



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER: H21/005PF

RETURNABLE DOCUMENTS

FOR

**PROCUREMENT OF ALTERNATIVE OFFICE
ACCOMODATION FOR DEPARTMENT OF HOME
AFFAIRS FOR A LETTABLE SPACE OF 30 223SQM
AND 1584 PARKING BAYS FOR A PERIOD OF FIVE (5)
YEARS IN PRETORIA CBD**

CONTENTS OF BID DOCUMENT

Project title:	PROCUREMENT OF ALTERNATIVE OFFICE ACCOMODATION FOR DEPARTMENT OF HOME AFFAIRS FOR A LETTABLE SPACE 30 223SQM AND 1584 PARKING BAYS FOR A PERIOD OF FIVE (5) YEARS IN PRETORIA CBD		
Project Leader:	Mukundisi Mashimbyi	Bid / no:	H21/005PF

SECTIONS IN BID DOCUMENT

Bidders are to ensure that they have received all pages of the bid document, which consists of the following sections:

Bid Document Name:	Number of Pages:
Cover page	1 Page
Content page	1 Page
Map of closing address	1 Page
Bid Form (PA-32)	3 Pages
PA-04(LS): Notice and invitation to tender	3 Pages
PA-09 (LS): List of returnable document	2 Page
PA-10 (LS) Important Conditions of Bid	1Pages
PA-11: Declaration of Interest and Bidder's Past Supply Chain Management Practices	4 Pages
PA-15.1 Resolution of Board of Directors	2 Pages
PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures	2 Pages
PA-15.3: Special Resolution of Consortia or Joint Venture	3 Pages
PA-16 : Form for Claiming BBBEE points	6 Pages
PA29: Certificate of Bid Determination	4 Pages
PA-40: Declaration of designated groups for preferential procurement	2 Pages
DPW-06 (LS): Lease Agreement	12Pages
DPW-08.3 (LS): Bid Offer – Office Accommodation Various Options Based on BEE Percentage	6 Pages
DPW-11.1 (LS): Specification on Minimum Requirements-Office Accommodation	3 Pages
DPW-12 (LS) Compliance with all the Acts, Regulations and By-Laws Governing the Built Environment Certificate	1 Page
Norms Document	41 Pages
Special Note	1Page

**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE
REPUBLIC OF SOUTH AFRICA**

PLEASE TAKE NOTE

BID NUMBER: H21/005PF

CLOSING TIME: SHARP 11:00 CLOSING DATE: 16 NOVEMBER 2021

***BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE
ACCEPTED FOR CONSIDERATION***

BID DOCUMENTS MAY BE POSTED TO

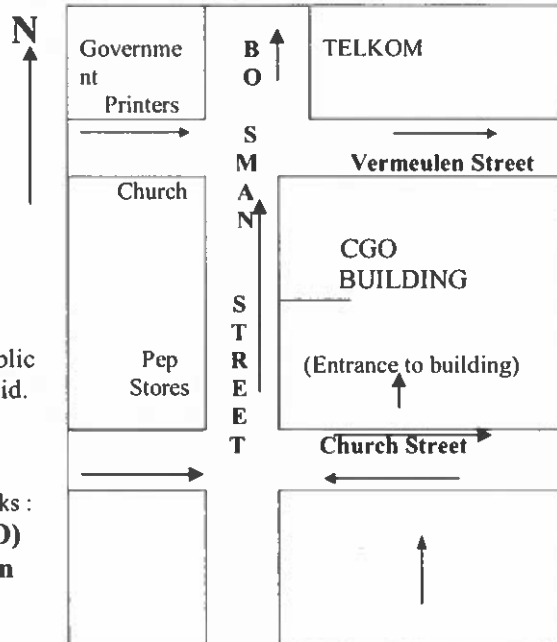
**DIRECTOR-GENERAL
Department of Public Works
Private Bag X65
PRETORIA
0001**

**ATTENTION: TENDER SECTION:
Central Government office: Room 121**

Bid documents that are posted must reach the Department of Public
Works: Tender section, before 08:00 on the closing date of the bid.

OR

The bid documents may be deposited at the Department of Public Works :
Head Office: **Room 121, Central Government Office (CGO)**
**c/o Bosman and Vermeulen Street.(Entrance Vermeulen
Street) Pretoria,0001**



The Head Office of the Department of Public Works is open **Mondays to Fridays**
07:30 – 12:30 / 13:30 – 15:30. However, if the bid is late, it will, as a rule not be
accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE,
INDICATING THE TENDER NR, CLOSING DATE AND YOUR COMPANY NAME**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	H20/005/PF	CLOSING DATE:	16/11/2020
		CLOSING TIME:	11:00
DESCRIPTION	PROCUREMENT OF ALTERNATIVE OFFICE ACCOMODATION FOR DEPARTMENT OF HOME AFFAIRS FOR A LETTABLE SPACE OF 30 223SQM AND 1584 PARKING BAYS FOR A PERIOD OF FIVE (5) YEARS IN PRETORIA CBD		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
256 CGO BUILDING, CNR BOSMAN AND MADIBA STREETS, PRETORIA			
OR POSTED TO:			
PRIVATE BAG X 65, PRETORIA, 0001			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
		<input type="checkbox"/> A REGISTERED AUDITOR	
NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE ('ALL APPLICABLE TAXES)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	

TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.

Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.
- c) The price that appears on this form is the one that will be considered for acceptance as a firm and final offer.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

Notice and Invitation to Bid: PA-04 (LS)

	<ul style="list-style-type: none"> a. 51% Black-ownership b. 51% Black-management c. 51% Black controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector codes
<input checked="" type="checkbox"/>	<p>Category B – refers to a segment where a property is owned by an enterprise(s)/ individual(s) which have not less than :</p> <ul style="list-style-type: none"> a. 20% Black- ownership; b. 20% Black management c. 20% Black Controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes
<input type="checkbox"/>	<p>Category C – refers to a segment where a property is owned by an enterprise(s)/ individual(s) with less than</p> <ul style="list-style-type: none"> a. 20% Black- ownership; b. 20% Black management c. 20% Black Controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes
<input checked="" type="checkbox"/>	<p>Category D – refers to property funds listed on the Stock Exchange :</p> <ul style="list-style-type: none"> a. That qualify as listed property funds or real estate investment trusts (REITS); b. That have ownership by black individuals or black entities of more than 10% but less than 51% ; and c. That are managed by property asset management entities with not less than 51% Black ownership ; 51% Black management and 51% Black control

This bid will be evaluated according to the preferential procurement model in the PPPFA: *(Tick applicable preference point scoring system)*

<input type="checkbox"/> 80/20 Preference points scoring system	<input checked="" type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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Price:	
Price:	100 % of 100
Total must equal:	100%

Functionality:	
Functionality:	50 %
Minimum Functionality Score	50 %
Total must equal:	100%

Functionality criteria:	Weighting factor:
Functionality:	100%
Minimum Functionality score	50%

Total must equal:	100%
SUITABILITY	
Preferred location: Pretoria CBD =5	
Stand-alone building =4	30
Single tenant building =3	
None of the above =0	
BUILDING GRADES	
The property grade must be A or B	
A grade building =5	30
B with Grade A finishes =3	
*None of the above = 0	
Commitment/ confirmation letter that the building will be refurbished according to the grade finishes as per grading certificate attached.	
PARKING REQUIREMENTS	
100% covered parking bays in the same building =5	
70% covered parking in the same building and 30% adjacent to the building =4	20
50% covered parking in the building and 50% adjacent to the building =3	
*None of the above =0	
ACCESSIBILITY:	
1. Property to be close to a major routes and amenities	
2. Meet entrance and exist requirements	
3. Property to meet requirements for persons with disability	20
All three =5	
None of the above =0	
Total	100 Points

Subject to sub-regulation 6(2) and /or 7 (2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

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

- A maximum of 10/20 points may be allocated in accordance with sub-regulation 7(2) and 6(2) respectively of the PPPFA Regulations of 2017.
- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6 (2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6 (1) and 7 (1) respectively
- Subject to regulation 7, the contract must be awarded to the tenderer who scores the highest total number of points.

- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act.

1. COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents may be collected during working hours at the following address **256 Madiba Street, CGO Building, Department of Public Works and Infrastructure.**
- ☒ A non-refundable bid deposit of R **1000.00** is payable, (Cash only) is required on collection of the bid documents.
- ☐ A **select** pre bid meeting with representatives of the Department of Public Works will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**. Venue **insert venue**. (if applicable)

2. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

Contact person:	Mkundisi Mashimbyi	Telephone no:	012 310 5951
Cell no:	083 408 1030	Fax no:	
E-mail:	Mkundisi.mashimbyi@dpw.gov.za		

3. DEPOSIT / RETURN OF BID DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
- 3.2. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.
- 3.3. All tenders must be submitted on the official forms – (not to be re-typed).

BID DOCUMENTS MAY BE POSTED TO:	DEPOSITED IN THE TENDER BOX AT:
THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 65	256 Madiba Street CGO Building
Pretoria 0001	OR
ATTENTION: PROCUREMENT SECTION: ROOM insert room no	
POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT	

4. COMPILED BY:

Mkundisi Mashimbyi		25/10/2021
Name of Property Manager	Signature	Date

PA-09 (LS): LIST OF RETURNABLE DOCUMENTS

Property description:	PROCUREMENT OF ALTERNATIVE OFFICE ACCOMODATION FOR DEPARTMENT OF HOME AFFAIRS FOR A LETTABLE SPACE 30 223SQM AND 1584 PARKING BAYS FOR A PERIOD OF FIVE (5) YEARS IN PRETORIA CBD		
Property Manager:	MUKUNDISI MASHIMBYI	Bid / Quote no:	H21/005PFPF
Receipt Number:			

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
PA-04 (LS) Notice and Invitation to Bid	4 Pages	<input checked="" type="checkbox"/>
PA-09 (LS) List of Returnable Documents	2 Pages	<input checked="" type="checkbox"/>
PA-10 (LS) Important Conditions of Bid	1 Pages	<input checked="" type="checkbox"/>
PA-11 Declaration of Interest and Bidder's Past Supply Chain Management Practice	5 Pages	<input checked="" type="checkbox"/>
PA-15.1 Resolution of Board of Directors	2 Pages	<input checked="" type="checkbox"/>
PA-15.2 Resolution of Board of Directors to Enter into Consortia or Joint Venture	2 Pages	<input checked="" type="checkbox"/>
PA-15.3 Special Resolution of Consortia or Joint Venture	3 Pages	<input checked="" type="checkbox"/>
PA-16 Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017	6 Pages	<input checked="" type="checkbox"/>
PA-29 Certification of Independent Bid Determination	4 Pages	<input checked="" type="checkbox"/>
PA-32 Invitation to Bid	3 Pages	<input checked="" type="checkbox"/>
PA-40 Declaration of Designated Groups for Preferential Procurement	2 Pages	<input checked="" type="checkbox"/>
DPW-06 (LS) Lease Agreement	12 Pages	<input checked="" type="checkbox"/>
DPW-08.1 (LS) Bid Offer - Office Accommodation	3 Pages	<input checked="" type="checkbox"/>
DPW-11.1 (LS) Specification of Minimum Requirements - Office Accommodation	3 Pages	<input checked="" type="checkbox"/>
DPW-12 Compliance with all the Acts, Regulations and By-Laws Governing the Built Environment Certificate	1 Pages	<input checked="" type="checkbox"/>
Norms Document	41 Pages	<input type="checkbox"/>
Special Note	1 Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>



Name of Bidder	Signature	Date

PA-10 (LS): IMPORTANT CONDITIONS OF BID

Bid no:	H21/005PF	Closing date:	16/11/2021
Advertising date:	26/10/2021	Validity period:	60 days

- Bids that are not accompanied by written proof that the bidder is authorised to offer the accommodation for leasing will not be considered.
- The only or lowest offer will not necessarily be accepted.
- The Department of Public Works is the sole adjudicator of the suitability of the accommodation for the purpose for which it is required. The Department's decision in this regard will be final.
- The Department of Public Works will in no way be responsible for or committed to negotiations that a user department may or might have conducted with a lessor or owner of a building.
- It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. **A certificate to this effect must be issued.**
- Drawings/ Architect's plans of the accommodation offered must be submitted. **In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document.**
- Lettable areas have to be determined in accordance with the **SAPOA** method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted.
- The commencement date from which rental will be payable or the lease shall begin is subject to the approval of the Department of Public Works.
- The lease agreement and payment of rental will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate starting at the beginning of the second year.
- No bids sent by facsimile will be accepted.
- Bidders are welcome to be present at the opening of bids.
- This annexure is part of the bid documentation and must be signed by the bidder and attached.
- The bid forms must not be retyped or redrafted but photocopies may be used. Additional offers may be made but only on photocopies of the original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.
- The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of the user department in accordance with the norm document and/or specified and minimum requirements.
- Appended herewith is an example of a (PA-07): **Application for Tax Clearance Certificate** of which an original signed and stamped certificate should be obtained from the SA Revenue Services and submitted together with the completed bid document.
- Failure to comply with the above-mentioned conditions may invalidate a bid.

BIDDER'S SIGNATURE:

Name of Bidder	Signature	Capacity	Date

PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

Project title:	PROCUREMENT OF ALTERNATIVE OFFICE ACCOMODATION FOR DEPARTMENT OF HOME AFFAIRS FOR A LETTABLE SPACE 30 223SQM AND 1584 PARKING BAYS FOR A PERIOD OF FIVE (5) YEARS IN PRETORIA CBD		
Bid no:	H21/005PF	Reference no:	

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

1. NAME OF ENTERPRISE

--

2. CIDB REGISTRATION NUMBER (if applicable)

--

3. PARTICULARS OF SOLE PROPRIETORS AND PARTNERS IN PARTNERSHIPS

Name*	Identity number*	Personal income tax number*

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

4. PARTICULARS OF COMPANIES AND CLOSE CORPORATIONS

Company registration number	
Close corporation registration number	
Tax reference number	

5. Any legal person, including persons employed by the State¹; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

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

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

6.1 Full Name of bidder or his or her representative:

6.2 Identity number:.....

6.3 Position occupied in the Company (director, trustees, shareholder² ect

6.4 Company Registration Number:

6.5 Tax Reference umber:.....

6.6 VAT Registration Number:

6.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

6.7 Are you or any person connected with the bidder presently employed by the state?

☐ YES ☐ NO



6.7.1 If so, furnish the following particulars:

Name of person / director / trustees / shareholder / member:

Name of state institution at which you or the person
is connected to the bidder is employed

Position occupied in the state institution:

Any other particulars:

.....
.....

6.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? ☐ YES ☐ NO

6.7.2.1 If yes, did you attach proof of such authority to the bid document? ☐ YES ☐ NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

6.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

6.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? ☐ YES ☐ NO

6.8.1 If so, furnish particulars:

.....

6.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? ☐ YES ☐ NO

6.9.1 If so, furnish particulars.

.....

.....

6.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? ☐ YES ☐ NO

6.10.1 If so, furnish particulars.

.....

.....

- 6.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?
☐ YES ☐ NO

- 6.11.1 If so, furnish particulars:

.....

7. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

8. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

8.1	Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.2	If so, furnish particulars:		
8.3	Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's	<input type="checkbox"/> Yes	<input type="checkbox"/> No



	website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.		
8.4	If so, furnish particulars:		
8.5	Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.6	If so, furnish particulars:		
8.7	Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.8	If so, furnish particulars:		

9. CERTIFICATION

I the undersigned (full name) _____ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____ (legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

_____ (project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			



Resolution of Board of Directors: PA-15.1

15			
16			
17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)



Resolution of Board of Directors to enter into Consortia or Joint Ventures: PA-15.2

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ (place)

on _____ (date)

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ *(Bid / Tender Number as per Bid /Tender Document)*

B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
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9			
10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.

1. GENERAL CONDITIONS

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

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

1.2. The value of this bid is estimated to **Exceed** R50 000 000 (all applicable taxes included) and therefore the **90/10** system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100
1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.	
1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.	

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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Preference Points Claim for Bids: PA-16

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **"consortium or joint venture"** 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;
- (h) **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **"non-firm prices"** means all prices other than "firm" prices;
- (m) **"person"** includes a juristic person;
- (n) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

Preference Points Claim for Bids: PA-16

section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (o) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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Preference Points Claim for Bids: PA-16

Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

Preference Points Claim for Bids: PA-16

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

8 SUB-CONTRACTING (relates to 5.5)

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

.....

(iv) whether the sub-contractor is an EME/ a QSE? YES / NO (delete which is not applicable)

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

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

Preference Points Claim for Bids: PA-16

5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding process;
 - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.



2.

