m<sup>2</sup>:

Operating costs per m<sup>2</sup>:

Other costs per m<sup>2</sup>:

**Gross Rental per m<sup>2</sup>:**

The following costing tables must be duly completed:

<b>A. Rental for Office Space</b>							
Period	Office Space Total m <sup>2</sup>	Rate per m <sup>2</sup>	Basic Rental Cost per Month excl. VAT	VAT @ 15%	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
<b>Total</b>							
<b>Grand Total: Office Space for 3 Years - R</b>							

The **operational cost** will be inclusive of the following items (Bidder to list below):

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### Rental for Parking Space

Rate per bay for Covered Parking:

Rate per bay for Shaded Parking:

B. Rental for Covered Parking Bays							
Period	No. of Covered Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Covered Parking Space for 3 Years – R							
C. Rental for Shaded Parking Bays							
Period	No. of Shaded Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Shaded Parking Space for 3 Years - R							
Grand Total Parking Space (B + C) - R							

### Tenant Installation Allowance

No.	Rate per m <sup>2</sup>	Total Contribution
1		
2		

**Total Bid Price for Office Space, Parking Bays VAT Included (A+B+C):**

R \_\_\_\_\_  
(to be carried over to SBD 3.1)

**NB: This project will be evaluated using 90/10 preference points scoring system.**

### Disclaimer:

- Bidders may bid for one or more properties they are interested in.
- In a case where the bidder bids for more than one property, DID reserves the right to award all or split the properties.
- The Department reserves the right not to award to the highest scoring bidder.

## 2.2 BUILDING 2

### Johannesburg CBD, Braamfontein and Parktown

The space required is with the gross leasable/lettable area of 25 708 m<sup>2</sup> (twenty-five thousand seven hundred eight square meters) and 1 029 (one thousand twenty-nine) parking bays.

Workspace Area per Function		
Function	Space Norms Workspace	Number of officials
Executive offices.	16m <sup>2</sup> - 25	03
Cellular offices (Closed offices) for senior management.	12m <sup>2</sup> - 20m <sup>2</sup>	44
Technical & Management Open plan (closed offices)	8m <sup>2</sup> - 16m <sup>2</sup>	290
Administration Open plan	6m <sup>2</sup> - 8m <sup>2</sup>	586
<b>TOTAL WORKSPACE</b>	<b>10 283 m<sup>2</sup></b>	<b>923</b>

The bidder will ensure that open-plan offices which will be made available will accommodate a maximum number of 24 officials (144m<sup>2</sup> - 192m<sup>2</sup>) at a time.

Support Space per workspace Area:		
<i>Guide: Support space is usually between 55% to 65% of workspace Area</i>		
Meeting rooms, restrooms, catering, storage, tearoom etc..	65%	6 684 m <sup>2</sup>

Core space per workspace Area:		
<i>Guide: Core space is usually between 65% to 85% of workspace Area</i>		
Circulation, technical support and facilities management etc.	85%	8 741 m <sup>2</sup>

## COST CALCULATION

### Rental for Office Space

Net Rental per m<sup>2</sup>:

Operating costs per m<sup>2</sup>:

Other costs per m<sup>2</sup>:

**Gross Rental per m<sup>2</sup>:**

The following costing tables must be duly completed:

A. Rental for Office Space							
Period	Office Space Total m <sup>2</sup>	Rate per m <sup>2</sup>	Basic Rental Cost per Month excl. VAT	VAT @ 15%	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							

<b>Total</b>							
<b>Grand Total: Office Space for 3 Years - R</b>							

The **operational cost** will be inclusive of the following items (Bidder to list below):

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### Rental for Parking Space

Rate per bay for Covered Parking:

Rate per bay for Shaded Parking:

<b>B. Rental for Covered Parking Bays</b>							
Period	No. of Covered Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
<b>Total</b>							
<b>Grand Total: Covered Parking Space for 3 Years – R</b>							

<b>C. Rental for Shaded Parking Bays</b>							
Period	No. of Shaded Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
<b>Total</b>							
<b>Grand Total: Shaded Parking Space for 3 Years - R</b>							

<b>Grand Total Parking Space (B + C) - R</b>	
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### Tenant Installation Allowance

No.	Rate per m <sup>2</sup>	Total Contribution
1		
2		

**Total Bid Price for Office Space, Parking Bays VAT Included (A+B+C):**

R \_\_\_\_\_  
(to be carried over to SBD 3.1)

**NB: This project will be evaluated using 90/10 preference points scoring system.**

**Disclaimer:**

- Bidders may bid for one or more properties they are interested in.
- In a case where the bidder bids for more than one property, DID reserves the right to award all or split the properties.
- The Department reserves the right not to award to the highest scoring bidder.

## **2.3 BUILDING 3**

### **EKANGALA/EKANDUSTRIA**

*The space required is with the gross leasable/lettable area of 440 m<sup>2</sup> (four hundred forty square meters) and 26 (twenty-six) parking bays.*

<b>Workspace Area per Function</b>		
<b>Function</b>	<b>Space Norms Workspace</b>	<b>Number of officials</b>
Executive offices.	≥ 30m <sup>2</sup>	0
Cellular offices (Closed offices) for senior management.	8m <sup>2</sup> - 20m <sup>2</sup>	2
Open-plan offices	6m <sup>2</sup> - 8m <sup>2</sup>	18
<b>TOTAL WORKSPACE</b>	<b>176 m<sup>2</sup></b>	<b>20</b>

The bidder will ensure that open-plan offices which will be made available, will accommodate a maximum number of 24 officials (144m<sup>2</sup> - 192m<sup>2</sup>) at a time.

<b>Support Space per workspace Area:</b>		
<i>Guide: Support space is usually between 55% to 65% of workspace Area</i>		
Meeting rooms, restrooms, catering, storage, tearoom etc..	60%	114 m <sup>2</sup>

<b>Core space per workspace Area:</b>		
<i>Guide: Core space is usually between 65% to 85% of workspace Area</i>		
Circulation, technical support and facilities management etc.	75%	150 m <sup>2</sup>

## **COST CALCULATION**

### **Rental for Office Space**

Net Rental per m<sup>2</sup>:

Operating costs per m<sup>2</sup>:

Other costs per m<sup>2</sup>:

**Gross Rental per m<sup>2</sup>:**

**The following costing tables must be duly completed:**

<b>A. Rental for Office Space</b>
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Period	Office Space Total m <sup>2</sup>	Rate per m <sup>2</sup>	Basic Rental Cost per Month excl. VAT	VAT @ 15%	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Office Space for 3 Years - R							

The **operational cost** will be inclusive of the following items (Bidder to list below):

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#### Rental for Parking Space

Rate per bay for Covered Parking:

Rate per bay for Shaded Parking:

B. Rental for Covered Parking Bays							
Period	No. of Covered Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Covered Parking Space for 3 Years – R							
C. Rental for Shaded Parking Bays							
Period	No. of Shaded Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Shaded Parking Space for 3 Years - R							

<b>Grand Total Parking Space (B + C) - R</b>	
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#### Tenant Installation Allowance

No.	Rate per m <sup>2</sup>	Total Contribution
1		
2		

#### Total Bid Price for Office Space, Parking Bays VAT Included (A+B+C):

R \_\_\_\_\_  
(to be carried over to SBD 3.1)

**NB: This project will be evaluated using 80/20 preference points scoring system.**

#### Disclaimer:

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- The Department reserves the right not to award to the highest scoring bidder.

## 2.4 BUILDING 4

### BOKSBURG

*The space required is with the gross leasable/lettable area of 1538 m<sup>2</sup> (one thousand five hundred thirty-eight square meters) and 65 (sixty-five) parking bays.*

<b>Workspace Area per Function</b>		
Function	Space Norms Workspace	Number of officials
Technical & Management Open plan (closed offices)	12m <sup>2</sup> - 16m <sup>2</sup>	07
Administration Open plan	8m <sup>2</sup> - 12m <sup>2</sup>	57
<b>TOTAL WORKSPACE</b>	<b>568 m<sup>2</sup></b>	<b>64</b>

The bidder will ensure that open-plan offices which will be made available will accommodate a maximum number of 24 officials (144m<sup>2</sup> - 192m<sup>2</sup>) at a time.

<b>Support Space per workspace Area:</b>		
<i>Guide: Support space is usually between 55% to 65% of workspace Area</i>		
Meeting rooms, restrooms, catering, storage, tearoom etc..	65%	369 m <sup>2</sup>

<b>Support Space per workspace Area:</b>		
<i>Guide: Support space is usually between 55% to 65% of workspace Area</i>		
Record management	85%	118 m <sup>2</sup>

<b>Core space per workspace Area:</b>		
<i>Guide: Core space is usually between 65% to 85% of workspace Area</i>		
Circulation, technical support and facilities management etc.	85%	483 m <sup>2</sup>



## COST CALCULATION

### Rental for Office Space

Net Rental per m<sup>2</sup>:

Operating costs per m<sup>2</sup>:

Other costs per m<sup>2</sup>:

**Gross Rental per m<sup>2</sup>:**

The following costing tables must be duly completed:

A. Rental for Office Space							
Period	Office Space Total m <sup>2</sup>	Rate per m <sup>2</sup>	Basic Rental Cost per Month excl. VAT	VAT @ 15%	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Office Space for 3 Years - R							

The **operational cost** will be inclusive of the following items (Bidder to list below):

.....

.....

.....

.....

.....

.....

.....

### Rental for Parking Space

Rate per bay for Covered Parking:

Rate per bay for Shaded Parking:

B. Rental for Covered Parking Bays							
Period	No. of Covered Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							

Grand Total: Covered Parking Space for 3 Years – R							
C. Rental for Shaded Parking Bays							
Period	No. of Shaded Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Shaded Parking Space for 3 Years - R							
Grand Total Parking Space (B + C) - R							

#### Tenant Installation Allowance

<b>No.</b>	<b>Rate per m<sup>2</sup></b>	<b>Total Contribution</b>
<b>1</b>		
<b>2</b>		

**Total Bid Price for Office Space, Parking Bays VAT Included (A+B+C):**

**R** \_\_\_\_\_  
**(to be carried over to SBD 3.1)**

**NB: This project will be evaluated using 80/20 preference points scoring system.**

#### **Disclaimer:**

- Bidders may bid for one or more properties they are interested in.
- In a case where the bidder bids for more than one property, DID reserves the right to award all or split the properties.
- The Department reserves the right not to award to the highest scoring bidder.

## **2.5 BUILDING 5**

### **MIDRAND**

*The space required is with the gross leasable/lettable area of 780 m<sup>2</sup> (seven hundred eighty square meters) and 32 (thirty-two) parking bays.*

<b>Workspace Area per Function</b>		
<b>Function</b>	<b>Space Norms Workspace</b>	<b>Number of officials</b>
Open plan (Closed Offices)	8m <sup>2</sup> - 16m <sup>2</sup>	4
Open-plan offices	6m <sup>2</sup> - 8m <sup>2</sup>	31
<b>TOTAL WORKSPACE</b>	<b>312 m<sup>2</sup></b>	<b>35</b>

The bidder will ensure that open-plan offices which will be made available, will accommodate a maximum number of 24 officials (144m<sup>2</sup> - 192m<sup>2</sup>) at a time.

<b>Support Space per workspace Area:</b>		
<i>Guide: Support space is usually between 55% to 65% of workspace Area</i>		
Meeting rooms, restrooms, catering, storage, tearoom etc.	65%	203 m <sup>2</sup>

<b>Core space per workspace Area:</b>		
<i>Guide: Core space is usually between 65% to 85% of workspace Area</i>		
Circulation, technical support and facilities management etc.	85%	265 m <sup>2</sup>

## COST CALCULATION

### Rental for Office Space

Net Rental per m<sup>2</sup>:

Operating costs per m<sup>2</sup>:

Other costs per m<sup>2</sup>:

**Gross Rental per m<sup>2</sup>:**

The following costing tables must be duly completed:

<b>A. Rental for Office Space</b>							
Period	Office Space Total m <sup>2</sup>	Rate per m <sup>2</sup>	Basic Rental Cost per Month excl. VAT	VAT @ 15%	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
<b>Total</b>							
<b>Grand Total: Office Space for 3 Years - R</b>							

The **operational cost** will be inclusive of the following items (Bidder to list below):

.....

.....

.....

.....

.....

.....

### Rental for Parking Space

Rate per bay for Covered Parking:

Rate per bay for Shaded Parking:

<b>B. Rental for Covered Parking Bays</b>							
Period	No. of Covered	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year

	Parking Bays						
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Covered Parking Space for 3 Years – R							
C. Rental for Shaded Parking Bays							
Period	No. of Shaded Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Shaded Parking Space for 3 Years - R							
Grand Total Parking Space (B + C) - R							

#### Tenant Installation Allowance

<b>No.</b>	<b>Rate per m<sup>2</sup></b>	<b>Total Contribution</b>
<b>1</b>		
<b>2</b>		

**Total Bid Price for Office Space, Parking Bays VAT Included (A+B+C):**

**R** \_\_\_\_\_  
**(to be carried over to SBD 3.1)**

**NB: This project will be evaluated using 90/10 preference points scoring system.**

#### **Disclaimer:**

- Bidders may bid for one or more properties they are interested in.
- In a case where the bidder bids for more than one property, DID reserves the right to award all or split the properties.
- The Department reserves the right not to award to the highest scoring bidder.

## **2.6 BUILDING 6**

### **PIMVILLE**

*The space required is with the gross leasable/lettable area of 480 m<sup>2</sup> (four hundred and eighty square meters) and 20 (twenty) parking bays.*

<b>Workspace Area per Function</b>		
<b>Function</b>	<b>Space Norms Workspace</b>	<b>Number of officials</b>
Cellular offices (Closed offices) for senior management.	8m <sup>2</sup> - 20m <sup>2</sup>	3
Open-plan offices	6m <sup>2</sup> - 8m <sup>2</sup>	18
<b>TOTAL WORKSPACE</b>	<b>192 m<sup>2</sup></b>	<b>21</b>

The bidder will ensure that open-plan offices which will be made available, will accommodate a maximum number of 24 officials (144m<sup>2</sup> - 192m<sup>2</sup>) at a time.

<b>Support Space per workspace Area:</b>		
<i>Guide: Support space is usually between 55% to 65% of workspace Area</i>		
Meeting rooms, restrooms, catering, storage, tearoom etc..	65%	125 m <sup>2</sup>

<b>Core space per workspace Area:</b>		
<i>Guide: Core space is usually between 65% to 85% of workspace Area</i>		
Circulation, technical support and facilities management etc.	85%	163 m <sup>2</sup>

## **COST CALCULATION PER**

### **Rental for Office Space**

Net Rental per m<sup>2</sup>:

Operating costs per m<sup>2</sup>:

Other costs per m<sup>2</sup>:

**Gross Rental per m<sup>2</sup>:**

The following costing tables must be duly completed:

<b>A. Rental for Office Space</b>							
<b>Period</b>	<b>Office Space Total m<sup>2</sup></b>	<b>Rate per m<sup>2</sup></b>	<b>Basic Rental Cost per Month excl. VAT</b>	<b>VAT @ 15%</b>	<b>Total Cost per Month incl. VAT</b>	<b>Total Cost per Year incl. VAT</b>	<b>Cumulative Cost Year-on-Year</b>
<b>1<sup>st</sup> year</b>							
<b>2<sup>nd</sup> year</b>							
<b>3<sup>rd</sup> year</b>							
<b>Total</b>							
<b>Grand Total: Office Space for 3 Years - R</b>							

The **operational cost** will be inclusive of the following items (Bidder to list below):

.....  
 .....  
 .....  
 .....  
 .....

**Rental for Parking Space**

Rate per bay for Covered Parking:

Rate per bay for Shaded Parking:

B. Rental for Covered Parking Bays							
Period	No. of Covered Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Covered Parking Space for 3 Years – R							
C. Rental for Shaded Parking Bays							
Period	No. of Shaded Parking Bays	Rate per bay p/m	Basic Rental excl. VAT	VAT	Total Cost per Month incl. VAT	Total Cost per Year incl. VAT	Cumulative Cost Year-on-Year
1 <sup>st</sup> year							
2 <sup>nd</sup> year							
3 <sup>rd</sup> year							
Total							
Grand Total: Shaded Parking Space for 3 Years - R							
Grand Total Parking Space (B + C) - R							

**Tenant Installation Allowance**

No.	Rate per m <sup>2</sup>	Total Contribution
1		
2		

**Total Bid Price for Office Space, Parking Bays VAT Included (A+B+C):**

R \_\_\_\_\_  
(to be carried over to SBD 3.1)

**NB: This project will be evaluated using 90/10 preference points scoring system.**

**Disclaimer:**

- Bidders may bid for one or more properties they are interested in.
- In a case where the bidder bids for more than one property, DID reserves the right to award all or split the properties.
- The Department reserves the right not to award to the highest scoring bidder.

### 3. OFFICE PROPERTY

Provision of space including but not limited to office accommodation for **DID**.