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	PROCUREMENT OF ALTERNATIVE OFFICE ACCOMODATION FOR DEPARTMENT OF HOME AFFAIRS FOR A LETTABLE SPACE 30 223SQM AND 1584 PARKING BAYS FOR A PERIOD OF FIVE (5) YEARS IN PRETORIA CBD		
Bid no:	H21/005PF	Reference no:	

INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

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

Certification of Independent Bid Determination: PA-29

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

Certification of Independent Bid Determination: PA-29

- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

Certification of Independent Bid Determination: PA-29

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

³ 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.

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.

Name of Bidder	Signature	Date	Position

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer ☐ EME¹ ☐ QSE² ☐ Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

2. DECLARATION:

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date



DPW-06 (LS): LEASE AGREEMENT INDEX

CLAUSE	HEADING
1.	Parties
2.	Definition and Interpretation
3.	The Lease
4.	The Period
5.	Right to Renew
6.	The Rental
7.	Use of the premises
8.	Occupation of the premises
9.	Condition of the premises at the commencement date and at the termination date
10.	Fixtures
11.	Expenses, Maintenance and Repairs
12.	Limitation of liability of the Lessor
13.	Fire fighting equipment and Lifts
14.	Damage to or destruction of the premises
15.	Breach
16.	Management Rules
17.	Reasonable Access
18.	Cession, Assignment and Sub-letting
19.	Non-Waiver
20.	Sale of premises
21.	Stamp Duty
22.	Termination
23.	Whole Agreement
24.	<i>Domicilium citandi et executandi</i>
	Signatures
	Schedule 1
	Schedule 2

LEASE

1. PARTIES:

The parties to this agreement are:

_____ Registration Number if the Lessor is a Company or
Close Corporation represented by _____ duly authorised as per
attached resolution, hereinafter referred to as the Lessor

AND

The Government of the Republic of South Africa, represented by the Director General of the Department of Public Works or his/ her delegate duly authorised, hereinafter referred to as the Lessee.

2. DEFINITIONS AND INTERPRETATION

2.1. In this agreement, unless the context indicates otherwise, the following words have the meaning assigned to them hereunder:

"adjustment date" - the date, or the last day of the period, mentioned in Item 4 of Schedule 1 on which the escalation rate comes into operation;

"building" - the entire structure known by the name as set out in Item 2 of Schedule 1 and situated on the property set out in Schedule 1;

"commencement rental" - the monthly rental payable in respect of the first year of the lease or, in the event of the first fixed period of the lease being less than one year, the rental determined for that period, the amount of which is stipulated in Item 6 of Schedule 1;

"commencement date" - the date stipulated in Item 5 of Schedule 1 on which the lease commences;

"escalation rate" - the percentage mentioned in Item 7 of Schedule 1, which adjusts the rental on every adjustment date;

"Lessee" - the Government of the Republic of South Africa, herein represented by the Director-General of the Department of Public Works or his delegate duly authorised;

"Lessor" - the owner of the premises (or a sub lessor who warrants his authority to enter into this lease agreement with the Lessee and attaches such authorisation hereto) who, if he does not sign personally, is herein represented by the person mentioned in Item 9 of Schedule 1 who by his signature hereto warrants that he is authorised to sign this agreement on behalf of the Lessor;

"occupant" - the Government Department that will physically occupy the premises for the duration of the contract of lease;

"premises" - the building and/or the structure and/or the land, or portions thereof, mentioned in Item 2 of Schedule 1, which forms the subject of this lease;

"renewal period" - the period mentioned in Item 12 of Schedule 1 for which this lease can be extended by the Lessee and the Lessor;

"termination date" - the date stipulated in Item 13 of Schedule 1 on which the lease terminates;

2.2. The clause headings of this agreement have been inserted for reference purposes only and shall not be taken into account in its interpretation. Unless the context indicates otherwise, words importing the singular shall include the plural, words importing persons shall include bodies corporate, and, in each instance, also the opposite thereof.

- 2.3. If a provision in a definition is a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive provision in the body of the agreement, notwithstanding that it is in the definitions clause.

3. THE LEASE:

- 3.1. The Lessor hereby leases the premises to the Lessee who hires the premises on the terms and conditions of this agreement, which incorporates the Schedules.

4. THE PERIOD:

- 4.1. The period of the lease commences on the commencement date and terminates on the termination date as mentioned in Item 13 of Schedule 1.

5. RIGHT TO RENEW:

- 5.1. The Lessee has the right to renew the lease for a further period commencing on the first day after the expiration of the contract of lease and on terms and conditions agreed to by the parties.
- 5.2. In the event of the Lessee exercising its right of renewal, he shall be obliged to give the Lessor written notice thereof as provided in 5.3 hereunder.
- 5.3. At least six months prior to the expiry of the lease period the Lessee shall notify the Lessor in writing of its intention to exercise the right to renew and the lease renewal period. Should the parties fail to reach an agreement on the terms and conditions of the new lease, the original lease will be terminated at the normal expiry period.

6. THE RENTAL:

- 6.1. The commencement rental shall be a total amount of R made up of:

R in respect of Office Rental

R in respect of parking;

R (other- specify)

Subtotal

Vat

TOTAL

- 6.2. The lease commences with the commencement rental. Thereafter the rental shall escalate with the compounded escalation rate on each adjustment date.
- 6.3. The rental shall be payable from the commencement date monthly in advance on or before the seventh day of each month into the Lessor's bank account. Payment of rent shall be made electronically. Should the rental not be paid by the 30th day after the due date, interest shall be calculated at the prescribed rate from the first date after the 30th day until date of payment.
- 6.4. The parties agree that all rentals payable in terms of this agreement shall include value-added tax where such tax is payable. The Lessor shall specify such tax for record and tax- purposes separately from the basic rental.
- 6.5. The Lessor shall be liable to pay all rates, taxes and levies in respect of the premises to the concerned authority as well as any and all increases therein.

7. USE OF PREMISES:

- 7.1. The Lessee records that he will use the premises for the purpose specified in Item 14 of Schedule 1 and for no other purpose, except with the written consent of the Lessor, which consent shall not be withheld unreasonably.
- 7.2. The Lessor shall be obliged to obtain such consents and authorisations (excluding trade and other licences) as may be required by competent authorities or title conditions to enable the Lessee to use the premises for the purpose referred to in 7.1.

8. OCCUPATION OF THE PREMISES:

The Lessor warrants the Lessee's right to free and undisturbed possession of the premises from the commencement date until termination of the contract: Subject thereto that any delay in taking possession due to actions of the Lessee or the occupant, shall not be regarded as a delay on the part of the Lessor.

9. CONDITION OF THE PREMISES AT THE COMMENCEMENT DATE AND AT THE TERMINATION DATE:

- 9.1. Schedule 2 contains details of the installations required by the Lessee, the party responsible for effecting those installations and the party who bears the costs in respect thereof. Schedule 2 also contains the obligations, if any, of the Lessee in regard to the removal thereof at the termination of the contract.
- 9.2. The Lessee shall, within five (5) working days of occupation, furnish the Lessor with three (3) dates and times, which dates must be within twenty-one (21) days of occupation, to convene a meeting to inspect the premises. The Lessor shall accept a date, from those furnished, that is suitable to him. At such meeting the parties, including the occupant, shall jointly inspect the premises, so as to ascertain any damage or defect in the premises and the general condition of the premises and to record them in a list which all three parties shall sign.
- 9.3. The Lessor shall within fourteen (14) days of such inspection repair the defect(s).
- 9.4. Should the Lessor fail to comply with his obligations in respect of installations required by the Lessee, if any, or fail to repair the defect(s), the Lessee shall notify the Lessor of such failure and unless the Lessor so complies within fourteen (14) days, save in emergencies, the Lessee shall be entitled to rectify those matters at his own expense and to recover the costs thus incurred from the Lessor.
- 9.5. The Lessor shall furnish the dates and times at least fourteen working (14) days prior to the expiry of the lease for the inspection of the premises after termination of the lease. Within fourteen (14) days after the expiry of the lease, the Lessor shall ensure that the following lists are compiled:
- 9.5.1. A list of all the items where both parties agree that such items are damaged or defective and that the Lessee is liable; and
- 9.5.2. A list of the items, which are damaged, or defective and which in the opinion of the Lessor the Lessee is liable for, whereas the Lessee denies liability.
- 9.6. The items recorded in the list contemplated in clause 9.5.2 shall be replaced as per agreement between the parties. Should the parties fail to reach such an agreement, the dispute may by agreement between the parties be referred to an independent professional who shall act as a mediator.
- 9.7. The Lessee shall not be responsible for the payment of rent or damages during the month when the damages caused to the premises are being repaired.

10. FIXTURES:

10.1. The parties agree that for the purposes of the interpretation of this clause and of this lease, fixtures shall refer to movable or immovable fittings installed by the Lessee and required for his purposes, such as computer cables and telephone systems. The Lessee shall be entitled, at his expense and with the written consent of the Lessor, which consent shall not be unreasonably withheld (alternatively, as arranged in Schedule 2), to install fixtures (which shall remain the property of the Lessee) on the premises: Provided that, after the termination of this lease –

- fixtures may be removed by the Lessee on condition that the premises are restored to the condition in which they were before the installation of the fixtures, fair wear and tear excepted; or
- the Lessor may demand that fixtures which have not been thus removed, shall be removed by the Lessee, in which event the same requirements regarding the restoration of the premises shall apply.

11. EXPENSES, MAINTENANCE AND REPAIRS:

11.1. For the purpose of the interpretation of this clause and of the lease, the parties agree that the words in the heading bear meanings assigned to them hereunder:

"expenses" - those disbursements in respect of the premises which are occasioned by the ownership or the operation thereof, e.g. assessment rates, municipal levies, air-conditioning and lift maintenance, insurance premiums, etc.;

"maintenance" - everything which is required to be done in order to enable the Lessee to return the premises to the Lessor on the termination date in the condition they were in at the commencement date, fair wear and tear excepted;

"repairs" - everything which is required to be done in order to achieve the same goal as that envisaged in the definition of "maintenance", but which requires more labour and more expense than maintenance, such as the replacement of cables, taps, locks, floor tiles, geysers and the like. The parties are agreed that normal wear and tear can through time require repairs.

11.2. Responsibilities of the Lessor: -

- assessment rates and fixed municipal levies including all related increases;
- Any related insurance of the premises and the increases thereof;
- normal maintenance and repairs (including painting) of both the exterior and interior of the premises, including the cleaning of the exterior of the premises as well as windows, in a high rise building;
- the operation (including maintenance and repairs) of the air-conditioning system and the lifts during normal office hours or during such times as may be agreed upon;
- water and electricity consumption to the extent that these are not separately metered for the Lessee;
- municipal rates (existing and future) levied on ownership (including rates increases);
- installation and maintenance of the fire extinguishing and fire detection equipment as stipulated in clause 13; and
- the replacement of carpeting at the expiry of their agreed lifetime.

11.3. Responsibilities of the Lessee: -

- domestic cleaning of the interior of the premises
- the domestic services such as the provision of toilet paper, soap, towels, etc.;
- the costs of water and electricity consumption to the extent that these are separately metered;
- the costs of refuse removal and sanitary services;

11.4. In the event of the premises being a portion of a building and it consequently being necessary to determine the Lessee's pro rata share in respect of maintenance or consumption of necessary services, the pro rata share of the Lessee, for the purpose of this agreement, shall be determined by calculating the area of the premises as a fraction of the total area of the building. For the purpose of such calculation areas shall be determined from time to time by the Sapo-a-method for the calculation of rentable areas. Where the pro rata share or portion thereof is payable to the Lessor, the Lessee shall pay on receipt of a properly substantiated account. The parties agree that the Lessee's pro rata share (as contemplated in this clause) is the percentage as indicated in Schedule 1

11.5. Should the Lessor fail to pay expenses or to undertake repairs the Lessee may remind the Lessor in writing, and should the Lessor still be in default thirty days after receipt of such reminder (or such longer period which the parties may have agreed upon) the Lessee shall be entitled to demand specific performance or to pay such expenses or to undertake such repairs and to recover the amounts thus disbursed from the rental due to the Lessor by set off or by legal action. A certificate by the Lessee of such expenses shall be prima facie proof thereof.

12. LIMITATION OF THE LIABILITY OF THE LESSOR:

- 12.1. The Lessor shall insure the building and shall maintain such insurance throughout the currency of the lease and any extension thereof. The Lessee may not after the commencement of the lease do, or allow anything that is contrary to the provisions, which will cause an increase in the premiums of any insurance policy held by the Lessor over the property.
- 12.2. Should the Lessee do or cause to be done anything that causes an increase in the premiums of such policy, the Lessee will be liable for the increase in the premiums occasioned by the actions of the Lessee. The Lessor shall furnish to the Lessee proof from the insurer.
- 12.3. The Lessor shall not be liable for any damage which the Lessee may suffer as a consequence of rain, wind, hail, lightning, fire, earthquake, storm, riots, strikes, actions by enemies of the State or in consequence of the interruption of any facility or service supplies to the premises by third parties, unless such damage is caused by the intent or negligence of the Lessor, his employees or agents.
- 12.4. The Lessor shall not be liable for any accident, injury or damage incurred by the Lessee, his employees, agents or visitors, in or near the premises, unless it is the result of intent or negligence on the part of the Lessor, his employees or agents.

13. FIRE FIGHTING EQUIPMENT AND LIFTS:

- 13.1. The Lessor shall be obliged to install, maintain and operate on the premises fire extinguishing and fire detection equipment complying with the National Building Regulations and Building Standards Act (Act 103 of 1977) as amended, and /or other applicable legislation.
- 13.2. The Lessor shall be obliged to maintain the lifts and ensure that regular checks are done in accordance with the Occupational Health and Safety Act (Act 85 of 1993) as amended and /or any other applicable legislation.

14. DAMAGE TO OR DESTRUCTION OF THE PREMISES:

- 14.1. In the event of the premises being destroyed and therefore rendered totally unfit for occupation, this lease shall be terminated automatically.
- 14.2. In the event of the premises being damaged and remaining partially suitable for the purposes of the Lessee, the parties shall have the right to terminate the agreement forthwith. Should the parties continue with the agreement, the Lessee shall be entitled to a reduction in rental to the extent to which the Lessee is deprived of the full use of the premises

15. BREACH:

- 15.1. In the event of either one of the parties committing a material breach of any of the terms of this agreement, and failing to remedy such material breach within a period of thirty (30) days, after receipt of a written notice from the other party calling upon the defaulting party to remedy the material breach complained of, then: -

- 15.1.1. the aggrieved party will be entitled, at his sole discretion, and without prejudice to any of his rights in law and/or in terms of this agreement, either to:

- (a) claim specific performance and/or
- (b) cancel the agreement and/or
- (c) claim damages from the defaulting party.

16. MANAGEMENT RULES:

The Lessor will furnish the Lessee with all Management Rules, if any, prior to entering into this agreement.

17. REASONABLE ACCESS:

The Lessor is, after reasonable prior notification to the Lessee, entitled to reasonable admission to the leased premises in order to carry out inspections, maintenance and repairs and to show the premises to prospective new lessees.

The Lessor is, after reasonable prior written notification to the Lessee, entitled to reasonable admission to the leased premises in order to carry out inspections, maintenance and repairs and to show the premises to prospective new lessees.

18. CESSION, ASSIGNMENT AND SUB-LETTING:

- 18.1. The Lessee shall not, except with the prior written consent of the Lessor, which shall not be unreasonably withheld;

- 18.1.1. cede or assign all or any of the rights and obligations of the Lessee under this lease; or
- 18.1.2. sublet the premises in whole or in part; or
- 18.1.3. give up possession of the premises or any portion thereof to any third party;

it being an explicit provision of this agreement that the Lessee may substitute one occupant with another at its own discretion taking into consideration the preferences (if any) of the Lessor.

19. NON-WAIVER:

- 19.1. Neither party shall be regarded as having waived, or be precluded in any way from exercising, any right under or arising from this lease by reason of such party having at any time granted any extension of time for or having shown any indulgence to, the other party with reference to any

payment or performance hereunder, or having failed to enforce, or delayed in the enforcement of, any right of action against the other party.

- 19.2. The failure of either party to comply with any non-material provision of this lease shall not excuse the other party from performing that party's obligations hereunder fully and timeously.

20. SALE OF PREMISES:

- 20.1. Transfer of the premises from the Lessor pursuant to a sale thereof shall not in any way affect the validity of this lease. It shall accordingly, upon registration of transfer of the premises into the name of the purchaser, remain of full force and effect save that the purchaser shall be substituted as Lessor and acquire all rights and be liable to fulfil all the obligations which the Lessor, as Lessor, enjoyed against or was liable to fulfil in favour of the Lessee in terms of the lease.
- 20.2. Nothing shall prevent the Lessor from advertising the premises as "for sale" or as "to let" as long as it does not disturb the Lessee in its use and enjoyment of the premises.

21. STAMP DUTY:

- 21.1. The Lessor shall be liable for the payment of all administration costs in respect of the lease agreement.
- 21.2. The Lessor shall further be liable to pay stamp duty in terms of section 7(1) of the Stamp Duties Act (Act 77 of 1968).
- 21.3. The Lessor shall return a certified copy of the contract to the Lessee, duly signed and stamped, within thirty (30) days after affixing and cancelling the stamps.