Office space	SANS 10400
Facilities for persons with disabilities	SANS 10400 Part P

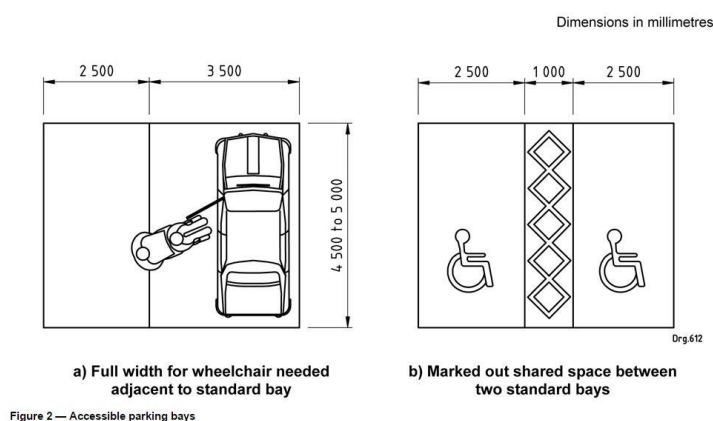
#### 3.1 BUILDING REGULATIONS AND COMPLIANCE

The leased premises existing or new shall comply with applicable prescripts inclusive of the latest local council by-laws and the National Building Regulations. Any program to prepare the premises to be legally compliant must be submitted as part of the required returnable documentation.

#### 3.2 Parking

There should be an allocation of **covered and shaded** parking bays on the premises as required by **DID**. In a case where premises do not have the total required parking bays on the premises, at least 50% of parking bays should be in premises and the remaining balance should not be more than 100m away from the premises.

The parking bays should not be less than 5000 mm in length and 2500 mm in width. The distance between parking bays should allow for vehicles to reverse with a minimum dimension of 7500 mm for 90-degree parking, 4800mm for 60-degree parking, 3800mm for 45-degree parking and 3500mm (side back-out) for Parallel parking. Paraplegic parking bays should be as per SANS 10400 – Part S (3500mm x 5000mm)



The following shall apply for disabled parking bays:

- Parking for disabled users must be located close to the entrance of the building/s, on a level surface (located within 50m of an accessible entrance for disabled person).
- Provide a minimum of 1 per 25 parking spaces disabled parking bays as per SANS 10400 – Part P (Facilities for persons with disabilities) and/or provided at every access point as might be required to promote equal access and equality in accordance with the Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000 (PEPUDA).
- Parking must be clearly demarcated for the use of a disabled persons only.

### 4. DID STANDARDS

#### 4.1 HEATING, VENTILATION AND AIR CONDITIONING

The ventilation of the building must be in accordance with the requirements of the Occupational Health and Safety Act 85 of 1993 and SANS 10400. The premises must be fully air-conditioned, with all maintenance being the responsibility of the bidder. The ambience temperature of all centralised air-conditioning units required will be 22°C. (Minimum variance 2°C up or down).

Split units or separately regulated air-conditioning units to be installed in cellular offices, meeting rooms (4-seater- 60 seater) Boardrooms and common areas.

The air conditioning installation/units must have a remaining life expectancy of the lease term. A Mechanical Engineer's assessment report in this regard must be submitted with the RFP (request for proposal). Provisioning must be made for the Air-conditioning to be on a timer mechanism. Air conditioning in the server room should not be centralised but have a separate controller.

#### 4.1.1 Air Quality

Air quality to comply with National Environmental Management: Air Quality Act 39 of 2004. The Bidder must ensure that an Air quality test is conducted on the premises prior to occupation by **DID** and must ensure that regular tests are conducted annually as per National Environmental Management: Air Quality Act 39 of 2004.

### 4.2 TOILET FACILITIES

The bidder shall provide fully functional and/or refurbished ablution facilities (*to the satisfaction of DID*) and as per SANS 10400 Part P -DRAINAGE using Tables 5 to 8 for a population of the gender for which the minimum provision is to be determined. The Hygiene equipment will be provided by **DID**.

The following standards shall be applied:

for a population of up to -	Male			Female	
	WC Pans	Urinal	Washbasins	WC Pans	Washbasins
120	3	6	5	9	5
<i>In excess of 120 add:</i>	<i>1 WC, 1urinal &amp; 1 Basin for every 100</i>			<i>1 WC for every 50</i>	<i>1 Basin for every 100</i>

*It should be noted that population for the required office space (employees and visitors) will be in excess of 120.*

#### 4.2.1 Sanitary Fixtures for Building (SANS 10400-1990)

A waterproof vanity slab (or similar and approved vanity top) around all basins and a mirror to comply with SANS standards to be provided in all ablution facilities (Paraplegic ablutions to have basins as per SANS 1400 requirements). Hot and cold water as per SANS 10252 (SABS 0252-2) to be provided on each basin.

#### 4.2.2 People with Disabilities



People with disabilities have a right of access to the facilities and services that the building offers in any location. Access must be provided to the site and building as well as to every facility in the building. (South Africa, SANS10400 Part S)

Toilet facilities for people with disability (Clients and Staff) must be provided for, according to National Building Regulations, SANS 10400 Part S – Facilities for persons with disabilities, (Annex 1). All facilities for people with disability to be fitted with approved grab rails. It must also be noted that **DID** is committed to providing amenities to people with bodily constraints.

- Persons with disabilities shall not be required to travel a distance of more than 45 m on the same floor, or 25m where horizontal and vertical distances are combined in order to reach a toilet accessible to them.
- All dimensions are set out to comply with SANS 10400, part S

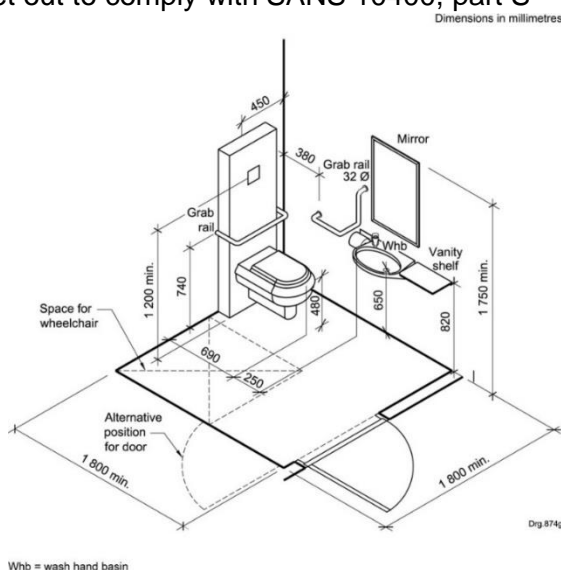


Figure – Layout of Disabled Ablution Facility

#### 4.2.3 AUXILIARY FACILITIES

Provide shower facilities for Auxiliary staff in terms of the OHSA Act. Facilities must meet the minimum requirements that allows for equal access for users with disabilities.

#### 4.3 WATER SUPPLY

The municipal water supply to the premises shall be metered. The facility to allow for a backup of water to be used in the facility for at least 8 hours of normal use at the required pressure.

A required building must have a minimum 10 000 Litre Reservoir with water pumps to supply firefighting equipment. Alternatively, bidders must provide an undertaking for a reservoir to be installed prior occupation and must be fully functional on beneficial occupation of the premises.

##### 4.3.1 Water quality

The water quality is to be tested to ensure potability (i.e., suitable for human consumption) as per SANS 241 and other relevant and applicable legislative framework at constant water pressure. The successful bidder must provide an acceptable water quality test in accordance

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with SANS 241 and other relevant and applicable legislative framework prior to occupation. The tests must be conducted annually.

#### **4.4 ELECTRICAL SUPPLY**

The electrical power supply shall be metered separately, and power factor correction equipment shall be installed. The relevant municipal authority shall also confirm the power supply stability. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply must be provided to increase demand at peak times up to 20% of normal use. Any program to upgrade the power supply to the premises must be submitted as part of the required returnable documentation.

The entire electrical installation must comply with the relevant and latest editions of the South African National Standard (SANS) namely SANS 10142. Furthermore, all Occupational Health and Safety (OHS) regulations must be adhered to.

##### **4.4.1 Standby / Emergency Power Supply**

If not currently installed, provision must be made, and therefore any program to install and the specification of Standby/ Emergency Power Supply (Generator, Solar Panels etc.) must be submitted as part of the required returnable documentation. The emergency power supply should be able to power up the whole building (all electrical equipment including but not limited to, lifts, lighting, plug points etc.) and must be fully functional before **DID** takes Beneficial occupation of the building. Should the building be readily available for occupation, the bidder must ensure that the backup power is installed and functional before conclusion of the Lease Agreement. The bidder shall have a maximum period of 30 days to ensure the supply and installation of the backup power.

The Standby/Emergency Power Supply system must have change-over switch in accordance with the prescribed legislative requirements regarding Fire Safety Regulations and OHS Regulations.

The emergency power supply should be able to power up the whole building (all electrical equipment including but not limited to, lifts, lighting, plug points, all lifts including fireman's lift (if applicable) and service lifts. Lights including emergency lighting, Fire prevention systems (water tank pumps, fire detection systems, fire water pumps, fire alarms, smoke detectors, automated fire windows, fire emergency systems) Security systems (alarms, CCTV installations, server rooms, automated doors, access control areas) All other emergency related services. **(ETC)**

**NB: IN THE EVENT OF POWER OUTAGES OF MORE THAN 8 HOURS, THE BUILDING MUST BE FULLY FUNCTIONAL AS PER PARAGRAPH ABOVE**

##### **4.4.2 Power Points**

Power points to be provided as per **DID** requirements with the following guidelines:

The bidder must ensure that the following -

##### **OFFICES:**

The total amount of power point to be provided in the office space to accommodate the number of officials as indicated in clause 2.

- For office space, each person shall be provided with one single normal power point and one red power point
- For each third person, an additional white and additional red power point shall be installed. A maximum of five (5) users allocated to a 25A (Amp) circuit breaker.
- The total amount of power point to be provided in the office space shall be able to accommodate the number of officials as per staff organogram numbers.
- For open plan offices, an additional 2 normal power points and 2 red power points will be added for the use of printers or other equipment required by **DID**. In a case where a Power skirting has been provided, the bidder will ensure that additional power points are installed as per the proposed office layout to avoid electric wires extending across work areas.

## **BOARDROOMS**

Due to the digital age, the following minimum plug requirements are to be provided:

Single-phase Double 15 Amp socket outlets near projection point / presentation point for Meeting Chair. Preferable to have a Data point / one Telephone point

Secondly for attendees, provide an additional 15 Amp socket per 4 people sharing per boardroom. For a boardroom it will entail a plug for the presenter and an additional plug for sharing people. Consider including USB plugs as part of socket combinations, as a modernization option.

For large boardrooms (more than 10 people) provide an additional plug for Urns / coffee station in appropriate position / proximity to entrance and to the main presentation area as not to cause disruptions during presentations while tea is served.

Various light configurations and the ability to dim the lights to allow for different uses of board room (presentations/meetings) are strongly encouraged and would be preferable.

## **PASSAGES AND COMMON AREAS**

Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance tasks and shall be wired separately from the power supply to the main operational areas. Each passage area to have a plug and the minimum distance for the repetition of these points should be at less than 20m apart.

### **4.4.3 Uninterrupted Power Supply (UPS) Requirements**

Building uninterrupted power supply network must be supplied by the landlord/bidder, all the uninterrupted power supply equipment will be provided by **DID**, but all electrical connections and reticulation must be provided by the landlord/bidder. The areas to be supplied with UPS to be determined during the tenant installation process.

### **4.4.4 Emergency Power – Configuration**

The entire leased premises to be fully functional during any power failure via standby power supply. The capacity of the power supply and electrical design/installations must provide for this requirement. The standby power supply should power Lifts, Emergency lights, water tanks and the red plugs.

### **4.4.5 Lightning Protection**

The building shall have sufficient lightning protection, in compliance with SANS 10313: latest version – Protection against lightning – Physical damage to structure and life hazard.

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#### **4.4.6 Lighting**

All interior lighting in the premises shall be designed and installed to conform to SABS 0114-1:1996 and SANS 10400 Part O – (Lighting and Ventilation), for Buildings Classification G1. A professional lighting design engineer shall certify the design and installation and the cost consultants deemed to be included in the tendered rates.

The bidder must ensure that Light positions are co-ordinated with the office layouts (as approved by **DID** during Tenant Installation process). Lux levels to comply with OHS Environmental Regulations.

- Lighting to comply to SANS 10114-1: latest version interior
- SANS 10114-1:2005 (latest version) Interior lighting Part 1: Artificial lighting of interiors
- SANS 10114-2:2009 (latest version) 1.2 Part 2: Emergency lighting.

Lighting levels on stairways and in corridors/routes, both internally and externally, are an important part of safe vertical circulation, along with nosing's on stairs and handrails. The bidder shall ensure that adequate lighting is provided, and the levels are in accordance with regulations.

All means of escape routes, which are routes that are normally unfamiliar to building users, require adequate lighting to find and locate the exit.

#### **4.5 FIRE PROTECTION AND RISK MANAGEMENT**

The building's fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 Part T – (Fire Protection) latest version. It will be required that a complete ASIB (Automatic Sprinkler Inspection Bureau) report be submitted (if applicable), along with all other information regarding Fire compliance. Provisioning, Certification, continuous maintenance of the installations and equipment will be the responsibility of the bidder for the duration of the lease period of 3 years. Annual servicing of firefighting equipment is the sole responsibility of the bidder.

Any upgrade to existing Fire protection systems that may be needed due to the layout changes as required by the Department of Community Safety, will be done by the bidder during Tenant Installation.

##### **4.5.1 Evacuation & Emergency Processes**

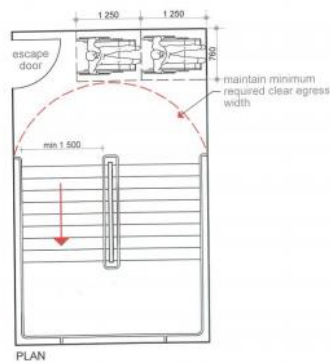
Approved evacuation plans & fire escape signage to be erected throughout the building in compliance with SANS 10400 – PART T (Fire Protection)

- Evacuation Chairs to be provided by the bidder to comply with Fire safety for Disabled People.
- Functional back-up power supply with compliance certificate, functional fire alarm system and smoke detector
- Fire Alarm to have a lighting warning system for hearing impaired employees in addition to sound system for able bodies.

#### **4.6 VERTICAL MOVEMENTS FOR OFFICE SPACE**

##### **4.6.1 Stairs**

Stairs should allow free and easy flow of staff and clients. The minimum width for the stairway will be 1200mm. If a stairways forms part of an escape route, such a stairway shall comply with SANS 10400 Part T 4.23.



## 4.6.2 Lifts, Hoists and Escalators

Taking into account rules SANS 10400 T 4.45 to SANS 10400 T 4.48, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the SABS, it is required that the premises offered, which consists of more than two storeys, shall be provided with at least one (1) lift to be utilised as a passenger lift to transport persons or goods with a minimum payload of 1000kg at any given time. The minimum clear entrance to the lift car shall be of such dimension that it will be accessible for a wheelchair. The minimum recommended car width and depth should respectively be 1000mm and 1500mm. If the building has a basement, the lift shall also serve that area.

The number of lifts required to service functional areas shall be determined by the bidder and the calculation will be provided as part of the RFP issued to the DID.

In any passenger lift installation (where ramps are insufficient or impractical), where passenger lifts are provided for disabled users, as per SANS10400:

- Lifts to have a minimum internal dimension of 1100mm width x 1400mm depth
- Have a doorway with an unobstructed width of not less than 800mm
- Have handrails on two sides at a height of 850mm and 1000mm above floor level of lift.
- Lifts must have braille signage as well as clear visual contrast letters to all indicator buttons
- Where possible a voice over / voice command could be installed as an additional measure for visually impaired users

### 4.6.2.1 Lift, hoist & Escalator Maintenance Contract

The offer shall at full occupation provide for the Rand value of an anticipated or actual maintenance contract, per lift or hoist, and shall be certified by an independent Lift Consulting Engineer at a fair maintenance cost. The maintenance costs will be the responsibility of the landlord. The maximum turnaround time to attend occupied stop or break down to be 30 minutes and 1hour for unoccupied stops.

## 4.7 ENTRANCE AND RECEPTION AREAS

Provide a dedicated reception/security area at ground floor / entrance areas. In addition, a small reception area can be provided on floors where public will be received accompanied by a small waiting area.