22. TERMINATION:

The Lessee shall be entitled to terminate the agreement by giving 6 (six) months written notice in the event that the Lessee is reasonably of the opinion that there is no need to lease the premises. In such an event, the Lessor shall be entitled to claim damages suffered, excluding loss of profit.

23. WHOLE AGREEMENT:

- 23.1. This is the entire agreement between the parties.
- 23.2. Neither party relies, in entering into this agreement, on any warranties, representations, disclosures or expressions of opinion, which have not been incorporated into this agreement as warranties or undertakings.
- 23.3. No variation or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by the duly authorised representatives of both parties.

24. DOMICILIUM CITANDI ET EXECUTANDI

- 24.1. The parties respectively choose as domicilium citandi et executandi and as the address for the serving of notices the address appearing opposite their names in Item 1 of Schedule 1.
- 24.2. Any notice given by one of the parties to the other ("the addressee") which: -
- 24.2.1. is delivered by hand to the addressee's domicilium citandi et executandi shall be presumed to have been received by the addressee on the date of the delivery, until the contrary is proved;
- 24.2.2. is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium citandi et executandi, shall be presumed until

the contrary is proved, to have been received by the addressee on the fifth day of the date of posting; or

24.2.3. is faxed to the chosen fax number, will be presumed to be received unless the other party proves the contrary: -

24.2.3.1. within four (4) hours after being faxed during normal business hours;

or

24.2.3.2. if not faxed within normal business hours, at twelve o'clock on the first day of business that follows the day on which it was faxed.

24.2.3.3. within four (4) hours after being faxed during normal business hours; or

24.2.3.4. if not faxed within normal business hours, at twelve o'clock on the first day of business that follows the day on which it was faxed.

24.3. Either party shall be entitled, on seven (07) days notice to the other, to change the address of his *domicilium citandi et executandi*.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20____

The witness:

Name of witness	Signature	Date

The witness:

Name of witness	Signature	Date

**The Lessor / Representative** *(Duly authorised as per attached resolution)*

Name of Lessor / Representative	Signature	Date

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20__

The witness:

Name of witness	Signature	Date

The witness:

Name of witness	Signature	Date

The Departmental delegation: *(Duly authorised as per Departmental delegation)*

Name of Departmental delegation:	Signature	Date

**SCHEDULE 1**

Physical address Lessor:	
Postal address Lessor:	
Fax no:	
Physical address Lessee:	
Postal address Lessee:	
Premises Leased:	
Floor Area Leased (m²):	
Storage (m²):	
Parking:	
Adjustment date:	
Commencement date:	
Commencement rental:	
Escalation rate:	
Lease period:	
Lessor / Lessor's representative:	
VAT Registration No.:	
Pro- rata share:	
Renewal Period:	
Termination date:	
Use of premises:	
Life time of carpeting:	

**SCHEDULE 2**

Details of installations required by Lessee:

Installations:	Party to effect:	Party to pay:

Arrangements in respect of installations at termination:

DPW – 08.1 (LS): BID OFFER – OFFICE ACCOMMODATION

Bid no:	H21/005PF	Closing date:	16/11/2021
Advertising date:	26/10/2021	Validity period:	60 days

1. ACCOMMODATION PARTICULARS

Name of building	
Address of building	
Market Value of building	
Municipal valuation of building	
Gross floor area of accommodation	m ²
Date accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	
Value Added Tax Number	

2. RENTALS (OFFICES, STORES AND PARKING)

	Offices	Stores	Parking
Lettable Area	m ²	m ²	
Parking bays			
Rental per month	R		R
VAT per month	R		R
Total per month	R		R
Tariffs	R /m ²	R /m ²	R each
VAT	R /m ²	R /m ²	R each
Total (1)	R /m ²	R /m ²	R each
Escalation Rate	%	%	%
Operating Costs (Provide details on what costs entail)	R /m ²	R /m ²	
VAT	R /m ²	R /m ²	
Total (2)	R /m ²	R /m ²	
Escalation Rate	%		
Total (1 + 2)	R /m ²	R /m ²	R each
Alteration Cost for Lessor:	R	R	

3. RESPONSIBILITIES

Note: The state is not prepared to accept responsibility for services or costs involved as per grey areas.
 (Indicate where applicable)

3.1. Services	State	Lessor	Estimated cost per month
3.1.1. Water consumption			
3.1.2. Electricity consumption			
3.1.3. Sanitary services			
3.1.4. Refuse removal			
3.1.5. Domestic cleaning service			
3.1.6. Consumable Supplies			

3.2. Maintenance	State	Lessor	Estimated cost per month
3.2.1. Internal maintenance			
3.2.2. External			
3.2.3. Garden (If applicable)			
3.2.4. Air conditioning			
3.2.5. Lifts			
3.2.6. Floor covering: normal wear			

3.3. Rates and Insurance	State	Lessor	Estimated cost per month
3.3.1. Municipal rates & Increases			
3.3.2. Insurance & Increases			
3.3.3. SASRIA insurance + Increase			

3.4. Other Responsibilities	State	Lessor	Estimated cost per month
3.4.1. Contract costs			
3.4.2. Stamp duty			
3.4.3. Fire fighting equipment			
3.4.4. Cost of alterations			

Note: State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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4. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. PARTICULARS FOR PAYMENT OF RENTAL:

Person/Organisation to whom cheque must be issued	
Postal address	
Telephone no.	
Cell. No.	
e-mail address	

6. INCOME TAX REFERENCE NUMBER:

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)	
--	--

Name of owner / Duly authorised representative	Signature	Date



DPW-11.1 (LS): SPECIFICATION ON MINIMUM REQUIREMENTS – OFFICE ACCOMMODATION

SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY

1. GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialled and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

2. CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public Works. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certificate to this effect must be submitted.

3. SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access control points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.

4. RECORD ROOMS:

- (a) Record rooms shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record room walls shall be of masonry of not less than 220mm thick or of concrete of not less than 150mm thick or of such structure approved by the Department of Public Works.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works.
- (c) All keys shall be handed over to the Department of Public Works.

5. ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45 dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

6. PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

7. FLOOR TO CEILING HEIGHTS:

A clear floor to ceiling height of as close as possible to 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

8. DOORS, LOCKS AND KEYS:



All offices shall be provided with a door of at least 900mm and each fitted with a good quality five pin cylinder lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building. Two master keys, which can unlock the locks of all offices, shall also be provided.

9. FLOOR COVERING:

Floor covering must be of an acceptable standard and quality to last for at least 10 years.

10. POWER POINTS:

(a) Offices and other rooms where electrical appliances can be used shall be provided with 15 A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof. The Department of Public Works shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.

(b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.

11. LIGHTING:

(a) Each office shall be provided with its own light switch in a suitable position near the door. Lighting conforming to the following standard must be provided:

• Reception areas	100 lux
• General offices	300 lux
• Drawing office	500 lux
• Passages	50 lux
• Auditoriums	100 lux
• Conference rooms	100 lux
• Classrooms	200 lux
• Libraries	300 – 400 lux
• Store rooms	200 lux
• Parking	50 lux

(b) The lighting levels all measured at working plane.

12. TELEPHONES:

(a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of Telkom.

(b) The user department itself will negotiate with Telkom as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

13. TRUNKING:

The trunking servicing the building must conform to latest technological standards.

14. FACILITIES FOR CLEANERS

On every floor of a multi-storey building or for every 1 350m² gross floor area a cleaner's room of not less than 6m² shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

15. TOILET FACILITIES:

The following norms shall be applied:

15.1. Males – staff and public

One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One urinal for every 15 persons to a total of 30 and thereafter 1 for every 30 additional persons or part thereof. One wash hand basin for every two WC's.



15.2. Females – staff and public

One WC (Water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.

15.3. Physically challenged persons

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

16. MATERIAL AND FINISHES:

(a) All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.

(b) Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works.

17. INSPECTION:

The Department of Public Works considers it a condition of contract that in consultation with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that he wishes to see. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works.

DPW-12 (LS): COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:	H21/005PF	Closing date:	16/11/2021
Advertising date:	25/10/2021	Validity period:	60 days

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT

I, _____ duly authorised to represent

_____ (the bidders name) acknowledge that I as

_____ shall ensure that _____ (description of the property in question) complies in every respect with the requirements of the following Acts, Regulations and By - Laws:

- (i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- (ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- (iii) The Municipal by-laws and any special requirements of the local supply authority.
- (iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

1. WITNESS:

Name of witness	Signature	Date

2. WITNESS:

Name of witness	Signature	Date

ROOM NO.	ROOM NAME	LEVEL / STAGE	PROPOSED TV	MOBILE PER P.U.	REMARKS
30	DEPUTY DIRECTOR	11	1	12.00	12.00
31	ASSISTANT DIRECTOR	8	2	8.00	18.00
32	SNR ADMINISTRATIVE OFFICER	8	1	8.00	8.00
33	ADMINISTRATION CLERK	6	1	6.00	6.00
	CHIEF DIRECTORATE: INTERGOVERNMENTAL RELATIONS				
34	CHIEF DIRECTOR	14	1	24.00	24.00 4m² ADDITIONAL FOR MEETINGS
35	SNR SECRETARY	8	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
	ADMINISTRATIVE SUPPORT				
36	ASSISTANT DIRECTOR	9	1	12.00	12.00
37	SENIOR ADMINISTRATIVE OFFICER	8	1	8.00	8.00
	OTHER ACCOMMODATION				
38	STATIONERY STORE		1	8.00	8.00
39	PHOTOCOPY ROOM		1	12.00	12.00
40	TEA KITCHEN		1	8.00	8.00
41	COMMITTEE CHAMBER		25	1.20	30.00
42	STRONG ROOM		1	12.00	12.00
43	WAITING AREA		1	16.00	16.00 TO BE SHARED BY THE CHIEF DIRECTORATE
	DIRECTORATE: INTERGRATED GOVERNANCE				
44	DIRECTOR	13	1	20.00	20.00 4m² ADDITIONAL FOR MEETINGS
45	SECRETARY	7	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: PARLIAMENTARY LIAISON AND CABINET				
46	DEPUTY DIRECTOR	11	1	12.00	12.00
47	ASSISTANT DIRECTOR	9	2	9.00	18.00
48	CHIEF ADMINISTRATION CLERK	7	1	8.00	8.00
	SUB-DIRECTORATE: EXTERNAL STAKEHOLDER RELATIONS				
49	DEPUTY DIRECTOR	11	1	12.00	12.00
50	ASSISTANT DIRECTOR	9	1	9.00	9.00
51	SNR ADMINISTRATION CLERK	8	1	8.00	8.00
	SUB-DIRECTORATE: CLUSTER MANAGEMENT				
52	DEPUTY DIRECTOR	11	1	12.00	12.00
53	ASSISTANT DIRECTOR	9	2	9.00	18.00
54	SNR ADMINISTRATION CLERK	8	1	8.00	8.00
	OTHER ACCOMMODATION				
55	SHELVES		10	0.17	1.67
56	CABINETS		20	0.90	18.00
57	STATIONERY STORE		1	8.00	8.00 MINIMUM 8m². NORM X ESTABLISHMENT
58	PHOTOCOPY ROOM		1	12.00	12.00

SERIAL NO.	POST TITLE / ROOM	LEVEL / RANK	PROPOSED PU	MOBIL. F&H P3	ASM	RELATIONS
DIRECTORATE: INTERNATIONAL RELATIONS						
59	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
60	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
SUB-DIRECTORATE: MULTILATERAL RELATIONS						
61	DEPUTY DIRECTOR	11	1	8.00	8.00	
62	ASSISTANT DIRECTOR	9	1	8.00	8.00	
63	SNR ADMINISTRATION CLERK	8	1	10.00	10.00	
SUB-DIRECTORATE: BILATERAL RELATIONS						
64	DEPUTY DIRECTOR	11	1	8.00	8.00	
65	ASSISTANT DIRECTOR	9	1	8.00	8.00	
67	SNR ADMINISTRATION CLERK	8	1	10.00	10.00	
OTHER ACCOMMODATION						
66	SHelves					
68	CABINETS		10	0.167	1.67	
70	STATIONERY STORE		20	0.90	18.00	
71	PHOTOCOPY ROOM		1	8.00	8.00	MINIMUM 8m². NORM. X ESTABLISHMENT
			1	12.00	12.00	
MANAGEMENT						
72	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
73	SENIOR SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
SUB-DIVISION: ADMINISTRATIVE SUPPORT						
74	ASSISTANT DIRECTOR	9	1	8.00	9.00	
75	SNR ADMINISTRATION CLERK	8	1	8.00	8.00	
OTHER ACCOMMODATION						
76	STATIONERY STORE		1	8.00	8.00	
77	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
78	TEA / KITCHEN		1	6.00	6.00	
79	COMMITTEE CHAMBER		26	1.20	31.20	
80	STRONG ROOM		1	12.00	12.00	
81	WAITING AREA		1	8.00	8.00	
DIRECTORATE: POLICY DEVELOPMENT						
82	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
83	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
POLICY MANAGEMENT						
84	DEPUTY DIRECTOR	11	1	12.00	12.00	
85	ASSISTANT DIRECTOR	9	1	9.00	9.00	
SUB-DIRECTORATE: POLICY CO-ORDINATION						
86	DEPUTY DIRECTOR	11	1	12.00	12.00	
87	ASSISTANT DIRECTOR	9	1	9.00	9.00	
DIRECTORATE: PLANNING						
88	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
89	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA

NO.	DESCRIPTION	LEVEL	RANK	PROPOSED PU	MOBILITY	PER	PU	AREA	REMARKS
90	SUB-DIRECTORATE: PLANNING CYCLE								
91	DEPUTY DIRECTOR	11		1	12.00			12.00	
92	ASSISTANT DIRECTOR	9		1	9.00			9.00	
93	SUB-DIRECTORATE: PLANNING SUPPORT								
94	DEPUTY DIRECTOR	11		1	12.00			12.00	
95	ASSISTANT DIRECTOR	9		1	9.00			9.00	
96	DIRECTORATE: MONITORING AND EVALUATION								
97	DIRECTOR	13		1	20.00			20.00	4m² ADDITIONAL FOR MEETINGS
98	SECRETARY	7		1	12.00			12.00	4m² ADDITIONAL FOR WAITING AREA
99	SUB-DIRECTORATE: MONITORING AND EVALUATION								
100	DEPUTY DIRECTOR	11		1	12.00			12.00	
101	ASSISTANT DIRECTOR	9		1	9.00			9.00	
102	SUB-DIRECTORATE: STATISTICAL ANALYSIS								
103	DEPUTY DIRECTOR	11		1	12.00			12.00	
104	ASSISTANT DIRECTOR	9		1	8.00			9.00	
105	CHIEF DIRECTORATE: AUDIT SERVICES								
106	CHIEF DIRECTOR	14		1	24.00			24.00	4m² ADDITIONAL FOR MEETINGS
107	SNR SECRETARY	8		1	12.00			12.00	4m² ADDITIONAL FOR WAITING AREA
108	ASSISTANT DIRECTOR	8		1	9.00			9.00	
109	OTHER ACCOMMODATION								
110	SHELVES			10	0.167			1.67	LINEAR METER
111	CABINETS			20	0.90			18.00	
112	STATIONERY STORE			1	8.00			8.00	
113	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00			12.00	
114	TEA / KITCHEN			1	8.00			8.00	
115	COMMITTEE CHAMBER			28	1.20			31.20	
116	STRONG ROOM			1	12.00			12.00	
117	WAITING AREA			1	8.00			8.00	
118	DIRECTORATE: CORE BUSINESS AND CHANGE AUDIT								
119	DIRECTOR	13		1	20.00			20.00	4m² ADDITIONAL FOR MEETINGS
120	SECRETARY	7		1	12.00			12.00	4m² ADDITIONAL FOR WAITING AREA
121	SUB-DIRECTORATE: IMMIGRATION SERVICE AUDIT								
122	DEPUTY DIRECTOR	11		1	12.00			12.00	
123	ASSISTANT DIRECTOR	9		1	9.00			8.00	
124	SNR AUDITOR	8		2	8.00			16.00	
125	SUB-DIRECTORATE: CIVIC SERVICE AUDIT								
126	DEPUTY DIRECTOR	11		1	12.00			12.00	