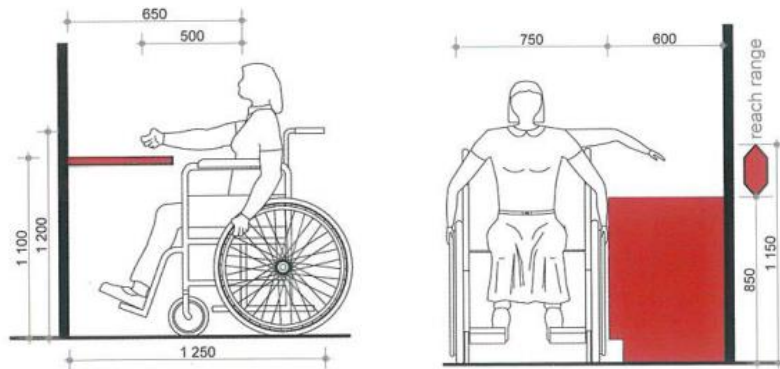


Figure 1 - Disabled friendly counter heights

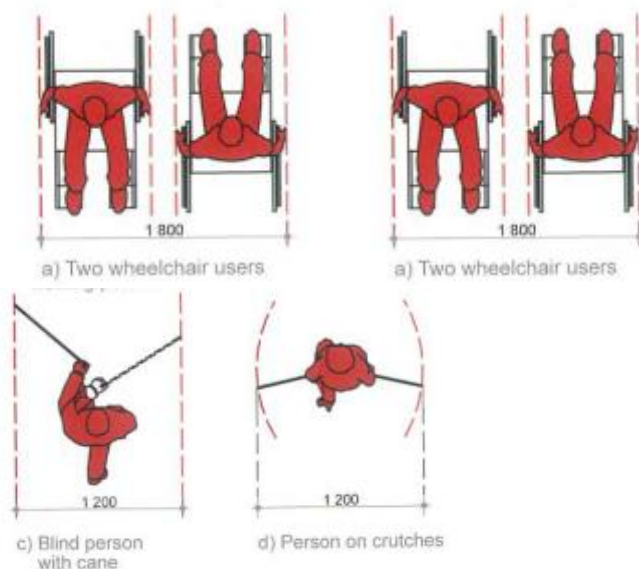
widths (Muller, 2013)

Figure 2 - Reach range over an obstacle (Muller, 2013)

#### 4.8 ACCESS ROUTES

Provision of an accessible route from the site / building entrance or drop-off areas to main entrance of the building must be provided (South Africa, SANS10400 Part S). The width of access routes should be determined by the amount of user, as well as stipulations from SANS 10400, Part T latest version.

Description	Width of Access
High Traffic Area	1800mm
Medium Traffic Areas	1500mm
Low Traffic Areas	1200mm
Recommended minimum width	1000mm
Minimum width	900mm



#### 4.9 DOORS AND WALKWAYS

- Passages / Walkways to be minimum of 1,8 m wide for wheelchairs to pass each other, or where it is not possible frequent intervals must be provided where wheelchairs are able to pass each other.



- Where wheelchairs need to change direction allow for 1,5m turning circle, see SANS 10400 Part S.
- Doorways should be a minimum of 813mm, however the 900mm door is preferable for ablutions, and one-and-a-half leaf doors / double doors for high access areas like therapy areas, multi-purpose areas, computer labs, libraries, etc.
- Any handle fitted to a door leaf of any door in emergency route or feeder route or toilet facility for use of disabled persons shall be of lever type and be installed at a height of not more than 1200mm above floor level
- Any difference in level of the surface of a floor at any threshold shall not be more than 15mm.

#### **4.10 CARRYING CAPACITY OF FLOORS**

The bidder shall issue a certificate, signed by an independent professional engineer (registered with ECSA) confirming the carrying capacity of such areas. The certificate will only be required once a bid is elected to be approved or as additional information upon request from **DID**.

The Bidder will be responsible for the Structural Integrity of the building and must provide a Structural report annually as outlined in the Occupational Health & Safety Act 85 of 1993, Construction Regulation 2005.

#### **4.11 ASBESTOS & HARMFUL MATERIAL**

The Bidder must provide a certificate that indicates the building is free of asbestos and other harmful materials as outlined in the health & safety Act 85 of 1993, Asbestos Regulations.

#### **4.12 ACOUSTIC AND NOISE FOR OFFICE SPACE**

All outside noise shall be reduced to an agreed acceptable level that allows people to perform their functions in compliance with relevant Acts, Regulations and Municipal by-laws.

#### **4.13 SECURITY**

The offer should include the bidder's plan for the provision of security to the premises. The supply of additional specialist security installations on the leased space will be the sole responsibility of **DID**.

#### **4.14 ACCESSIBILITY TO THE BUILDING**

The building shall accommodate disabled people and comply with SANS 10400 Part S (Facilities for person with disabilities) and other relevant acts, regulations and municipal by-laws (addition of boundaries).

The building should be in walking distance (less than 1000m) of public transport services and the building must be clearly visible from major local traffic routes.

#### **4.15 RATES**

##### **4.15.1 RATES AND MAINTENANCE**

Rental rates and operational charges shall also include all future maintenance required to keep the building operational for the leased period of 3 years and shall be adjusted annually on the adjustment date. The generator fuel will be provided by the landlord/bidder.

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Rates shall also include maintenance of the exterior of the premises/building. This shall include at least but not limited to the following.

- Windows
- Roofs
- HVAC including cleaning the diffusers inside
- Lightning protection
- Plumbing
- Common area electrical reticulation
- Grounds and gardens
- Stormwater
- Parking; washing the external windows and facades and
- Power supply maintenance
- Mechanical equipment maintenance

The **DID** will be responsible for the cleaning of the interior of the premises and the additional security for the premises.

#### **4.15.2 Adjustments**

Unless otherwise indicated, the annual escalation of the rental and operating charges shall be market related. The escalation rate will be subject to negotiations between **DID** and the successful bidder.

#### **4.15.3 Variations to the Rate**

The offer to specify all variations to the rates and a complete list of allowances must be provided to the **DID**.

### **5. STANDARD SPECIFICATIONS**

#### **5.1 SOUTH AFRICAN NATIONAL STANDARDS (SANS) SPECIFICATIONS**

The accommodation offered shall comply at a minimum laws of local authority requirements and South African National Standards. SANS 10400 (National Building Regulations)

##### **5.1.1 Occupational Health and Safety Act**

The premises/building must comply with the Occupational Health and Safety Act 85 of 1993, as amended and the latest issue of SABS 0142: "Code of Practice for the Wiring of Premises" before occupation of the building.

- 1.1.1.1 Codes of Practice – Interior Lighting SABS 0114-1996 – Part 1.
- 1.1.1.2 The National Building Regulations and Building Standards Act 103 of 1977, as amended (SANS 10400).
- 1.1.1.3 The municipal by-laws and any special requirements of the local supply authority.
- 1.1.1.4 The local fire regulations.
- 1.1.1.5 Lightning protection SANS 10313.
- 1.1.1.6 Lifts, escalators and passenger conveyor regulation.
- 1.1.1.7 SOUTH AFRICAN NATIONAL STANDARD (SANS) 10142-1:2020 latest version,  
The wiring of premises Part 1: Low-voltage installations

Copies of certificates confirming compliance to the above legislative requirement must be submitted together with response to this RFP and the successful bidder must comply with the above requirements, and submit the following before occupation of the building:



1. Latest (Revised) Occupation Certificate
2. Latest Revised Certificate of Compliance (Electrical and Plumbing).
3. Certificate of Compliance (Fire Escapes routes, Fire Detection/ Communication systems, Fire Suppression and Air Conditioning).
4. For lifts Annexure B Certificate (if applicable)
5. Overall condition assessment report and Structural Integrity report to be provided within period of 3 months after award, signed by a registered Structural Engineer who is registered with ECSA.
6. Form 4 - Structural completion certificate
7. Annual structural assessment report required as per Construction Regulations. Completed & signed by an Engineer registered with ECSA
8. Glazing Certificate of compliance

## 6. ADDITIONAL REQUIREMENTS

- 6.1 Unimpeded entrance to the public area from street level
- 6.2 Close proximity of public parking facilities and retail banking and other commercial nodes
- 6.3 Ground floor coverage and suitability for functional operations
- 6.4 Available space on the ground floor for administration and intake
- 6.5 IT Server room of 12 m<sup>2</sup> with two Air-conditioners.
- 6.6 Strong rooms with the concrete floors, concrete roof and approved strong room door on each floor
- 6.7 Provision of a registry facility for document filing (Floor to be structurally sound to carry filing cabinet).

## 7. MANDATORY / COMPULSORY ADMINISTRATIVE REQUIREMENTS

Failure to submit / meet or comply with the following requirements constitute automatic disqualification of tender offer.

- Submission of duly completed and signed SBD forms (SBD 1, SBD 3.1, SBD 6.1, SBD 4 and SBD 7.1)
- The buildings must be situated at the following areas;
  - ❖ Johannesburg CBD, Braamfontein, Parktown,
  - ❖ Boskburg,
  - ❖ Ekangala/Ekandustria
  - ❖ Midrand and
  - ❖ Pimville

**(Bidder to attach proof of building address to support the requirement).**

- Proof of ownership of the building by the bidder/Proxy or agreement between the bidder and the owner of the building. In case of lease agreement, the bidder must submit proof of right to sub-let.
- The size of the office space must be gross lettable/leasable area of the following;
  - ❖ **JOHANESSBURG CBD, BRAAMFONTEIN AND PARKTOWN**  
The space required is with the gross leasable/lettable area of 33 958 m<sup>2</sup> (thirty-three thousand nine hundred fifty-eight square meters) and 1 359 (one thousand three hundred fifty-nine) parking bays.
  - ❖ **JOHANESSBURG CBD, BRAAMFONTEIN AND PARKTOWN**  
The space required is with the gross leasable/lettable area of 25 708 m<sup>2</sup> (twenty-five thousand seven hundred eight square meters) and 1 029 (one thousand twenty-nine) parking bays.
  - ❖ **EKANGALA / EKANDUSTRIA**

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The space required is with the gross leasable/lettable area of 440 m2 (four hundred forty square meters) and 26 (twenty-six) parking bays.

❖ **BOKSBURG**

The space required is with the gross leasable/lettable area of 1538 m2 (one thousand five hundred thirty-eight square meters) and 65 (sixty-five) parking bays.

❖ **MIDRAND**

The space required is with the gross leasable/lettable area of 780 m2 (seven hundred and eighty square meters) and 32 (thirty-two) parking bays.

❖ **PIMVILLE**

The space required is with the gross leasable/lettable area of 480 m2 (four hundred eighty square meters) and 20 (twenty) parking bays.

**(Approved plans by local municipality – with dimensions, to be provided) A3 documents are acceptable.**

- There should be an allocation of **covered and shaded** parking bays on the premises as required by **DID**. In a case where premises do not have the total required parking bays on the premises, at least 50% of parking bays should be in premises and the remaining balance should not be more than 100m away from the premises. **(Bidders to submit a commitment letter/ undertaking to support this requirement)**
- Joint venture agreements or consortia agreement in case of joint venture or consortium must be signed by all parties thereto and must indicate the percentage revenue split between the parties.
- **“Commitment letter/ Undertaking** from bidder indicating the buildings compliance with OHSA and SANS 10400 and other relevant and applicable legislative framework.
  - Accessibility of the building for persons with disability as per SANS 10400 PART S,
  - Provision for backup water supply for drinking purposes and a separate supply for firefighting equipment.

**8. OTHER ADMINISTRATIVE REQUIREMENTS THAT WILL BE APPLICABLE TO THIS PROCUREMENT**

- Submission of proof of registration with CSD (CSD registration report Or MAAA number)
- Submission of Company registration documents (e.g., Founding Statement CK1/ Certificate of Incorporation – CM1, etc.)
- A valid B-BBEE certificate issued by a SANAS Accredited Agency or valid sworn affidavit with the bid document to substantiate preference points claimed. NB! Sworn affidavit must be signed by the deponent and attested to by a Commissioner of Oaths. A B-BBEE certificate for an EME, issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the DTIC which serves as an Affidavit, must be valid.

**(A Trust, Consortium or JV must submit a valid SANAS accredited consolidated B-BBEE certificate for this specific project/ tender, no sworn affidavit will be accepted for a Trust, Consortium or JV).**

- Submission of a Tax Compliance Status PIN that will grant a third-party access to the bidder's Tax Compliance Status.
- Certified copy of the Identity Document of all owners/ shareholders/members/directors/ Trustees. Certification as a true copy of the original must not be older than 6 months prior to bid closing.

## 9. FUNCTIONALITY

During this stage bids that do not meet the minimum threshold of 65 points for functionality evaluation will be disqualified and will not be considered for the second stage of evaluation i.e. price and preference points.

FUNCTIONALITY EVALUATION	
Functionality total points	<b>100 points</b>
Minimum threshold points	<b>65 points</b>

Main functionality criteria:	Sub criteria	Points allocation for sub-criteria	Total Points:
<b>Backup power supply in a form of (backup generator, Solar panels, photovoltaic panels, or similar back up power)</b>	Building with the backup power supply to power up the whole building. <b>(Bidder to submit approved COC certificate, installation report, and manual for the backup power)</b>	60 points	60 Points
	Building with backup power supply to power up only emergency services stipulated at section 3.4.1m of the TOR <b>(Bidder to submit approved COC certificate, installation report, and manual for the backup power)</b>	45 points	
	Building without backup power supply with an <b>undertaking to provide backup power supply to power up the whole building.</b>	35 points	
<b>Location of a building in relation to public transport.</b>	Building within 1km from public Transport (Taxi	40 points	

	Rank and Bus Stop/ Station)		40 points
	Building between 1km- 1.4km from public transport (Taxi Rank and Bus Stop/ Station)	35 points	
	Building between 1.4 km and 1.8km away from public transport (Taxi Rank and Bus Stop/ Station)	30 points	
	Building between 1.8km and 2.2km from public transport (Taxi Rank and Bus Stop/ Station)	25 points	
	Building between 2.2km and 2.6km away from public transport (Taxi Rank and Bus Stop/ Station)	20 points	
	Building over 3 km away from public transport (Taxi Rank and Bus Stop/ Station)	15 points	
<b>Bidders to submit proof of building address to support this requirement</b>			

## 10. PREFERENCE POINT SYSTEM EVALUATION

The Department will be applying the preference point system in accordance with or Regulation 3 of the Preferential Procurement Regulations 2022, effective from 16 January 2023, as follows:

### 10.1 PREFERENCE APPLICABLE JOHANNESBURG, BRAAMFONTEIN AND PARKTOWN

PREFERENCE POINT SYSTEM	POINTS
Price	90
Specific Goals	10

### 10.2 SPECIFIC GOALS

Specific Goals	Approved documentation to support the Specific Goals ( <i>to allow bidders to score points</i> )	Points allocation for sub-criteria	Total Points:
HDI targeted – at-least 51% ownership as follows:	Townships Informal Settlement and Hostels (TISH) (The address on CIPC company registration documents will be utilized to determine the allocation of points, no points will be allocated if the company is not registered under the TISH)	2 points	<b>10 Points</b>
	Women (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)	2 points	
	Youth (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)	3 points	
	People with Disabilities (PwD) (provide a confirmation letter / certificate from medical practitioner, no points will be allocated if no confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company)	2 points	
	Military veterans (provide a confirmation letter with a force number from department of military veterans, no points will be allocated if no confirmation letter or certificate from department of military veterans stating the membership of the owner/ director / member shareholder of the company)	1 points	
<b>Bidders to submit the specified documentation as proof to support the specific goals above. Failure to submit as required, the bidder will forfeit points.</b>			
<b>TOTAL SPECIFIC GOALS POINTS</b>			<b>10 Points</b>

### 10.3 PREFERENCE APPLICABLE TO BOKSBURG, EKANGALA/ EKANDUSTRIA, MIDRAND AND PIMVILLE

PREFERENCE POINT SYSTEM	POINTS
Price	<b>80</b>
Specific Goals	<b>20</b>

### 10.4 SPECIFIC GOALS

Specific Goals	Approved documentation to support the Specific Goals ( <i>to allow bidders to score points</i> )	Points allocation for sub-criteria	Total Points:
HDI targeted – at-least 51% ownership as follows:	Townships Informal Settlement and Hostels (TISH) (The address on CIPC company registration documents will be utilized to determine the allocation of points, no points will be allocated if the company is not registered under the TISH)	4 points	

	Women (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)	4 points	<b>20 Points</b>
	Youth (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)	6 points	
	People with Disabilities(PwD) (provide a confirmation letter / certificate from medical practitioner, no points will be allocated if no confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company)	4 points	
	Military veterans (provide a confirmation letter with a force number from department of military veterans, no points will be allocated if no confirmation letter or certificate from department of military veterans stating the membership of the owner/ director / member shareholder of the company)	2 points	
<b>Bidders to submit the specified documentation as proof to support the specific goals above. Failure to submit as required, the bidder will forfeit points.</b>			
<b>TOTAL SPECIFIC GOALS POINTS</b>			<b>20 Points</b>

## 11. SITE VISIT EVALUATION

The Department of Infrastructure Development (DID) will undertake site visits to the shortlisted bidders to evaluate and confirm their responses to the bid specification requirements. Should the Department determine that the specifications attested to by the bidder do not meet the required compliance requirements outlined in the Terms of Reference, the bidder will be disqualified, and any points allocated to the bidder during the desktop functionality evaluation will be withdrawn.

## 12. SPECIAL CONDITIONS OF TENDER

The following compliance certificates will be required to be submitted 3 Months after the award of the tender by the successful bidder and after Tenant installation has been completed, before **DID** can take Occupation of the building. Should the building be readily available for occupation, the bidder must ensure that the below mentioned certificates and guarantees are submitted before the client Department takes occupation of the building) The certificates and guarantees should be valid for the duration of the leased 3 years.