NO.	DESCRIPTION OF ROOM	LEVEL / RANK	PROPOSED NO.	MEAS. PER PU	ACM	REMARKS
120	ASSISTANT DIRECTOR	9	1	9.00	9.00	
121	SNR AUDITOR	8	1	8.00	8.00	
	SUB-DIRECTORATE: CHANGE AUDIT					
122	DEPUTY DIRECTOR	11	1	12.00	12.00	
123	ASSISTANT DIRECTOR	9	1	9.00	9.00	
124	SNR AUDITOR	8	1	8.00	8.00	
	OTHER ACCOMMODATION					
125	SHELVES		10	0.167	1.67	LINEAR METER
126	CABINETS		20	0.90	18.00	
127	STATIONERY STORE		1	8.00	8.00	
128	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
	AUDIT					
129	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
130	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
131	ASSISTANT DIRECTOR	9	1	9.00	9.00	
	SUB-DIRECTORATE: FINANCIAL AUDIT					
132	DEPUTY DIRECTOR	11	1	12.00	12.00	
133	ASSISTANT DIRECTOR	9	1	9.00	9.00	
134	SNR AUDITOR	8	1	8.00	8.00	
	SUB-DIRECTORATE: CENTRAL SUPPORT AUDIT					
135	DEPUTY DIRECTOR	11	1	12.00	12.00	
136	ASSISTANT DIRECTOR	9	1	9.00	9.00	
137	SNR AUDITOR	8	1	8.00	8.00	
	SUB-DIRECTORATE: PERFORMANCE AUDITING					
138	DEPUTY DIRECTOR	11	1	12.00	12.00	
139	ASSISTANT DIRECTOR	9	1	9.00	9.00	
140	SNR AUDITOR	8	1	8.00	8.00	
	SUB-DIRECTORATE: SPECIAL AUDITING					
141	DEPUTY DIRECTOR	11	1	12.00	12.00	
142	ASSISTANT DIRECTOR	9	1	9.00	9.00	
143	SNR AUDITOR	8	1	8.00	8.00	
	OTHER ACCOMMODATION					
144	SHELVES		10	0.167	1.67	LINEAR METER
145	CABINETS		20	0.90	18.00	
146	STATIONERY STORE		1	8.00	8.00	
147	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
	DIRECTORATE: AUDIT OPERATIONS					
148	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
149	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
150	ADMIN CLERK	6	1	6.00	6.00	
151						
	SUB-DIRECTORATE: QAR & TRAINING					
152	DEPUTY DIRECTOR	11	1	12.00	12.00	
	SYSTEMS					
153	REPORTING AND INTERNAL AUDIT SYSTEM SPECIALIST	9	1	9.00	9.00	

NO	DESCRIPTION OF WORK	UNITS	RATE	PROPOSED PU	NOISE PER PU	ASB	REMARKS
154	ORDINATOR DEPUTY DIRECTOR	11		1	12.00	12.00	
155	OTHER ACCOMMODATION SHELVES			10	0.167	1.67	LINEAR METER
156	CABINETS			20	0.80	16.00	
157	STATIONERY STORE			1	8.00	8.00	
158	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00	12.00	
159	DIRECTORATE: RISK MANAGEMENT DIRECTOR	13		1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
160	SECRETARY	7		1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
161	SNR ADMIN OFFICER	8		1	8.00	8.00	
162	MANAGEMENT DEPUTY DIRECTOR	11		1	12.00	12.00	
163	ASSISTANT DIRECTOR	9		1	9.00	9.00	
164	SUB-DIRECTORATE: PROVINCIAL RISK MANAGEMENT RISK OFFICER	11		1	12.00	12.00	
165	ASSISTANT DIRECTOR	9		1	9.00	9.00	
166	RISK MANAGEMENT RISK OFFICER	11		1	12.00	12.00	
167	ASSISTANT DIRECTOR	9		1	9.00	9.00	
168	DIRECTORATE: PROVINCIAL AUDIT (FRONTLINE OFFICES) DIRECTOR	13		1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
169	ASSISTANT DIRECTOR	9		1	13.00	13.00	4m² ADDITIONAL FOR WAITING AREA
170	GAUTENG DEPUTY DIRECTOR	11		1	12.00	12.00	
171	ASSISTANT DIRECTOR	9		1	9.00	9.00	
172	SNR AUDITOR	8		1	8.00	8.00	
173	WESTERN CAPE DEPUTY DIRECTOR	11		1	12.00	12.00	
174	ASSISTANT DIRECTOR	9		1	9.00	9.00	
175	SNR AUDITOR	8		1	8.00	8.00	
176	KWAZULU-NATAL DEPUTY DIRECTOR	11		1	12.00	12.00	
177	ASSISTANT DIRECTOR	9		1	9.00	9.00	
178	SNR AUDITOR	8		1	8.00	8.00	
179	EASTERN CAPE DEPUTY DIRECTOR	11		1	12.00	12.00	
180	ASSISTANT DIRECTOR	9		1	9.00	9.00	
181	SNR AUDITOR	8		1	8.00	8.00	
182	NORTH WEST / NORTHERN CAPE AND FREE STATE DEPUTY DIRECTOR	11		1	12.00	12.00	
183	ASSISTANT DIRECTOR	9		3	9.00	27.00	
184	SNR AUDITOR	8		3	8.00	24.00	

NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT	ESTIMATED PRICE PER UNIT	ESTIMATED PRICE	REMARKS
185	Mpumalanga and Limpopo							
186	DEPUTY DIRECTOR	11	1	12.00			12.00	
187	ASSISTANT DIRECTOR	8	2	9.00			18.00	
188	SNR AUDITOR	8	2	8.00			16.00	
189	OTHER ACCOMMODATION							
190	SHELVES							
191	CABINETS	10	10	0.167			1.67	LINEAR METER
192	STATIONERY STORE	20	20	0.90			18.00	
193	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)	1	1	8.00			8.00	
194	DIRECTORATE: IS AND CONTINUOUS AUDITING							
195	DIRECTOR	13	1	20.00			20.00	4m² ADDITIONAL FOR MEETINGS
196	SECRETARY	7	1	12.00			12.00	4m² ADDITIONAL FOR WAITING AREA
197	SUB-DIRECTORATE: SERVICE TECHNICAL AUDIT							
198	DEPUTY DIRECTOR	11	1	12.00			12.00	
199	ASSISTANT DIRECTOR	9	1	9.00			9.00	
200	SENIOR INTERNAL AUDITOR: IT APPLICATIONS	8	2	8.00			16.00	
201	SUB-DIRECTORATE: IS APPLICATION AUDIT							
202	DEPUTY DIRECTOR	11	1	12.00			12.00	
203	ASSISTANT DIRECTOR	9	1	9.00			9.00	
204	SENIOR INTERNAL AUDITOR: IT APPLICATIONS	8	1	8.00			8.00	
205	SUB-DIRECTORATE: CONTINUOUS AUDITING							
206	DEPUTY DIRECTOR	11	1	12.00			12.00	
207	ASSISTANT DIRECTOR	9	1	9.00			9.00	
208	OTHER ACCOMMODATION							
209	SHELVES							
210	CABINETS	10	10	0.167			1.67	LINEAR METER
211	STATIONERY STORE	20	20	0.90			18.00	
212	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)	1	1	8.00			8.00	
213	CHIEF DIRECTORATE: LEGAL SERVICES							
214	CHIEF DIRECTOR	13	1	24.00			24.00	4m² ADDITIONAL FOR MEETINGS
215	SNR SECRETARY	7	1	12.00			12.00	4m² ADDITIONAL FOR WAITING AREA
216	ADMINISTRATIVE SUPPORT							
217	ASSISTANT DIRECTOR	9	1	9.00			9.00	
218	SNR ADMIN OFFICER	8	1	8.00			8.00	
219	DOCUMENT MANAGEMENT							
220	ASSISTANT DIRECTOR	9	1	9.00			9.00	
221	ADMIN CLERK	8	2	8.00			16.00	

NO.	NAME	LEVEL	GRADE	POSTED	POSTED	POSTED	POSTED	POSTED	POSTED	REMARKS
245	ASSISTANT DIRECTOR	8	4	9.00	36.00					
246	CONTROL SECURITY OFFICER	8	1	8.00	8.00					
247	CHIEF SECURITY OFFICER	7	2	8.00	16.00					
248	SECURITY OFFICER	6	32	6.00	192.00					
SUB-DIRECTORATE: PHYSICAL SECURITY (BVR & ROSSLYN)										
249	DEPUTY DIRECTOR	11	1	12.00	12.00					
250	ASSISTANT DIRECTOR	8	1	9.00	9.00					
251	CONTROL SECURITY OFFICER	8	2	8.00	16.00					
252	CHIEF SECURITY OFFICER	7	3	8.00	24.00					
253	SECURITY OFFICER	6	72	8.00	432.00					
DIRECTORATE: INFORMATION SECURITY										
254	DIRECTOR	13	1	20.00	20.00					
255	SECRETARY	7	1	12.00	12.00					4m² ADDITIONAL FOR MEETINGS
256	DEPUTY DIRECTOR	11	1	12.00	12.00					4m² ADDITIONAL FOR WAITING AREA
257	ASSISTANT DIRECTOR	9	1	9.00	9.00					
SUB-DIRECTORATE: PROVINCIAL COORDINATION										
258	DEPUTY DIRECTOR	11	1	12.00	12.00					
DIRECTORATE: SECURITY SERVICES MISSIONS										
259	DIRECTOR	13	1	20.00	20.00					
260	SECRETARY	7	1	12.00	12.00					4m² ADDITIONAL FOR MEETINGS
261	DEPUTY DIRECTOR	11	2	12.00	24.00					4m² ADDITIONAL FOR WAITING AREA
262	CONTROL IMMIGRATION OFFICER	8	31	8.00	248.00					
263	CHIEF SECURITY OFFICER	7	18	8.00	144.00					
264	SECURITY OFFICER	6	3	6.00	18.00					
OTHER ACCOMMODATION										
265	SHELVES		10	0.187	1.87					LINEAR METER
266	CABINETS		20	0.90	18.00					
267	STATIONERY STORE		1	8.00	8.00					
268	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00					
269	TEA / KITCHEN		1	8.00	8.00					
CHIEF DIRECTOR: INVESTIGATIONS										
270	CHIEF DIRECTOR	13	1	24.00	24.00					
271	SNR SECRETARY	7	1	12.00	12.00					4m² ADDITIONAL FOR MEETINGS
272	SNR ADMIN OFFICER	8	1	8.00	8.00					4m² ADDITIONAL FOR WAITING AREA
DIRECTORATE: INTERNAL NOTLINE										
273	DIRECTOR	13	1	20.00	20.00					
274	SECRETARY	7	1	12.00	12.00					4m² ADDITIONAL FOR MEETINGS
275	DEPUTY DIRECTOR	11	2	12.00	24.00					4m² ADDITIONAL FOR WAITING AREA
276	ASSISTANT DIRECTOR	9	3	9.00	27.00					
277	ADMIN CLERK	6	1	6.00	6.00					
DIRECTORATE: EXTERNAL LIAISON										
278	DIRECTOR	13	1	20.00	20.00					
279	SECRETARY	7	1	12.00	12.00					4m² ADDITIONAL FOR MEETINGS
280	DEPUTY DIRECTOR	11	1	12.00	12.00					4m² ADDITIONAL FOR WAITING AREA
281	ASSISTANT DIRECTOR	9	2	9.00	18.00					
DIRECTORATE: INVESTIGATIONS HEAD OFFICE										

NO.	NAME	LEVEL	BLANK	DISCOUNTED	MONTHS	PER	PU	ADDITIONAL	ADDITIONAL
282	DIRECTOR	13		1	20.00		20.00	4m²	ADDITIONAL FOR MEETINGS
283	SECRETARY	7		1	12.00		12.00	4m²	ADDITIONAL FOR WAITING AREA
284	DEPUTY DIRECTOR	11		2	12.00		24.00		
285	ASSISTANT DIRECTOR	9		3	9.00		27.00		
	CHIEF DIRECTOR: PREVENTION AND ANALYSIS								
286	SNR SPECIALIST: PREVENTION AND ANALYSIS	14		1	24.00		24.00	4m²	ADDITIONAL FOR MEETINGS
287	SNR SECRETARY	8		1	12.00		12.00	4m²	ADDITIONAL FOR WAITING AREA
288	SNR ADMIN OFFICER	8		1	8.00		8.00		
	DIRECTORATE: COLLECTION								
289	DIRECTOR	13		1	20.00		20.00	4m²	ADDITIONAL FOR MEETINGS
290	SECRETARY	7		1	12.00		12.00	4m²	ADDITIONAL FOR WAITING AREA
291	SNR COLLECTOR	11		1	12.00		12.00		
292	COLLECTOR	9		11	8.00		98.00		
	DIRECTORATE: PREVENTION								
293	DIRECTOR	13		1	20.00		20.00	4m²	ADDITIONAL FOR MEETINGS
294	SECRETARY	7		1	12.00		12.00	4m²	ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: DETENTION								
295	DEPUTY DIRECTOR	11		1	12.00		12.00		
296	ASSISTANT DIRECTOR	9		28	9.00		252.00		
	SUB-DIRECTORATE: AWARENESS								
297	DEPUTY DIRECTOR	11		1	12.00		12.00		
298	ASSISTANT DIRECTOR	9		3	9.00		27.00		
299	SNR ADMIN OFFICER	8		1	8.00		8.00		
300	ADMIN CLERK	8		1	8.00		8.00		
	COORDINATOR								
301	DEPUTY DIRECTOR	11		1	12.00		12.00		
	OTHER ACCOMMODATION								
302	SHelves			10	0.187		1.87	LINEAR	METER
303	CABINETS			20	0.90		18.00		
304	STATIONERY STORE			1	8.00		8.00		
305	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00		12.00		
306	TEA / KITCHEN			1	8.00		8.00		
	DIRECTORATE: ANALYSIS								
307	DIRECTOR	13		1	20.00		20.00	4m²	ADDITIONAL FOR MEETINGS
308	SECRETARY	7		1	12.00		12.00	4m²	ADDITIONAL FOR WAITING AREA
309	ADMIN OFFICER	7		1	8.00		8.00		
	SUB-DIRECTORATE: ANALYSIS								
310	SNR ANALYST	11		1	12.00		12.00		
311	ANALYST	9		12	9.00		108.00		
	SUB-DIRECTORATE: RESEARCH								
312	SNR RESEARCHER	11		1	12.00		12.00		
313	RESEARCHER	9		6	9.00		54.00		
314	SNR KNOWLEDGE BASED ADMINISTRATOR	9		1	9.00		9.00		
315	KNOWLEDGE BASED ADMINISTRATOR	8		7	8.00		56.00		

NO.	DESCRIPTION OF POST	LEVEL / RANK (PROPOSED PU)	FORM PER PU	REMARKS
316	DIRECTORATE: VETTING			
317	SPECIALIST VETTING	13	1	20.00
318	SECRETARY	7	1	12.00
				4m² ADDITIONAL FOR MEETINGS
				4m² ADDITIONAL FOR WAITING AREA
319	SUB-DIRECTORATE: VETTING			
320	SNR VETTING OFFICER	11	2	24.00
321	VETTING OFFICER	9	16	144.00
322	SNR ADMIN OFFICER	8	2	16.00
323	ADMIN OFFICER	7	2	16.00
	SUB-DIRECTORATE: VETTING (PROVINCES)			
	OTHER ACCOMMODATION			
324	SHELVES		10	0.167
325	CABINETS		20	0.90
326	STATIONERY STORE		1	8.00
327	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00
328	TEA / KITCHEN		1	8.00
	DIRECTORATE: SPECIAL OPERATIONS			
329	DIRECTOR	13	1	20.00
330	SECRETARY	7	1	12.00
				4m² ADDITIONAL FOR MEETINGS
				4m² ADDITIONAL FOR WAITING AREA
331	SECURITY OPERATIONS			
332	DEPUTY DIRECTOR	11	2	24.00
333	ASSISTANT SPECIALIST	9	3	27.00
	BRANCH: LEARNING ACADEMY			
334	HEAD: LEARNING ACADEMY	16	1	26.00
335	EXECUTIVE SECRETARY	9	1	12.00
336	OFFICE MANAGER	11	1	12.00
337	DEPUTY DIRECTOR: FINANCE SUPPORT	11	1	12.00
338	ASSISTANT DIRECTOR: FINANCE	9	1	9.00
339	ASSISTANT DIRECTOR: HUMAN RESOURCES	9	1	9.00
	CHIEF DIRECTORATE: LEARNING PROVISIONING			
340	CHIEF DIRECTOR	13	1	24.00
341	SNR SECRETARY	7	1	12.00
342	SNR ADMIN OFFICER	8	1	8.00
				4m² ADDITIONAL FOR MEETINGS
				4m² ADDITIONAL FOR WAITING AREA
343	PROGRAMME DESIGN AND DEVELOPMENT			
344	DIRECTOR	13	1	20.00
345	SECRETARY	7	1	12.00
				4m² ADDITIONAL FOR MEETINGS
				4m² ADDITIONAL FOR WAITING AREA
346	LEARNING PROGRAMME DELIVERY			
347	DIRECTOR	13	1	20.00
348	SECRETARY	7	1	12.00
				4m² ADDITIONAL FOR MEETINGS
				4m² ADDITIONAL FOR WAITING AREA
349	ADMIN SUPPORT			
350	ASSISTANT DIRECTOR	9	2	16.00
351	SNR ADMIN OFFICER / ASSET CONTROLLER	8	1	8.00
352	ADMIN CLERK	6	11	66.00
353	DATA CAPTULER	6	1	8.00
354	CLEANER	3	1	8.00