- Energy Efficiency Certificate (if applicable)
- Waterproofing Guarantee
- Occupation Certificate
- Latest (Revised) Occupation Certificate
- Latest Revised Certificate of Compliance (Electrical and Plumbing).
- Certificate of Compliance (Fire Escapes routes, Fire Detection/ Communication systems, Fire Suppression and Air Conditioning).
- For lifts Annexure B Certificate (if applicable)
- Overall condition assessment report and Structural Integrity report to be provided within period of 3 months after award, signed by a registered Structural Engineer who is registered with ECSA.

- Form 4 - Structural completion certificate
- Annual structural assessment report required as per Construction Regulations. Completed & signed by an Engineer registered with ECSA
- Glazing Certificate of compliance
- Certificate of Compliance – Heating Ventilation and Air Condition (HVAC), Bidders must provide proof of functionality by a registered engineer and an air quality certificate prior occupation.
- Lab Water Quality Test
- Copy of Asbestos Clearance Certificate, certifying that building does not contain harmful materials in line with OHSA act as issued by AIA.

**NB:** The successful bidder will be required to sign the Gauteng Department of Infrastructure Development (DID) lease agreement.

### **13. TENANT INSTALLATION REQUIREMENTS**

The bidder shall provide the following documentation, that will form part of the required returnable documentation to determine the condition of the building/premises.

- As-built drawing for the building (Approved by the local municipality). All floors to be shown, including any basement parking and any other building/s on the site.
- A detailed conditional assessment of the building, indicating the conditions of the floors, ceilings, walls, roofs, glazing, existing condition of HVAC and life expectancy of the units, firefighting equipment, parking.
  - The bidder at his/her cost will make sure that the HVAC of the building complies with all requirements after the Department of Infrastructure Development (**DID**) has provided the spatial needs. The cost will be for the bidder and not form part of the Tenant Installation amount made available by the successful bidder.
  - The Conditions of the floor finishes should be in good condition. The bidder shall make sure that the floors are usable, and the cost for fixing any floor finishes should not be allocated on the Tenant Installation provision to be made available by the successful bidder.

#### **13.1 TENANT INSTALLATION:**

The tenant installation allowance to be provided by the bidder, shall be adequate to install the premises in accordance with the spatial requirements of the Department of Infrastructure Development (**DID**).

The bidder shall attend to the installation of the premises, including the provision of floor coverings, drywalling, wall coverings, doors and ironmongery, ceilings thereto-

The bidder should take into account the space planning exercise that will be required (where the client department will issue final specifications of the layout based on the successful bidder's building/premises) and the tenant installation allowance provided should be such that it will not require cost overruns. (Tenant installation will be completely carried out by the successful bidder).

**Should the costing of the signed scope of works exceed the Tenant installation amount, the bidder will allow for the shortfall**

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The bidder should make provision (in the Tenant Installation allowance) for the appointment of a Professional team (at the bidder's cost) for works that will be carried out on the building. The professional team will consist of the following but not limited to:

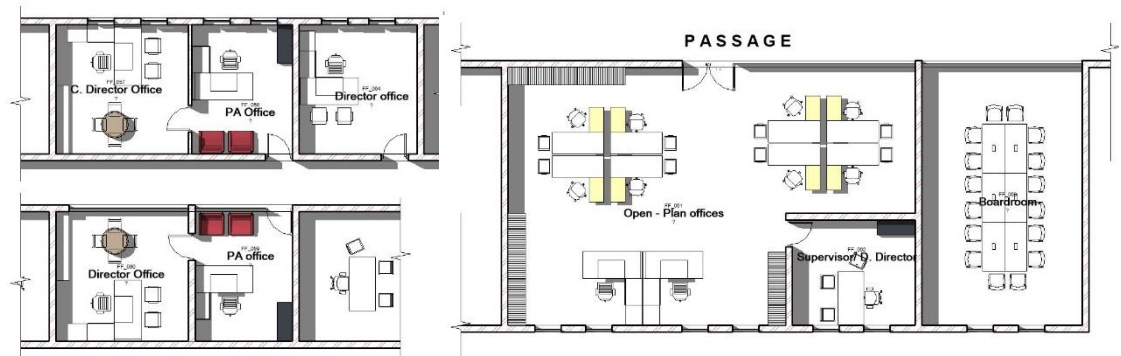
- Professional Architect/ Senior Architectural Technologist (Registered with SACAP)  
The Architect to provide floor layouts as per the requirements of the Department of Community Safety during Tenant Installation, provide a scope of works, and the material specification.  
Provide sketch plans for signing off by the Department of Community Safety and technical documentation sufficient for municipal approval.
- Professional Quantity Surveyor (Registered with SACQSP)  
To provide a BOQ or costing for the scope of works determined by the appointed architect and approved by the Department of Community Safety.
- Professional Structural Engineer (Registered with ECSA)  
Fire consultant, heritage consultants, green building consultants and professional electrical engineer to be appoint by the bidder depending on the scope of works and the complexity of the premises/ building

Provision should be made by the bidder for the following installations as a guideline:

Tenant Installation amount should be aligned with the following specifications taken into consideration and the proposed material installed as per **DID** requirements will be as follows:

1. Walls (demarcations of spaces)
  - a. Drywalling for Offices  
The Tenant Installation Amount should be able to accommodate the drywalling for offices as indicate in clause 2 Partitioning to be:
    - i. Fire rated Plaster boards (1hr) manufactured in accordance with the latest edition of SANS 266:2003 edition 2.2 consisting of aerated gypsum core with suitable additions fibreglass stands and unexfoliated vermiculite bonded to durable paper liners.
    - ii. The framework of the drywall systems shall be manufactured of galvanised steel as recommended by the manufacturer.
    - iii. Safety Glazing as per SANS 10400 Part N where all safety glazing shall be permanently marked by the installer in such a manner that the markings are visible in individual panes after installation.
  - b. Meeting rooms and Boardrooms. (Support Area per workspace)  
Provision for glazed panels for meeting rooms to be considered with the following:
    - i. Safety Glazing as per SANS 10400 Part N where all safety glazing shall be permanently marked by the installer in such a manner that the markings are visible in individual panes after installation.
    - ii. Bidder to allow for sandblasting of glazing at meeting rooms and boardrooms.
  - c. Ablution Facilities/ Kitchen, Storerooms  
Provision for solid brick walls. Strong room walls to be reinforced walls (230mm walls with reinforcement or reinforced concrete walls). Walls to be able to allow for wall tiles.





*Typical cellular offices as  
with  
required by Office of the premier*

*Typical open-plan office  
supervisor office.*

## 2. Floor Covering

### a. Cellular Offices (square metres)

- i. 500mm x 500mm (or similar approved) Carpet tiles, suitable for General commercial application (Class 32) with minimum 5-year guarantee under general contact use.
- ii. 600 x 600mm non-slip Porcelain floor (or Similar and approved) tiles laid. Allow for good quality porcelain tile adhesive and tile grout as recommended by tile supplier.

### b. Open Plan Offices (square metres)

- i. 500mm x 500mm (or similar approved) Carpet tiles, suitable for General commercial application (Class 32) with minimum 5-year guarantee under general contact use.
- ii. 600 x 600mm non-slip Porcelain floor (or Similar and approved) tiles laid. Allow for good quality porcelain tile adhesive and tile grout as recommended by tile supplier.

### c. Boardrooms and meeting rooms:

- i. 500mm x 500mm (or similar approved) Carpet tiles, suitable for General commercial application (Class 32) with minimum 5-year guarantee under general contact use.
- ii. 600 x 600mm non-slip Porcelain floor (or Similar and approved) tiles laid. Allow for good quality porcelain tile adhesive and tile grout as recommended by tile supplier.

### d. Common areas (Passages, lobbies and waiting areas incl. Reception Area)

- i. 600 x 600mm non-slip Porcelain floor (or Similar and approved) tiles laid. Allow for good quality porcelain tile adhesive and tile grout as recommended by tile supplier.

### e. Registry and filing rooms: (client department to indicate the size of the registry)

- i. 600 x 600mm non-slip Porcelain floor (or Similar and approved) tiles laid. Allow for good quality porcelain tile adhesive and tile grout as recommended by tile supplier.

The bidder to ensure that the registry floor is structurally sound to carry the load of bulk filling as required by the Department of Community Safety

### f. Server rooms:

- i. Anti-static flooring to prevent electrostatic damage, installed as per manufacturers specifications.

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### 3. Doors and Ironmongery

#### a. Cellular Office

- i. 2400 x 813mm (or Similar and approved) semi-solid fire rated doors with door furniture (ironmongery) included, for partition walls and brick walls where applicable.
- ii. Aluminium door handles to contrast with visually with the door surface and be operable by using one hand and a minimum diameter of 19mm.