NO.	DESCRIPTION OF POST	LEVEL	THANKS	PROPOSED PJ	MONTHS PER PJ	ASST	REMARKS
351	PSYCHOLOGIST	11		1	12.00	12.00	
352	PROGRAMME MANAGER						
353	DEPUTY DIRECTOR	11		1	12.00	12.00	
354	TRAINING COORDINATOR	9		1	9.00	9.00	
355	CHIEF TRAINING OFFICER	8		2	9.00	18.00	
356	SNR TRAINING OFFICER	8		3	8.00	24.00	
357	TRAINING OFFICER	7		1	8.00	8.00	
358	GENERIC TRAINING						
359	DEPUTY DIRECTOR	11		1	12.00	12.00	
360	CHIEF TRAINING OFFICER	9		1	9.00	9.00	
361	SNR TRAINING OFFICER	8		3	8.00	24.00	
362	SUB-DIRECTORATE: PROVINCIAL DELIVERY						
363	HEAD: SPECIAL PROGRAMMES MANAGEMENT	13		1	20.00	20.00	4m ² ADDITIONAL FOR MEETINGS
364	TRAINING COORDINATOR	9		1	13.00	13.00	4m ² ADDITIONAL FOR WAITING AREA
365	SNR TRAINING OFFICER	8		12	8.00	96.00	
366	LEARNING PROGRAMME DELIVERY						
367	HEAD: SPECIAL PROGRAMME MANAGEMENT	13		1	20.00	20.00	4m ² ADDITIONAL FOR MEETINGS
368	ADMIN OFFICER	7		1	12.00	12.00	4m ² ADDITIONAL FOR WAITING AREA
369	CLEANER	3		1	6.00	6.00	
370	DEPUTY DIRECTOR	11		2	12.00	24.00	
371	ASSISTANT DIRECTOR	9		4	8.00	32.00	
372	SNR ADMIN OFFICER	8		17	8.00	136.00	
373	ADMIN CLERK	6		240	6.00	1440.00	
374	SPECIAL PROGRAMME MANAGEMENT						
375	DIRECTOR: PROGRAMME MANAGEMENT	13		1	20.00	20.00	4m ² ADDITIONAL FOR MEETINGS
376	SECRETARY	7		1	12.00	12.00	4m ² ADDITIONAL FOR WAITING AREA
377	ASSISTANT DIRECTOR	9		1	9.00	9.00	
378	ADMIN CLERK	6		1	6.00	6.00	
379	TRAINING SPECIALIST						
380	TRAINING SPECIALIST	11		30	12.00	360.00	
381	MANAGEMENT						
382	CHIEF DIRECTOR	14		1	24.00	24.00	4m ² ADDITIONAL FOR MEETINGS
383	SNR SECRETARY	8		1	12.00	12.00	4m ² ADDITIONAL FOR WAITING AREA
384	SNR ADMIN OFFICER	8		1	8.00	8.00	
385	RELATIONSHIPS						
386	DIRECTOR	13		1	20.00	20.00	4m ² ADDITIONAL FOR MEETINGS
387	SECRETARY	7		1	12.00	12.00	4m ² ADDITIONAL FOR WAITING AREA
388	DEPUTY DIRECTOR	11		1	12.00	12.00	
389	DIRECTORATE: QUALITY MANAGEMENT						
390	DIRECTOR	13		1	20.00	20.00	4m ² ADDITIONAL FOR MEETINGS
391	SECRETARY	7		1	12.00	12.00	4m ² ADDITIONAL FOR WAITING AREA
392	DEPUTY DIRECTOR: QUALITY MANAGEMENT	11		2	12.00	24.00	
393	INFORMATION MANAGEMENT						
394	CHIEF DIRECTOR	14		1	24.00	24.00	4m ² ADDITIONAL FOR MEETINGS
395	SNR SECRETARY	8		1	12.00	12.00	4m ² ADDITIONAL FOR WAITING AREA

NO.	NAME	LEVEL / RANK	PROPOSED PU	HOURS PER PU	ASSN	REMARKS
386	SNR ADMIN OFFICER	8	1	8.00	8.00	
	MANAGEMENT					
387	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
388	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: INFORMATION RESOURCE CENTRE					
389	DEPUTY DIRECTOR	11	1	12.00	12.00	
390	SERVICES	9	1	9.00	9.00	
391	ASSISTANT DIRECTOR: INFORMATION SPECIALIST	9	1	9.00	9.00	
392	SNR ADMIN OFFICER: INFORMATION OFFICER	8	2	8.00	16.00	
	SUB-DIRECTORATE: INFORMATION PLANNING					
393	DEPUTY DIRECTOR	11	1	12.00	12.00	
394	ASSISTANT DIRECTOR	9	2	9.00	18.00	
395	SNR ADMIN OFFICER	8	1	8.00	8.00	
	DIRECTORATE: RESEARCH MANAGEMENT					
396	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
397	SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
398	DEPUTY DIRECTOR: RESEARCH	11	1	12.00	12.00	
399	DEPUTY DIRECTOR: RESEARCH AND PLANNING OFFICER	11	2	12.00	24.00	
400	ASSISTANT DIRECTOR: RESEARCH	9	1	9.00	9.00	
	BRANCH: COMMUNICATION SERVICES					
401	HEAD COMMUNICATION SERVICES	15	1	28.00	28.00	4m² ADDITIONAL FOR MEETINGS
402	OFFICE MANAGER	11	1	16.00	16.00	4m² ADDITIONAL FOR WAITING AREA
	ADMIN SUPPORT					
403	DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION	11	1	12.00	12.00	
404	ASSISTANT DIRECTOR	9	1	9.00	9.00	
405	SNR ADMIN OFFICER	8	1	8.00	8.00	
	SECRETARIAL SUPPORT SERVICES					
406	ASSISTANT OFFICE MANAGER	9	1	9.00	9.00	
	CHIEF DIRECTORATE: INTERNAL COMMUNICATIONS					
407	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
408	SNR SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
409	ASSISTANT DIRECTOR	9	1	9.00	9.00	
410	STRONG ROOM		2	12.00	24.00	
	DIRECTORATE: CORPORATE COMMUNICATIONS					
411	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
412	SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	MANAGEMENT					
413	DEPUTY DIRECTOR	11	1	12.00	12.00	
414	ASSISTANT DIRECTOR	9	1	9.00	9.00	
415	COMMUNICATION OFFICER	7	1	8.00	8.00	
	SUB-DIRECTORATE: WEBSITE AND INTERNET					
416	DEPUTY DIRECTOR	11	1	12.00	12.00	
417	ASSISTANT DIRECTOR	9	2	9.00	18.00	

ROOM NO.	DESCRIPTION OF ROOM	LEVEL / NAME	PROPOSED NO.	PROPOSED NO.	PROPOSED NO.	REMARKS
418	DIRECTORATE: MARKETING	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
419	SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
420	SUB-DIRECTORATE: CORPORATE IDENTITY	11	1	12.00	12.00	
421	DEPUTY DIRECTOR	8	1	9.00	9.00	
422	ASSISTANT DIRECTOR	7	1	8.00	8.00	
423	ADMIN OFFICER					
424	EVENTS MANAGEMENT	11	1	12.00	12.00	
425	DEPUTY DIRECTOR	9	1	9.00	9.00	
426	ASSISTANT DIRECTOR					
427	PRODUCTION HUB	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
428	DIRECTOR	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
429	SECRETARY					
430	SUB-DIRECTORATE: GRAPHIC DESIGN	11	1	12.00	12.00	
431	DEPUTY DIRECTOR	9	1	9.00	9.00	
432	ASSISTANT DIRECTOR					
433	SUB-DIRECTORATE: EDITORIAL SERVICES	11	1	12.00	12.00	
434	DEPUTY DIRECTOR	9	1	9.00	9.00	
435	ASSISTANT DIRECTOR					
436	OTHER ACCOMMODATION					
437	SHELVES	10	10	0.107	1.87	LINEAR METER
438	CABINETS	20	20	0.90	18.00	
439	STATIONERY STORE	1	1	8.00	8.00	
440	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)	1	1	12.00	12.00	
441	TEA / KITCHEN	1	1	8.00	8.00	
442	PRODUCTION HUB ROOM	1	1	12.00	12.00	
443	MANAGEMENT	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
444	DIRECTOR	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
445	SECRETARY					
446	SUB-DIRECTORATE: PUBLIC AWARENESS	11	1	12.00	12.00	
447	DEPUTY DIRECTOR	9	2	9.00	18.00	
448	ASSISTANT DIRECTOR					
449	HEAD OFFICE	11	1	12.00	12.00	
450	DATABASE	9	3	9.00	27.00	
451	ASSISTANT DIRECTOR					
452	CHIEF DIRECTORATE: EXTERNAL COMMUNICATION	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
453	CHIEF DIRECTOR	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
454	SNR SECRETARY	9	1	9.00	9.00	
455	ASSISTANT DIRECTOR					
456	DIRECTORATE: MEDIA RELATIONS	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
457	DIRECTOR	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
458	SECRETARY					
459	SUB-DIRECTORATE: MEDIA LIASON					

S. NO.	NAME OF POST	QUALIFICATION	PROPOSED FULL-TIME PER M	PER M	REMARKS
448	DEPUTY DIRECTOR	11	12.00	12.00	
449	ASSISTANT DIRECTOR	8	9.00	9.00	
	SUB-DIRECTORATE: MEDIA MONITORING				
450	DEPUTY DIRECTOR	11	12.00	12.00	
451	ASSISTANT DIRECTOR	9	9.00	9.00	
	DIRECTORATE: CONTENT DEVELOPMENT				
452	DIRECTOR	13	12.00	12.00	
453	SECRETARY	8	8.00	8.00	
	SUB-DIRECTORATE: MEDIA WRITING				
454	DEPUTY DIRECTOR	11	12.00	12.00	
455	ASSISTANT DIRECTOR	9	9.00	9.00	
	SUB-DIRECTORATE: SPEECH WRITING				
456	DEPUTY DIRECTOR	11	12.00	12.00	
457	ASSISTANT DIRECTOR	9	9.00	9.00	
	DIRECTORATE: PRODUCTION DEVELOPMENT				
458	DIRECTOR	13	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
	RADIO PRODUCTION				
459	DEPUTY DIRECTOR	11	12.00	12.00	
	PHOTOGRAPHY				
460	DEPUTY DIRECTOR	11	12.00	12.00	
461	PHOTOGRAPHER	8	8.00	8.00	
462	MEDIA OFFICER	7	8.00	8.00	
	SUB-DIRECTORATE: AUDIO VISUAL PRODUCTS				
463	DEPUTY DIRECTOR	11	12.00	12.00	
	DIRECTORATE: COMMUNICATION RESEARCH				
464	DIRECTOR	13	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
465	SECRETARY	8	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: INTERNAL RESEARCH				
466	DEPUTY DIRECTOR	11	12.00	12.00	
	SUB-DIRECTORATE: EXTERNAL RESEARCH				
467	DEPUTY DIRECTOR	11	12.00	12.00	
468	SR ADMIN OFFICER	8	8.00	8.00	
	BRANCH: FINANCE AND SUPPLY CHAIN MANAGEMENT				
469	CHIEF FINANCIAL OFFICER	15	28.00	28.00	4m² ADDITIONAL FOR MEETINGS
470	OFFICE MANAGER	11	18.00	18.00	4m² ADDITIONAL FOR WAITING AREA
471	ASSISTANT OFFICE MANAGER	9	9.00	9.00	
472	DEPUTY DIRECTOR: FINANCE AND SUPPORT	11	12.00	12.00	
473	ASSISTANT DIRECTOR: ADMIN SUPPORT	8	9.00	9.00	
474	ASSISTANT DIRECTOR: COORDINATION	9	9.00	9.00	
	OTHER ACCOMMODATION				
475	SHELVES	10	0.187	1.67	LINEAR METER
476	CABINETS	20	0.90	18.00	

NO.	DESCRIPTION OF ROOM	LEVEL / FLR	PROPOSED PU	MONTHS PER PU	RENTAL
477	STATIONERY STORE		1	8.00	8.00
478	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00
479	TEA / KITCHEN		28	1.20	31.20
480	COMMITTEE CHAMBER		1	12.00	12.00
481	STRONG ROOM		1	8.00	8.00
482	WAITING AREA				
	MANAGEMENT				
483	CHIEF DIRECTOR	14	1	24.00	24.00 4m² ADDITIONAL FOR MEETINGS
484	SNR SECRETARY	8	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
485	ASSISTANT DIRECTOR	9	1	9.00	9.00
	DIRECTORATE: PROPERTY MANAGEMENT				
486	DIRECTOR	13	1	20.00	20.00 4m² ADDITIONAL FOR MEETINGS
487	SECRETARY	8	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
	TRANSFERS				
488	DEPUTY DIRECTOR	11	1	12.00	12.00
489	ASSISTANT DIRECTOR	9	1	9.00	9.00
490	SNR SUPPLY CHAIN MANAGEMENT PRACTITIONER	8	1	8.00	8.00
491	PROVISIONING ADMIN CLERK	6	2	6.00	12.00
	SUB-DIRECTORATE: PROPERTY ACQUISITION				
492	DEPUTY DIRECTOR	11	1	12.00	12.00
493	ASSISTANT DIRECTOR	8	1	9.00	9.00
494	SNR SUPPLY CHAIN MANAGEMENT PRACTITIONER	8	1	8.00	8.00
495	PROVISIONING ADMIN CLERK	8	5	6.00	30.00
	DIRECTORATE: FACILITIES				
496	DIRECTOR	13	1	20.00	20.00 4m² ADDITIONAL FOR MEETINGS
497	SECRETARY	8	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: AUXILIARY SERVICES				
498	DEPUTY DIRECTOR	11	1	12.00	12.00
499	SNR ADMIN OFFICER: CLEANERS	8	1	8.00	8.00
500	CLEANER SUPERVISOR	5	2	6.00	12.00
501	CLEANERS	3	80	6.00	360.00
502	GENERAL FOREMAN	3	1	6.00	6.00
503	SNR SUPPLY CHAIN MANAGEMENT PRACTITIONER	8	1	8.00	8.00
504	PRINCIPLE SWITCHBOARD OPERATOR	6	1	6.00	6.00
505	SWITCHBOARD OPERATOR	5	6	6.00	36.00 1 X COUNTER INCLUDED
506	RECEPTIONIST	6	5	6.00	30.00
507	SNR SUPPLY CHAIN MANAGEMENT PRACTITIONER	8	1	8.00	8.00
508	SUPPLY CHAIN MANAGEMENT PRACTITIONER	7	2	8.00	16.00
509	CHIEF ADMIN CLERK	7	1	8.00	8.00
510	PROVISIONING ADMIN CLERK	8	6	8.00	48.00 1 X COUNTER INCLUDED

NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	REMARKS
511	SUB-DIRECTORATE: FLEET MANAGEMENT					
511	DEPUTY DIRECTOR	11	1	12.00	12.00	
512	SUPPLY CHAIN MANAGEMENT PRACTITIONER	7	3	8.00	24.00	
513	PROVISIONING ADMIN CLERK	6	6	6.00	36.00	1 X COUNTER INCLUDED
514	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
515	SECRETARY	6	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
516	SUB-DIRECTORATE: ARCHIVAL CONSERVATION					
516	RECORDS PRESERVATION					
517	ASSISTANT DIRECTOR	9	1	9.00	9.00	
517	SNR ARCHIVIST	6	1	8.00	8.00	
518	SUB-DIRECTORATE: REPOSITORY MANAGEMENT					
518	DEPUTY DIRECTOR	11	1	12.00	12.00	4m² ADDITIONAL FOR MEETINGS
519	ARCHIVAL SERVICES					
519	ASSISTANT DIRECTOR	9	1	9.00	9.00	
520	SNR ARCHIVIST	6	1	8.00	8.00	
521	ARCHIVIST	7	4	8.00	32.00	
522	SUPPORT					
522	DEPUTY DIRECTOR	11	1	12.00	12.00	
523	DIRECTORATE: RECORDS MANAGEMENT					
523	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
524	SECRETARY	6	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
525	SUB-DIRECTORATE: RECORDS SERVICES					
525	DEPUTY DIRECTOR	11	1	12.00	12.00	
526	DIVISION: INDEX AND FILE CREATION					
526	CHIEF REGISTRY CLERK	7	1	8.00	8.00	
527	REGISTRY CLERK	6	12	6.00	72.00	1 X COUNTER INCLUDED
528	DIVISION: RECORDS TRANSFERS					
528	ASSISTANT DIRECTOR	9	1	9.00	9.00	
530	SNR ADMIN OFFICER	6	1	8.00	8.00	
531	REGISTRY CLERK	6	4	6.00	24.00	1 X COUNTER INCLUDED
532	SUB-DIRECTORATE: REGISTRY MANAGEMENT					
532	DEPUTY DIRECTOR	11	1	12.00	12.00	
533	DIVISION: REGISTRY					
533	ASSISTANT DIRECTOR	9	1	9.00	9.00	
534	REGISTRY CLERK	6	10	6.00	60.00	2 X COUNTER INCLUDED
535	DIVISION: POST REGISTRATION					
535	CHIEF REGISTRY CLERK	7	2	8.00	16.00	
536	REGISTRY CLERK	6	20	6.00	120.00	
537	DRIVER/MESSENGER	5	10	6.00	60.00	1 X COUNTER INCLUDED
538	SUPPORT					
538	SUB-DIRECTORATE: PAA					

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POST NO.	POST TITLE	LEVEL / RANK	PROPOSED PU	HOURS PER PU	REMARKS
571	CHIEF DIRECTORATE: FINANCIAL AND ASSET MANAGEMENT	14	1	24.00	4m ² ADDITIONAL FOR MEETINGS
572	CHIEF DIRECTOR	8	1	12.00	4m ² ADDITIONAL FOR WAITING AREA
573	SNR SECRETARY	9	1	9.00	
574	ASSISTANT DIRECTOR				
575	DIRECTORATE: FINANCIAL ACCOUNTING				
576	DIRECTOR	13	1	20.00	4m ² ADDITIONAL FOR MEETINGS
577	SECRETARY	7	1	12.00	
578	SUB-DIRECTORATE: ACCOUNTING				
579	DEPUTY DIRECTOR	11	1	12.00	
580	DIVISION: FINANCIAL NORMS AND STANDARDS				
581	ASSISTANT DIRECTOR	9	1	9.00	
582	SNR STATE ACCOUNTANT	7	1	8.00	
583	STATE ACCOUNTANT	7	1	8.00	
584	ACCOUNTING CLERK	6	2	8.00	12.00 1 X COUNTER INCLUDED
585	DIVISION: INTERNAL CONTROL				
586	ASSISTANT DIRECTOR	8	1	8.00	
587	SNR STATE ACCOUNTANT	7	1	8.00	
588	STATE ACCOUNTANT	7	1	8.00	
589	ACCOUNTING CLERK	6	2	8.00	12.00 1 X COUNTER INCLUDED
590	SUB-DIRECTORATE: PAYMASTER GENERAL				
591	DEPUTY DIRECTOR	11	1	12.00	
592	ASSISTANT DIRECTOR	9	1	9.00	
593	DIVISION: PAYMASTER GENERAL (HO)				
594	SNR STATE ACCOUNTANT	8	1	8.00	
595	STATE ACCOUNTANT	7	2	8.00	18.00
596	ACCOUNTING CLERK	6	8	8.00	36.00 1 X COUNTER INCLUDED
597	DIVISION: PAYMASTER GENERAL (PROVINCES)				
598	SNR STATE ACCOUNTANT	8	1	8.00	
599	STATE ACCOUNTANT	7	2	8.00	12.00 1 X COUNTER INCLUDED
600	ACCOUNTING CLERK	6	3	8.00	
601	DIRECTORATE: EXPENDITURE MANAGEMENT				
602	DIRECTOR	13	1	20.00	4m ² ADDITIONAL FOR MEETINGS
603	SECRETARY	7	1	12.00	4m ² ADDITIONAL FOR WAITING AREA
604	SUB-DIRECTORATE: SUPPLIER PAYMENT				
605	DEPUTY DIRECTOR	11	1	12.00	
606	DIVISION: CORPORATE ACCOUNT				
607	ASSISTANT DIRECTOR	9	1	9.00	
608	SNR STATE ACCOUNTANT	7	1	8.00	
609	STATE ACCOUNTANT	7	2	8.00	18.00
610	ACCOUNTING CLERK	6	3	8.00	18.00 1 X COUNTER INCLUDED

POST CODE	DESCRIPTION OF POST	ALTERN/BLACK/PROPOSED PW	NO. OF PERSONS	ALTERN
602	DIVISION: EXPENDITURE			
	ASSISTANT DIRECTOR	9	1	9.00
603	SNR STATE ACCOUNTANT	8	2	16.00
604	STATE ACCOUNTANT	7	2	14.00
605	ACCOUNTING CLERK	6	3	18.00 1 X COUNTER INCLUDED
	DIVISION: SUPPLIER PAYMENT			
606	ASSISTANT DIRECTOR	9	1	9.00
	SUB-DIRECTORATE: PERSONNEL REMUNERATION			
607	DEPUTY DIRECTOR	11	1	12.00
	DIVISION: SALARY MANAGEMENT			
608	ASSISTANT DIRECTOR	9	1	9.00
	SUB-DIVISION: ADMINISTRATION			
609	SNR STATE ACCOUNTANT	8	1	8.00
610	STATE ACCOUNTANT	7	2	14.00
611	ACCOUNTING CLERK	6	5	30.00 1 X COUNTER INCLUDED
	SUB-DIVISION: RESIGNATION			
612	SNR STATE ACCOUNTANT	8	1	8.00
613	STATE ACCOUNTANT	7	3	24.00
614	ACCOUNTING CLERK	6	4	24.00 1 X COUNTER INCLUDED
	DIVISION: PAYMENT DEDUCTION ADMINISTRATION			
615	ASSISTANT DIRECTOR	9	1	9.00
	ADMINISTRATION			
616	SNR STATE ACCOUNTANT	8	1	8.00
617	STATE ACCOUNTANT	7	1	8.00
618	ACCOUNTING CLERK	6	3	18.00 1 X COUNTER INCLUDED
	SUB-DIVISION: TRAVEL AND SUBSISTENCE			
619	SNR STATE ACCOUNTANT	8	1	8.00
620	STATE ACCOUNTANT	7	2	14.00
621	ACCOUNTING CLERK	6	9	54.00 1 X COUNTER INCLUDED
	DIRECTORATE: ASSET MANAGEMENT			
622	DIRECTOR	13	1	20.00
623	SECRETARY	7	1	12.00
	SUB-DIRECTORATE: LOSS CONTROL AND DISPOSAL			
624	DEPUTY DIRECTOR	11	1	12.00
625	ASSISTANT DIRECTOR	9	1	9.00
626	SNR SUPPLY CHAIN MANAGEMENT PRACTITIONER	8	2	16.00
627	SUPPLY CHAIN MANAGEMENT PRACTITIONER	7	2	14.00
628	PROVISIONING ADMIN CLERK	6	7	42.00 1 X COUNTER INCLUDED
	SUB-DIRECTORATE: ASSET CONTROL			
630	DEPUTY DIRECTOR	11	1	12.00
631	ASSISTANT DIRECTOR	9	1	9.00
632	SNR SUPPLY CHAIN MANAGEMENT PRACTITIONER	8	1	8.00
633	SUPPLY CHAIN MANAGEMENT PRACTITIONER	7	2	14.00
634	PROVISIONING ADMIN CLERK	6	8	48.00 1 X COUNTER INCLUDED

POST CODE	POST TITLE	LEVEL / RANK	PROPOSED PU	MOSES PER PU	ASAM	REMARKS
MANAGEMENT						
835	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
836	SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
837	ASSISTANT DIRECTOR	8	1	9.00	9.00	
DIRECTORATE: REVENUE MANAGEMENT: LOCAL						
838	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
839	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
840	DEPUTY DIRECTOR	11	1	12.00	12.00	
841	ASSISTANT DIRECTOR	9	1	9.00	9.00	
DIVISION: LOCAL						
842	SNR STATE ACCOUNTANT	8	1	8.00	8.00	
843	STATE ACCOUNTANT	7	1	8.00	8.00	
844	ACCOUNTING CLERK	6	5	6.00	30.00	1 X COUNTER INCLUDED
DIVISION: FINES AND PENALTIES						
845	SNR STATE ACCOUNTANT	8	1	8.00	8.00	
846	STATE ACCOUNTANT	7	1	8.00	8.00	
847	ACCOUNTING CLERK	6	4	6.00	24.00	1 X COUNTER INCLUDED
DIVISION: IMMIGRATION CONTROL						
848	SNR STATE ACCOUNTANT	8	1	8.00	8.00	
849	STATE ACCOUNTANT	7	1	8.00	8.00	
850	ACCOUNTING CLERK	6	2	6.00	12.00	1 X COUNTER INCLUDED
DIRECTORATE: REVENUE MANAGEMENT: FOREIGN OFFICE						
851	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
852	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
853	DEPUTY DIRECTOR	11	1	12.00	12.00	
854	ASSISTANT DIRECTOR	9	1	9.00	9.00	
855	SNR STATE ACCOUNTANT	8	1	8.00	8.00	
856	STATE ACCOUNTANT	7	2	8.00	16.00	
857	ACCOUNTING CLERK	6	7	6.00	42.00	1 X COUNTER INCLUDED
DIVISION: FOREIGN OFFICES						
858	SNR STATE ACCOUNTANT	8	1	8.00	8.00	
859	STATE ACCOUNTANT	7	3	8.00	24.00	
860	ACCOUNTING CLERK	6	3	6.00	18.00	1 X COUNTER INCLUDED
DIRECTORATE: PLANNING AND BUDGETING						
871	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
872	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
SUB-DIRECTORATE: PLANNING BUDGETING						
873	DEPUTY DIRECTOR	11	1	12.00	12.00	
DIVISION: PLANNING						
874	ASSISTANT DIRECTOR	8	1	9.00	9.00	
875	SNR STATE ACCOUNTANT	8	2	8.00	16.00	
876	STATE ACCOUNTANT	7	2	8.00	16.00	1 X COUNTER INCLUDED
DIVISION: EXPENDITURE CONTROL						
877	ASSISTANT DIRECTOR	9	1	9.00	9.00	

NO.	NAME	LEVEL / RANK	PROPOSED NO.	MOBIL PER FU	REMARKS
678	SNR STATE ACCOUNTANT	8	2	8.00	16.00
679	STATE ACCOUNTANT	7	2	8.00	16.00 1 X COUNTER INCLUDED
	SUB-DIRECTORATE: SYSTEM CONTROL				
680	DEPUTY DIRECTOR	11	1	12.00	12.00
681	SYSTEM CONTROLLER	9	2	9.00	18.00
682	SNR STATE ACCOUNTANT	8	1	8.00	8.00
683	STATE ACCOUNTANT	7	4	7.00	28.00
684	ACCOUNTING CLERK	6	1	6.00	6.00 1 X COUNTER INCLUDED
	BRANCH: HUMAN RESOURCES				
685	DEPUTY DIRECTOR-GENERAL	15	1	28.00	28.00 4m² ADDITIONAL FOR MEETINGS
686	OFFICE MANAGER	11	1	16.00	16.00 4m² ADDITIONAL FOR WAITING AREA
687	DEPUTY DIRECTOR: FINANCE AND SUPPORT	11	1	12.00	12.00
688	ASSISTANT OFFICE MANAGER	9	1	9.00	9.00
689	ASSISTANT DIRECTOR: CO-ORDINATION	8	1	9.00	9.00
690	ASSISTANT DIRECTOR: ADMIN SUPPORT	9	1	9.00	9.00
	CHIEF DIRECTORATE: HR STRATEGY AND PLANNING				
691	CHIEF DIRECTOR	14	1	24.00	24.00 4m² ADDITIONAL FOR MEETINGS
692	SNR SECRETARY	8	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
693	ASSISTANT DIRECTOR	9	1	9.00	9.00
	DIRECTORATE: ORGANISATIONAL DEVELOPMENT				
694	DIRECTOR	13	1	20.00	20.00 4m² ADDITIONAL FOR MEETINGS
695	SECRETARY	7	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: JOB EVALUATION				
696	SNR SPECIALIST	11	1	12.00	12.00
700	SPECIALIST	9	1	9.00	9.00
704	JOB ANALYST	8	4	8.00	32.00
708	ADMIN CLERK	6	1	6.00	6.00
	SUB-DIRECTORATE: ORGANISATIONAL DESIGN				
709	SNR SPECIALIST	11	1	12.00	12.00
710	SPECIALIST	9	4	9.00	36.00
711	SNR OD PRACTITIONERS	8	3	8.00	24.00
712	ADMIN CLERK	6	1	6.00	6.00
	DIRECTORATE: HUMAN RESOURCE PLANNING				
713	DIRECTOR	13	1	20.00	20.00 4m² ADDITIONAL FOR MEETINGS
714	SECRETARY	7	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: HR STRATEGY				
715	DEPUTY DIRECTOR	11	1	12.00	12.00
	DIVISION: HR STRATEGY MANAGEMENT				
716	ASSISTANT DIRECTOR	9	1	9.00	9.00
717	SNR HR PRACTITIONER	8	1	8.00	8.00
	DIVISION HR STRATEGY PROGRAMMES				
718	ASSISTANT DIRECTOR	9	1	9.00	9.00
719	SNR HR PRACTITIONER	8	1	8.00	8.00
720	ADMIN CLERK	6	1	6.00	6.00

GRANT NO.	DEPARTMENT OF HOME AFFAIRS	NAME / RANK	PROPOSED PU	NORM P-9 P-1	DATE	REMARKS
721	SUB-DIRECTORATE: HR PLANNING MANAGEMENT	11	1	12.00	12.00	
	DEPUTY DIRECTOR					
	DIVISION: HR PLANNING CO-ORDINATION					
722	ASSISTANT DIRECTOR	9	1	9.00	8.00	
723	SNR HR PRACTITIONER	8	1	8.00	8.00	
	DIVISION: HR ANALYSIS					
724	ASSISTANT DIRECTOR	9	1	9.00	9.00	
725	SNR HR PRACTITIONER	8	1	8.00	8.00	
	DIRECTORATE: CHANGE MANAGEMENT					
726	SPECIALIST	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
727	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: CHANGE READINESS ASSESSMENT					
728	SNR SPECIALIST	11	1	12.00	12.00	
729	SPECIALIST	9	1	9.00	9.00	
730	SNR ADMIN OFFICER	8	1	8.00	8.00	
	SUB-DIRECTORATE: CHANGE MANAGEMENT STRATEGY					
731	SNR SPECIALIST	11	1	12.00	12.00	
732	SPECIALIST	9	1	9.00	9.00	
733	SNR ADMIN OFFICER	8	1	8.00	8.00	
	DEVELOPMENT					
734	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
735	ASSISTANT DIRECTOR	9	1	13.00	13.00	4m² ADDITIONAL FOR WAITING AREA
	DIRECTORATE: PEOPLE ACQUISITION					
736	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
737	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: ACQUISITION OPERATIONS					
738	DEPUTY DIRECTOR	11	1	12.00	12.00	
	DIVISION: IHS					
739	ASSISTANT DIRECTOR	9	1	9.00	9.00	
740	PERSONNEL PRACTITIONER	9	2	9.00	18.00	
741	PERSONNEL OFFICER	8	7	8.00	56.00	
	DIVISION: CIVIC SERVICES					
742	SNR PERSONNEL PRACTITIONER	11	1	12.00	12.00	
743	PERSONNEL PRACTITIONER	9	1	9.00	9.00	
744	PERSONNEL OFFICER	8	7	8.00	56.00	
	SUPPORT					
745	SNR PERSONNEL PRACTITIONER	11	1	12.00	12.00	
746	PERSONNEL PRACTITIONER	9	1	9.00	9.00	
747	PERSONNEL OFFICER	8	8	8.00	48.00	
	SUB-DIRECTORATE: ACQUISITION STRATEGY					
748	DEPUTY DIRECTOR	11	1	12.00	12.00	
749	SNR PERSONNEL PRACTITIONER	8	1	9.00	9.00	