#### b. Open plan Offices

- i. 2400 x 813mm (or Similar and approved) semi-solid fire rated doors with door furniture (ironmongery) included, for partition wall and brick walls where applicable.
- ii. Aluminium door handles to contrast with visually with the door surface and be operable by using one hand and a minimum diameter of 19mm.

#### c. Boardrooms and meeting rooms:

- i. Safety Glazing door as per SANS 10400 Part N where all safety glazing shall be permanently marked by the installer in such a manner that the markings are visible in individual panes after installation.
- ii. Aluminium door handles to contrast with visually with the door surface and be operable by using one hand and a minimum diameter of 19mm.

#### d. Registry and filing rooms:

- i. 1 and half leaf doors (or Similar and approved) semi-solid (1hour) fire rated doors with door furniture (ironmongery) included, for partition wall and brick walls where applicable.
- ii. Aluminium door handles to contrast with visually with the door surface and be operable by using one hand and a minimum diameter of 19mm.

#### e. Ablution facilities:

- i. 2400 x 813mm (or Similar and approved) semi-solid fire rated doors with door furniture (ironmongery) included, for partition walls and brick walls where applicable.
- ii. Aluminium door handles to contrast with visually with the door surface and be operable by using one hand and a minimum diameter of 19mm.
- iii. Paraplegic ablutions doors and ironmongery to be as per SANS 10400 requirements.

### 4. Wall covering

#### a. Cellular Offices

- i. Walls to be painted with 2 coats durable and washable paint as per manufacturers specification.

#### b. Open Plan offices

- i. Walls to be painted with 2 coats durable and washable paint as per manufacturers specification.

#### c. Boardrooms and meeting rooms

- i. Walls to be painted with 2 coats durable and washable paint as per manufacturers specification.

#### d. Common areas (Passages, lobbies and waiting areas incl. Reception Area)

- i. Walls to be painted with 2 coats durable and washable paint as per manufacturers specification.

#### e. Registry and filing rooms:

- i. Walls to be painted with 2 coats durable and washable paint as per manufacturers specification.

### 5. Ceilings:

#### a. Workspaces and Support space:

- 
- i. The height of the ceiling should be suitable for office space. 1200 x 600 x 15mm access ceiling tiles or similar and approved suspended ceilings with acoustic benefits and noise reduction properties.
  - b. Core Space
    - i. 1200 x 600 x 15mm access ceiling tiles or similar and approved suspended ceilings with acoustic benefits and noise reduction properties.

#### **14. USE OF PREMISES AND REINSTATEMENT:**

The building and offered parking bays will be occupied and used by the Department of Infrastructure Development (**DID**) for a duration of **3 years**. The bidders will ensure that guarantees of items installed during Tenant Installation should last for the entire leased period.

The bidder will be responsible for the reinstatement of the premises/ building at the cost of the lessee when the agreed leased period comes to an end and the building has been fully vacated by The Department of Infrastructure Development (**DID**). The process of the reinstatement, (not limited to appointment of required service providers, scoping, costing, demolishing, remedial work on the building and construction) will be the responsibility of the bidder.

#### **QUERIES**

**Queries in respect of the proposal should be directed as follows:**

##### **Compliance Queries:**

*Name & Surname:* Gopolang Monkwe

*E-mail:* [Gopolang.Monkwe@gauteng.gov.za](mailto:Gopolang.Monkwe@gauteng.gov.za)

##### **Technical Queries:**

*Name & Surname:* Moloko Molokomme

*Email:* [Moloko.Molokomme@gauteng.gov.za](mailto:Moloko.Molokomme@gauteng.gov.za)

*Name & Surname:* Vongani Baloyi

*Email:* [Vongani.Baloyi@gauteng.gov.za](mailto:Vongani.Baloyi@gauteng.gov.za)

**SBD 3.1**

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

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- |   |  |                                   |
|---|--|-----------------------------------|
| - | Required by:                                     | .....                             |
| - | At:  | .....<br>.....                    |
| - | Brand and model                                  | .....                             |
| - | Country of origin                                | .....                             |
| - | Does the offer comply with the specification(s)? | *YES/NO                           |
| - | If not to specification, indicate deviation(s)   | .....                             |
| - | Period required for delivery                     | .....<br>*Delivery: Firm/not firm |
| - | Delivery basis                                   | .....                             |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However,

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.

communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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

[illegible]

## 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 Johannesburg CBD, Braamfontein and/ or Parktown areas are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



The maximum points for Boksburg, Ekangala/ Ekandustria, Midrand and Pimville areas are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

**80/20 or 90/10**

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

Where

Ps = Points scored for price of tender under consideration

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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:

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

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—
- (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.)***

**SPECIFIC GOALS FOR THE JOHANNESBURG CBD, BRAAMFONTEIN AND/ OR PARKTOWN AREAS**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>HDI targeted – at-least 51% ownership as follows:</b>				
Townships Informal Settlement and Hostels (TISH) (The address on CIPC company registration documents will be utilized to determine the allocation of points, no points will be allocated if the company is not registered under the TISH)	2 points			
Women (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)	2 points			
Youth (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)	3 points			
People with Disabilities (PwD) (provide a confirmation letter / certificate from medical practitioner, no points will be allocated if no confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company)	2 points			
Military veterans (provide a confirmation letter with a force number from department of military veterans, no points will be allocated if no confirmation letter or certificate from department of military veterans stating the	1 points			

membership of the owner/ director / member shareholder of the company)				
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## **SPECIFIC GOALS FOR THE BOKSBURG, EKANGALA/ EKANDUSTRIA, MIDRAND AND PIMVILLE AREAS**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>HDI targeted – at-least 51% ownership as follows:</b>				
Townships Informal Settlement and Hostels (TISH) (The address on CIPC company registration documents will be utilized to determine the allocation of points, no points will be allocated if the company is not registered under the TISH)		4 points		
Women (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)		4 points		
Youth (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if ID's are not provided)		6 points		
People with Disabilities (PwD) (provide a confirmation letter / certificate from medical practitioner, no points will be allocated if no confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company)		4 points		
Military veterans (provide a confirmation letter with a force number from department of military veterans, no points will be allocated if no confirmation letter or certificate from department of military veterans stating the membership of the owner/ director / member shareholder of the company)		2 points		

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

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

**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 works 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;
    - Bidder's Disclosure form;
    - 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 authorised to sign this contract.



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NAME (PRINT)

.....

CAPACITY

.....

SIGNATURE

.....

NAME OF FIRM

.....

DATE

.....

WITNESSES

1

.....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS****PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works 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/works 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 authorised to sign this contract.

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1. ....

## **Annexure A**

# **GOVERNMENT PROCUREMENT**

# **GENERAL CONDITIONS OF CONTRACT**

### **NOTES**

The purpose of this document is to:

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

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

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

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## **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices

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## 32.Taxes and duties

## 33.National Industrial Participation Programme (NIPP)

### **General Conditions of Contract**

#### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in

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compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.

- 
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application** 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding
- immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General** 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards** 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of** 5.1 The supplier shall not, without the purchaser’s prior written consent, **contract** disclose the contract, or any provision thereof, or any specification, **documents** plan, drawing, pattern, sample, or information furnished by or on **and** behalf of the purchaser in connection therewith, to any person other **information**; than a person employed by the supplier in the performance of the **inspection**. contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

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5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

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

**7. Performance** 7.1 Within thirty (30) days of receipt of the notification of contract award, **security** the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

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

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses** 8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.



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8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing** 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

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

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

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

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

**13. Incidental** 13.1 The supplier may be required to provide any or all of the following **services** services, including additional services, if any, specified in SCC:

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- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

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

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

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

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- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment** 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices** 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract** 18.1 No variation in or modification of the terms of the contract shall be **amendments** made except by written amendment signed by the parties concerned.
- 19. Assignment** 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the** 21.1 Delivery of the goods and performance of services shall be made by **supplier's** the supplier in accordance with the time schedule prescribed by the **performance** purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

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- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

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

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

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

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

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

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

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

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

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

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping** 24.1 When, after the date of bid, provisional payments are required, or antiand countervailing dumping or countervailing duties are imposed, or the amount of a duties and rights provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such

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provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in

terms of the contract or any other contract or any other amount which may be due to him

**25. Force 25.1** Notwithstanding the provisions of GCC Clauses 22 and 23, the **Majeure** supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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

**27. Settlement of 27.1** If any dispute or difference of any kind whatsoever arises between the **Disputes** purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

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

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

**28. Limitation of 28.1** Except in cases of criminal negligence or willful misconduct, and in **liability** the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs,

## OFFICE ACCOMMODATION SPECIFICATION

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- provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP) 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