NO.	NAME	LEVEL / RANK	PROPOSED NO	MOB PER PU	AMOUNT	REMARKS
DIRECTORATE: PEOPLE BENEFITS						
750	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
751	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
ADMINISTRATION						
752	DEPUTY DIRECTOR	11	1	12.00	12.00	
DIVISION: EXIT MANAGEMENT						
753	ASSISTANT DIRECTOR	9	1	9.00	9.00	
754	SNR PERSONNEL PRACTITIONER	8	2	8.00	16.00	
755	PERSONNEL OFFICER	6	5	6.00	30.00	
DIVISION: LEAVE MANAGEMENT						
756	ASSISTANT DIRECTOR	9	1	9.00	9.00	
757	SNR PERSONNEL PRACTITIONER	8	2	8.00	16.00	
758	PRINCIPAL PERSONNEL OFFICER	7	1	8.00	8.00	
759	PERSONNEL OFFICER	6	6	6.00	36.00	
DIVISION: SERVICE CONDITIONS AND BENEFITS						
760	ASSISTANT DIRECTOR	9	2	9.00	18.00	
761	CHIEF PERSONNEL OFFICER	8	1	8.00	8.00	
762	SNR PERSONNEL OFFICER	7	1	8.00	8.00	
763	SNR PERSONNEL PRACTITIONER	8	1	8.00	8.00	
764	PRINCIPAL PERSONNEL OFFICER	7	3	8.00	24.00	
765	PERSONNEL OFFICER	6	12	6.00	72.00	
SYSTEMS						
766	DEPUTY DIRECTOR	11	1	12.00	12.00	
ESTABLISHMENT ADMINISTRATION						
767	ASSISTANT DIRECTOR	9	1	9.00	9.00	
768	PERSONNEL OFFICER	6	2	6.00	12.00	
INFORMATION REPORTING						
769	ASSISTANT DIRECTOR	9	1	9.00	9.00	
DIVISION: REGISTRY						
770	SNR ADMIN OFFICER	8	1	8.00	8.00	
771	CHIEF REGISTRY CLERK	7	1	8.00	8.00	
772	REGISTRY CLERK / OPERATOR	6	9	6.00	54.00	
773	REGISTRY CLERK	6	2	6.00	12.00	
774	FOOD SERVICES	2	1	6.00	6.00	
775	FOOD SERVICES AID	3	1	6.00	6.00	
776	DRIVER / MESSENGER	5	3	6.00	18.00	
SUB-DIRECTORATE: COMPLAINTS AND COMPLIMENTS						
777	DEPUTY DIRECTOR	11	1	12.00	12.00	
778	ASSISTANT DIRECTOR	9	1	9.00	9.00	
779	SNR ADMIN OFFICER	8	1	8.00	8.00	
780	ADMIN CLERK	6	5	6.00	30.00	
SUB-DIRECTORATE: BENEFITS STRATEGY						
781	DEPUTY DIRECTOR	11	1	12.00	12.00	

NO.	PERSONNEL UNIT: 37: 1/1/01	LEVEL / RANK	PROPOSED PU	NORM PER PU	ASPI	REMARKS
DIRECTORATE: PEOPLE DEVELOPMENT						
702	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
703	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
MANAGEMENT						
704	DEPUTY DIRECTOR	11	1	12.00	12.00	
705	ASSISTANT DIRECTOR	9	1	9.00	9.00	
706	SNR PERSONNEL PRACTITIONER	8	2	8.00	16.00	
707	PERSONNEL PRACTITIONER	7	2	8.00	16.00	
708	ADMIN CLERK	6	6	6.00	36.00	
SUB-DIRECTORATE: CAPABILITY						
709	DEPUTY DIRECTOR	11	1	12.00	12.00	
710	ASSISTANT DIRECTOR	9	1	9.00	9.00	
711	SNR ADMIN OFFICER	8	1	8.00	8.00	
712	ADMIN CLERK	6	3	6.00	18.00	
SUB-DIRECTORATE: TALENT ENHANCEMENT						
713	DEPUTY DIRECTOR	11	1	12.00	12.00	
714	SNR PERSONNEL PRACTITIONER	8	1	9.00	9.00	
715	PERSONNEL PRACTITIONER	7	1	8.00	8.00	
716	ADMIN CLERK	6	1	6.00	6.00	
717	INTERNSHIP	3	23	6.00	138.00	
CHIEF DIRECTORATE: EMPLOYEE ENGAGEMENT						
718	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
719	SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
800	ASSISTANT DIRECTOR	9	1	9.00	9.00	
DIRECTORATE: DISCIPLINE MANAGEMENT						
801	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
802	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
SUB-DIRECTORATE: MISCONDUCT AND PREVENTION						
803	DEPUTY DIRECTOR	11	1	12.00	12.00	
804	ASSISTANT DIRECTOR	9	1	9.00	9.00	
805	LABOUR RELATIONS OFFICER	8	4	8.00	32.00	
806	ADMIN CLERK	6	1	6.00	6.00	
SUB-DIRECTORATE: ORGANISATIONAL CONDUCT						
807	DEPUTY DIRECTOR	11	1	12.00	12.00	
808	ASSISTANT DIRECTOR	9	1	9.00	9.00	
809	LABOUR RELATIONS OFFICER	8	3	8.00	24.00	
DIRECTORATE: LABOUR RELATIONS						
810	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
811	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
SUB-DIRECTORATE: COLLECTIVE BARGAINING						
812	DEPUTY DIRECTOR	11	1	12.00	12.00	
813	ASSISTANT DIRECTOR	9	1	9.00	9.00	
814	LABOUR RELATIONS OFFICER	8	2	8.00	16.00	
COLLECTIVE BARGAINING						
815	LABOUR RELATIONS OFFICER	8	1	8.00	8.00	

DESCRIPTION OF POST		LEVELS RANKED	PROPOSED PJ	HOME OFFICE PJ	ASSISTANT	REMARKS
816	HR POLICY CO-ORDINATION COMPLIANCE LABOUR RELATIONS OFFICER	8	1	8.00	8.00	
817	RESOLUTION DEPUTY DIRECTOR	11	1	12.00	12.00	
818	GRIEVANCE ASSISTANT DIRECTOR	9	1	9.00	9.00	
819	LABOUR RELATIONS OFFICER	8	2	8.00	16.00	
820	ADMIN CLERK	6	1	8.00	8.00	
821	DISPUTES ASSISTANT DIRECTOR	9	1	9.00	9.00	
822	LABOUR RELATIONS OFFICER	8	1	8.00	8.00	
823	DIRECTORATE: TRANSFORMATION AND GENDER DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
824	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
825	SUB-DIRECTORATE: DIVERSITY MANAGEMENT DEPUTY DIRECTOR	11	1	12.00	12.00	
826	DIVERSITY PROGRAMMES ASSISTANT DIRECTOR	9	2	9.00	18.00	
827	SNR ADMIN OFFICER	8	2	8.00	16.00	
828	SUB-DIRECTORATE: MAINSTREAMING PROGRAMMES DEPUTY DIRECTOR	11	1	12.00	12.00	
829	GENDER MANAGEMENT ASSISTANT DIRECTOR	9	2	8.00	18.00	
830	SNR ADMIN OFFICER	8	2	8.00	16.00	
831	DIRECTORATE: EMPLOYEE WELLNESS DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
832	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
833	SUB-DIRECTORATE: OCCUPATIONAL SAFETY DEPUTY DIRECTOR	11	1	12.00	12.00	
834	ASSISTANT DIRECTOR	9	1	9.00	9.00	
835	SNR ADMIN OFFICER	8	1	8.00	8.00	
836	SUB-DIRECTORATE: QUALITY OF WORK LIFE MANAGEMENT DEPUTY DIRECTOR	11	1	12.00	12.00	
837	WELLNESS PROGRAMMES ASSISTANT DIRECTOR	9	2	9.00	18.00	
838	CHIEF ADMIN CLERK	7	1	8.00	8.00	
839	SNR ADMIN OFFICER	8	1	8.00	8.00	
840	CHIEF DIRECTORATE: BUSINESS PARTNERING CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
841	SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA

NO.	DESCRIPTION OF ROOM	LEVEL / RATIO	PROPOSED PU	NORM PER PU	PU	REMARKS
842	SUB-DIRECTORATE: BUSINESS PARTNERING					
	DEPUTY DIRECTOR	11	1	12.00	12.00	
843	BRANCH: INFORMATION SERVICES					
	CHIEF INFORMATION OFFICER	15	1	28.00	28.00	4m² ADDITIONAL FOR MEETINGS
844	OFFICE MANAGER	11	1	16.00	16.00	4m² ADDITIONAL FOR WAITING AREA
845	ASSISTANT OFFICE MANAGER	9	1	9.00	9.00	
846	IT FINANCE AND SUPPORT SERVICES					
	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
847	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
848	DEPUTY DIRECTOR	11	1	12.00	12.00	
849	ASSISTANT DIRECTOR	9	1	9.00	9.00	
850	OTHER ACCOMMODATION					
	SHELVES		10	0.187	1.87	Linear meters
851	CABINETS		20	0.90	18.00	
852	STATIONERY STORE		1	8.00	8.00	
853	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
854	TEA / KITCHEN		1	8.00	8.00	
855	COMMITTEE CHAMBER		26	1.20	31.20	
856	STRONG ROOM		1	12.00	12.00	
857	WAITING AREA		1	8.00	8.00	
858	GOVERNANCE					
	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
859	SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
860	ASSISTANT DIRECTOR	8	1	9.00	9.00	
861	SNR ADMIN SUPPORT	8	1	8.00	8.00	
862	OTHER ACCOMMODATION					
	SHELVES		10	0.167	1.67	Linear meters
863	CABINETS		20	0.90	18.00	
864	STATIONERY STORE		1	8.00	8.00	
865	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
866	TEA / KITCHEN		1	12.00	12.00	
867	COMMITTEE CHAMBER		26	1.20	31.20	
868	STRONG ROOM		2	12.00	24.00	
869	STORE ROOM / FILING ROOM		1	20.00	20.00	
870	DIRECTORATE: ENTERPRISE ARCHITECTURE					
	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
871	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
872	SNR SPECIALIST: ENTERPRISE	11	1	12.00	12.00	
873	SPECIALIST: ENTERPRISE	11	4	12.00	48.00	
874	OTHER ACCOMMODATION					
	SHELVES		10	0.187	1.87	Linear meters
875	CABINETS		20	0.90	18.00	
876	STATIONERY STORE		1	8.00	8.00	
877	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
878	STORE ROOM / FILING ROOM		1	20.00	20.00	
879	DIRECTORATE: STRATEGIC ALIGNMENT					
	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS

ROOM NO.	ROOM DESCRIPTION	LEVEL	FRANK	PROPOSED IN	MOBILE NO.	DATE	REMARKS
880	SECRETARY	7		1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
881	STRATEGIC ALIGNMENT ANALYST	11		2	12.00	24.00	
882	SUB-DIRECTORATE: IS RISK AND QUALITY	11		1	12.00	12.00	
883	SPECIALIST: INFORMATION SYSTEM RISK AND QUALITY	11		1	12.00	12.00	
884	INFORMATION RISK AND QUALITY	11		1	12.00	12.00	
885	OTHER ACCOMMODATION			10	0.167	1.67	Linear meters
886	SHELVES			20	0.90	18.00	
887	CABINETS			1	8.00	8.00	
888	STATIONERY STORE			1	12.00	12.00	
889	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	20.00	20.00	
890	STORE ROOM / FILING ROOM			1	20.00	20.00	
891	CHIEF DIRECTORATE: APPLICATION MANAGEMENT	14		1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
892	CHIEF DIRECTOR	8		1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
893	SNR SECRETARY	9		1	9.00	9.00	
894	ASSISTANT DIRECTOR	8		1	8.00	8.00	
895	SNR ADMIN OFFICER						
896	OTHER ACCOMMODATION			10	0.167	1.67	Linear meters
897	SHELVES			20	0.90	18.00	
898	CABINETS			1	8.00	8.00	
899	STATIONERY STORE			1	12.00	12.00	
900	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	6.00	6.00	
901	TEA / KITCHEN			26	1.20	31.20	
902	COMMITTEE CHAMBER			1	8.00	8.00	
903	WAITING AREA			1	20.00	20.00	
904	STORE ROOM / FILING ROOM						
905	DIRECTORATE: SOLUTION DELIVERY	13		1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
906	DIRECTOR	7		1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
907	SECRETARY	11		4	12.00	48.00	
908	SPECIALIST: APPLICATION TESTING	11		1	12.00	12.00	
909	SPECIALIST: SYSTEM ANALYSIS	9		2	9.00	18.00	
910	SPECIALIST: APPLICATION DEVELOPMENT	11		6	12.00	72.00	
911	OTHER ACCOMMODATION						
912	SHELVES			10	0.167	1.67	Linear meters
913	CABINETS			20	0.90	18.00	
914	STATIONERY STORE			1	8.00	8.00	
915	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00	12.00	
916	TEA / KITCHEN			1	6.00	6.00	
917	STORE ROOM / FILING ROOM			1	20.00	20.00	
918	TESTING ROOM			1	60.00	60.00	
919	DEVELOPMENT ROOM			1	60.00	60.00	
920	WORKSHOP			1	60.00	60.00	
921	DIRECTORATE: APPLICATION MAINTENANCE AND SUPPORT	13		1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
922	SECRETARY	7		1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
923	SNR SPECIALIST: TECHNICAL APPLICATIONS	13		2	16.00	32.00	
924	SPECIALIST: APPLICATION ADMINISTRATOR	11		6	11.00	66.00	
925	APPLICATIONS ADMINISTRATOR	8		6	9.00	54.00	

NO.	DESCRIPTION OF ROOM	LEVEL / RANK	PROPOSED PU	NORM PER PU	SM	REMARKS
820	ASSISTANT APPLICATIONS ADMINISTRATOR	8	4	8.00	32.00	
821	SPECIALIST: PROGRAMMER	11	4	12.00	48.00	
822	ASSISTANT PROGRAMMER	8	1	8.00	8.00	
823	SYSTEM ADMINISTRATORS	7	4	8.00	32.00	
	OTHER ACCOMMODATION					
824	SHELVES		10	0.187	1.87	Linear meters
825	CABINETS		20	0.90	18.00	
826	STATIONERY STORE		1	8.00	8.00	
827	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
828	TEA / KITCHEN		1	6.00	6.00	
829	STORE ROOM / FILING ROOM		1	20.00	20.00	
830	SYSTEMS ROOM		3	12.00	36.00	
	DIRECTORATE: BUSINESS ANALYSIS					
831	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
832	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
833	DEPUTY DIRECTOR	11	4	12.00	48.00	
834	SPECIALIST: BUSINESS PROCESS ENGINEERING	11	1	12.00	12.00	
	OTHER ACCOMMODATION					
835	SHELVES		10	0.187	1.87	Linear meters
836	CABINETS		20	0.90	18.00	
837	STATIONERY STORE		1	8.00	8.00	
838	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
839	TEA / KITCHEN		1	6.00	6.00	
840	STORE ROOM / FILING ROOM		1	20.00	20.00	
841	SYSTEMS ROOM		3	12.00	36.00	
	CHIEF DIRECTORATE: INFRASTRUCTURE MANAGEMENT					
842	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
843	SNR SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
844	ASSISTANT DIRECTOR	9	1	9.00	9.00	
845	SNR ADMIN OFFICER	8	1	8.00	8.00	
	OTHER ACCOMMODATION					
846	SHELVES		10	0.187	1.87	Linear meters
847	CABINETS		20	0.90	18.00	
848	STATIONERY STORE		1	8.00	8.00	
849	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
850	TEA / KITCHEN		1	6.00	6.00	
851	COMMITTEE CHAMBER		26	1.20	31.20	
852	WAITING AREA		1	8.00	8.00	
853	STRONG ROOM		2	12.00	24.00	
854	STORE ROOM / FILING ROOM		1	20.00	20.00	
	DIRECTORATE: DATA CENTRE OPERATIONS					
855	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
856	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
857	SPECIALIST: DATA CENTRE CONTROLLER	11	4	12.00	48.00	
858	SNR DATA CENTRE CONTROLLER	9	8	9.00	72.00	
859	DATA CENTRE OPERATOR	7	2	8.00	16.00	
860	ASSISTANT DATA CENTRE OPERATOR	7	6	8.00	48.00	1 X COUNTER INCLUDED

NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL	REMARKS
961	OTHER ACCOMMODATION					
962	SHELVES	10	0.167	1.67	Linear meters	
963	CABINETS	20	0.90	18.00		
964	STATIONERY STORE	1	8.00	8.00		
965	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)	1	12.00	12.00		
966	TEA / KITCHEN	1	6.00	6.00		
967	STORE ROOM / FILING ROOM	1	20.00	20.00		
968	DIRECTORATE: NETWORKS					
969	DIRECTOR	13	20.00	260.00	4m² ADDITIONAL FOR MEETINGS	
970	SECRETARY	7	12.00	84.00	4m² ADDITIONAL FOR WAITING AREA	
971	SPECIALIST: NETWORK CONTROLLER	11	12.00	132.00		
972	SPECIALIST: NETWORK OPERATOR	11	12.00	132.00		
973	SNR NETWORK CONTROLLER	9	9.00	81.00		
974	SNR NETWORK OPERATOR	8	8.00	64.00		
975	NETWORK OPERATOR	7	8.00	56.00		
976	DIRECTORATE: IS SECURITY					
977	DIRECTOR	13	20.00	260.00	4m² ADDITIONAL FOR MEETINGS	
978	SECRETARY	7	12.00	84.00	4m² ADDITIONAL FOR WAITING AREA	
979	SECURITY	11	12.00	132.00		
980	COMMUNICATIONS INFRASTRUCTURE SECURITY	9	9.00	81.00		
981	ADMIN CLERK	6	6.00	36.00		
982	SPECIALIST: SERVER SECURITY	11	12.00	132.00		
983	SECURITY SYSTEM ADMINISTRATOR (ANTIVIRUS)	9	9.00	81.00		
984	INTRUSION DETECTION TECHNICIAN	9	9.00	81.00		
985	CHIEF DIRECTORATE: IT SERVICE MANAGEMENT					
986	CHIEF DIRECTOR	14	24.00	336.00	4m² ADDITIONAL FOR MEETINGS	
987	SNR SECRETARY	8	12.00	96.00	4m² ADDITIONAL FOR WAITING AREA	
988	ASSISTANT DIRECTOR	9	9.00	81.00		
989	SNR ADMIN OFFICER	8	8.00	64.00		
990	DIRECTORATE: SERVICE SUPPORT MANAGEMENT					
991	DIRECTOR	13	20.00	260.00	4m² ADDITIONAL FOR MEETINGS	
992	SECRETARY	7	12.00	84.00	4m² ADDITIONAL FOR WAITING AREA	
993	DEPUTY DIRECTOR: SERVICE DESK	11	12.00	132.00		
994	SERVICE SUPPORT OFFICER	8	9.00	72.00		
995	SERVICE DESK AGENT	8	8.00	64.00		
996	SPECIALIST CONFIGURATIONS	11	12.00	132.00		
997	SPECIALIST: CHANGE RELEASE	11	12.00	132.00		
998	DIRECTORATE: SERVICE DELIVERY MANAGEMENT					
999	DIRECTOR	13	20.00	260.00	4m² ADDITIONAL FOR MEETINGS	
1000	SECRETARY	7	12.00	84.00	4m² ADDITIONAL FOR WAITING AREA	
1001	DEPUTY DIRECTOR: IT PROCUREMENT	11	12.00	132.00		
1002	IT PROCUREMENT OFFICER	11	12.00	132.00		
1003	SNR ADMIN OFFICER	8	8.00	64.00		
1004	STORE CONTROLLER	7	8.00	56.00		
1005	ADMIN CLERK	6	8.00	48.00		
1006	DEPUTY DIRECTOR: IT ASSET CONTROLLER	11	12.00	132.00		
1007	IT ASSET CONTROLLER	9	9.00	81.00		
1008	AGREEMENT	11	12.00	132.00		
1009	CONTRACT ADMINISTRATION	9	9.00	81.00		
1010	DEPUTY DIRECTOR: SERVICE MANAGEMENT	11	12.00	132.00		

ITEM NO.	DESCRIPTION OF WORK	LEVEL / RANK	PROPOSED PU	FORM PER PU	ASIN	REMARKS
1006	OTHER ACCOMMODATION					
1006	SHELVES		10	0.167	1.67	Linear meters
1007	CABINETS		20	0.90	18.00	
1007	STATIONERY STORE		1	8.00	8.00	
1008	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1008	TEA / KITCHEN		1	6.00	6.00	
1010	STORE ROOM / FLING ROOM		1	20.00	20.00	
1011	WAREHOUSE		1	250.00	250.00	
1012	DISPOSALS		1	100.00	100.00	
	DIRECTORATE: IT PROVINCIAL SUPPORT					
1013	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1014	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1016	PROVINCIAL IT CO-ORDINATOR	9	1	9.00	9.00	
	CHEF DIRECTORATE: SPECIAL INITIATIVE					
1016	CHEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
1017	SNR SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1018	SNR PROJECT MANAGER	13	3	16.00	48.00	
1019	PROJECT CO-ORDINATOR	11	2	12.00	24.00	
1020	PROJECT ADMINISTRATOR	9	2	9.00	18.00	
	IT OPERATIONS MANAGEMENT					
1021	IT OPERATIONS MANAGER	14	1	20.00	20.00	
	BRANCH: IMMIGRATION SERVICES					
1022	DEPUTY DIRECTOR GENERAL	15	1	28.00	28.00	4m² ADDITIONAL FOR MEETINGS
1023	EXECUTIVE SECRETARY	9	1	13.00	13.00	4m² ADDITIONAL FOR WAITING AREA
1024	OFFICE MANAGER	11	1	12.00	12.00	
	OTHER ACCOMMODATION					
1026	SHELVES		10	0.167	1.67	Linear meters
1026	CABINETS		20	0.90	18.00	
1027	STATIONERY STORE		1	8.00	8.00	
1028	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1029	TEA / KITCHEN		1	6.00	6.00	
1030	COMMITTEE CHAMBER		1	30.00	30.00	
1031	STRONG ROOM		1	12.00	12.00	
1032	STORE ROOM / FLING		1	20.00	20.00	
1033	WAITING AREA		1	8.00	8.00	
	AND SUPPORT					
1064	CHEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
1065	SNR SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1066	ASSISTANT DIRECTOR	9	1	9.00	9.00	
	OTHER ACCOMMODATION					
1067	SHELVES		10	0.167	1.67	Linear meters
1068	CABINETS		20	0.90	18.00	
1069	STATIONERY STORE		1	8.00	8.00	
1070	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1071	TEA / KITCHEN		1	6.00	6.00	
1072	COMMITTEE CHAMBER		1	30.00	30.00	

NO.	ITEM / FUNCTION	LEVEL / FLOOR	PROPOSED NO.	NO. OF PER P4	AREA	REMARKS
1073	WAITING AREA		1	8.00	8.00	
1074	STRONG ROOM		1	12.00	12.00	
1075	STORE ROOM / FILING ROOM		1	20.00	20.00	
	AFRICA					
1076	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1077	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: SADC					
1078	DEPUTY DIRECTOR	11	1	12.00	12.00	
1079	ASSISTANT DIRECTOR	8	1	9.00	9.00	
1080	SNR ADMIN OFFICER	8	2	8.00	16.00	
1081	ADMIN OFFICER	7	1	8.00	8.00	
	SUB-DIRECTORATE: AFRICA					
1081	DEPUTY DIRECTOR	11	1	12.00	12.00	
1082	ASSISTANT DIRECTOR	8	1	9.00	9.00	
1083	ADMIN OFFICER	7	2	8.00	16.00	
	OTHER ACCOMMODATION					
1084	SHELVES		10	0.167	1.67	Linear meters
1085	CABINETS		20	0.90	18.00	
1086	STATIONERY STORE		1	8.00	8.00	
1087	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1088	TEA / KITCHEN		1	8.00	8.00	
1089	STORE ROOM / FILING ROOM		1	20.00	20.00	
	DIRECTORATE: REGIONAL CO-ORDINATION / AMERICA					
1090	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1091	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	OTHER ACCOMMODATION					
1092	SHELVES		10	0.167	1.67	Linear meters
1093	CABINETS		20	0.90	18.00	
1094	STATIONERY STORE		1	8.00	8.00	
1095	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1096	TEA / KITCHEN		1	8.00	8.00	
1097	STORE ROOM / FILING ROOM		1	20.00	20.00	
	SUB-DIRECTORATE: EUROPE					
1098	DEPUTY DIRECTOR	11	1	12.00	12.00	
1099	ASSISTANT DIRECTOR	8	1	9.00	9.00	
1100	SNR ADMIN OFFICER	8	1	8.00	8.00	
	SUB-DIRECTORATE: ASIA, FAR EAST, AUSTRALIA					
1102	DEPUTY DIRECTOR	11	1	12.00	12.00	
1103	ASSISTANT DIRECTOR	9	1	9.00	9.00	
1104	SNR ADMIN OFFICER	8	2	8.00	16.00	
	OTHER ACCOMMODATION					
1105	SHELVES		10	0.167	1.67	Linear meters
1106	CABINETS		20	0.90	18.00	
1107	STATIONERY STORE		1	8.00	8.00	
1108	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1109	TEA / KITCHEN		1	8.00	8.00	

NO.	DESCRIPTION	LEVEL / RANK	PROPOSED PU	NORM PER PU	ASB	REMARKS
1110	STORE ROOM / FILING ROOM		1	20.00	20.00	
1111	CHIEF DIRECTORATE: PORT CONTROL					
1112	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
1113	SNR SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1114	ASSISTANT DIRECTOR	9	1	9.00	9.00	
1115	OTHER ACCOMMODATION					
1116	SHELVES		10	0.167	1.67	Linear meters
1117	CABINETS		20	0.90	18.00	
1118	STATIONERY STORE		1	8.00	8.00	
1119	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1120	TEA / KITCHEN		1	8.00	8.00	
1121	COMMITTEE CHAMBER		1	30.00	30.00	
1122	WAITING AREA		1	8.00	8.00	
1123	STRONG ROOM		1	12.00	12.00	
1124	STORE / FILING ROOM		1	20.00	20.00	
1125	DIRECTORATE: PORTS OF ENTRY					
1126	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1127	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1128	SUB-DIRECTORATE: LAND RAIL					
1129	DEPUTY DIRECTOR	11	1	12.00	12.00	
1130	ASSISTANT DIRECTOR	9	1	9.00	9.00	
1131	SNR ADMIN OFFICER	8	1	8.00	8.00	
1132	ADMIN CLERK	6	1	6.00	6.00	
1133	SUB-DIRECTORATE: MARITIME AND AVIATION					
1134	DEPUTY DIRECTOR	11	1	12.00	12.00	
1135	ASSISTANT DIRECTOR	9	1	9.00	9.00	
1136	SNR ADMIN OFFICER	8	2	8.00	16.00	
1137	ADMIN CLERK	6	1	6.00	6.00	
1138	OTHER ACCOMMODATION					
1139	SHELVES		10	0.167	1.67	Linear meters
1140	CABINETS		20	0.90	18.00	
1141	STATIONERY STORE		1	8.00	8.00	
1142	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1143	TEA / KITCHEN		1	8.00	8.00	
1144	CONTROL ROOM		1	26.00	26.00	
1145	SPECIAL ENGAGEMENT ROOM		1	20.00	20.00	
1146	STORE ROOM / FILING ROOM		1	20.00	20.00	
1147	DIRECTORATE: AIRLINE LIAISON					
1148	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1149	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1150	SUB-DIRECTORATE: AIRLINE CO-ORDINATION					
1151	DEPUTY DIRECTOR	11	1	12.00	12.00	
1152	ASSISTANT DIRECTOR	9	1	9.00	9.00	
1153	SNR ADMIN OFFICER	8	1	8.00	8.00	
1154	ADMIN CLERK	6	2	6.00	12.00	

NO.	DESCRIPTION	LEVEL	RANGE	PROPOSED PU	WORKS PER PU	PU / ASM	REMARKS
1148	SUB-DIRECTORATE: AIRLINE LIASON ANALYSIS	11		1	12.00	12.00	
1149	DEPUTY DIRECTOR	9		1	9.00	9.00	
1150	ASSISTANT DIRECTOR	8		1	8.00	8.00	
1151	SNR ADMIN OFFICER	6		2	6.00	12.00	
1152	ADMIN CLERK						
1153	OTHER ACCOMMODATION			10	0.167	1.67	Linear meters
1154	SHELVES			20	0.90	18.00	
1155	CABINETS			1	8.00	8.00	
1156	STATIONERY STORE			1	12.00	12.00	
1157	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	8.00	8.00	
1158	TEA / KITCHEN			1	20.00	20.00	
1159	CONTROL ROOM			1	20.00	20.00	
1160	SPECIAL ENGAGEMENT ROOM			1	20.00	20.00	
1161	STORE ROOM / FILING ROOM			1	20.00	20.00	
1162	DIRECTORATE: OPERATIONAL SUPPORT						
1163	DIRECTOR	13		1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1164	SECRETARY	7		1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1165	SUB-DIRECTORATE: MOVEMENT CONTROL SYSTEM						
1166	DEPUTY DIRECTOR	11		1	12.00	12.00	
1167	DIVISION: SYSTEM DEVELOPMENT						
1168	ASSISTANT DIRECTOR	9		1	9.00	9.00	
1169	SNR ADMIN OFFICER	8		2	8.00	16.00	
1170	ADMIN CLERK	6		4	6.00	24.00	
1171	DIVISION: PORT SUPPORT						
1172	ASSISTANT DIRECTOR	9		4	9.00	36.00	
1173	SNR ADMIN OFFICER	8		8	8.00	64.00	
1174	ADMIN CLERK	6		12	6.00	72.00	
1175	SUB-DIRECTORATE: OPERATIONAL SUPPORT						
1176	DEPUTY DIRECTOR	11		1	12.00	12.00	
1177	DIVISION: APP SUPPORT						
1178	ASSISTANT DIRECTOR	9		4	9.00	36.00	
1179	SNR ADMIN OFFICER	8		8	8.00	64.00	
1180	ADMIN CLERK	6		12	6.00	72.00	
1181	DIVISION: INFORMATION ANALYSIS						
1182	ASSISTANT DIRECTOR	9		1	9.00	9.00	
1183	SNR ADMIN OFFICER	8		1	8.00	8.00	
1184	ADMIN CLERK	6		3	6.00	18.00	
1185	OTHER ACCOMMODATION						
1186	SHELVES			10	0.167	1.67	Linear meters
1187	CABINETS			20	0.90	18.00	
1188	STATIONERY STORE			1	8.00	8.00	
1189	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00	12.00	
1190	TEA / KITCHEN			1	8.00	8.00	
1191	OPERATIONAL CENTRE			1	50.00	50.00	
1192	BREAK AWAY ROOM			1	20.00	20.00	
1193	STORE ROOM / FILING ROOM			1	20.00	20.00	

REF NO	DESCRIPTION OF WORK	LEVEL / RANK / PROPOSED PU	NORM PER PU	REMARKS
	CHIEF DIRECTORATE: INSPECTORATE			
1184	CHIEF DIRECTOR	14	1	24.00 4m² ADDITIONAL FOR MEETINGS
1185	SNR SECRETARY	8	1	12.00 4m² ADDITIONAL FOR WAITING AREA
1186	ASSISTANT DIRECTOR	9	1	9.00
	OTHER ACCOMMODATION			
1187	SHELVES			1.87 Linear meters
1188	CABINETS	10	0.167	18.00
1189	STATIONERY STORE	20	0.90	8.00
1190	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)	1	8.00	12.00
1191	TEA / KITCHEN	1	8.00	8.00
1192	COMMITTEE CHAMBER	1	30.00	30.00
1193	WAITING AREA	1	8.00	8.00
1194	STRONG ROOM	2	12.00	24.00
1195	STORE ROOM / FILING ROOM	1	20.00	20.00
	DIRECTORATE: LAW ENFORCEMENT			
1196	DIRECTOR	13	1	20.00 4m² ADDITIONAL FOR MEETINGS
1197	SECRETARY	7	1	12.00 4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: ANALYSIS / INVESTIGATIONS			
1198	DEPUTY DIRECTOR	11	1	12.00
1199	ASSISTANT DIRECTOR	9	7	83.00
1200	CONTROL IMMIGRATION OFFICER	8	12	96.00
1201	IMMIGRATION OFFICER	6	2	12.00
1202	ADMIN CLERK	8	5	30.00
	SUB-DIRECTORATE: JOINT OPERATIONS			
1203	DEPUTY DIRECTOR	11	1	12.00
1204	ASSISTANT DIRECTOR	9	2	18.00
1205	CONTROL IMMIGRATION OFFICER	8	2	16.00
1206	ADMIN CLERK	6	1	6.00
	OTHER ACCOMMODATION			
1207	SHELVES			1.87 Linear meters
1208	CABINETS	10	0.167	18.00
1209	STATIONERY STORE	20	0.90	8.00
1210	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)	1	8.00	12.00
1211	TEA / KITCHEN	1	8.00	8.00
1212	OPERATIONS ROOM	1	30.00	30.00
1213	INVESTIGATIONS ROOM	1	30.00	30.00
1214	STORE ROOM / FILING ROOM	1	20.00	20.00
	DIRECTORATE: DEPORTATION			
1215	DIRECTOR	13	1	20.00 4m² ADDITIONAL FOR MEETINGS
1216	SECRETARY	7	1	12.00 4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: DEPORTATION CO-ORDINATION			
1217	DEPUTY DIRECTOR	11	1	12.00
1218	ASSISTANT DIRECTOR	9	2	18.00
1219	ADMIN OFFICER	7	6	48.00
1220	ADMIN CLERK	6	4	24.00

Room No	Room Description	Level	Room Type	Proposed F/L	Room Per F/L	Area (sqm)	Remarks
OTHER ACCOMMODATION							
1221	SHELVES			10	0.167	1.67	Linear meters
1222	CABINETS			20	0.90	18.00	
1223	STATIONERY STORE			1	8.00	8.00	
1224	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00	12.00	
1225	TEA / KITCHEN			1	8.00	8.00	
1226	STORE / FLING ROOM			1	20.00	20.00	
CHIEF DIRECTORATE: PERMITS							
1227	CHIEF DIRECTOR			14	1	24.00	24.00 4m² ADDITIONAL FOR MEETINGS
1228	SNR SECRETARY			8	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
1229	ASSISTANT DIRECTOR			9	1	9.00	9.00
OTHER ACCOMMODATION							
1230	SHELVES			10	0.167	1.67	Linear meters
1231	CABINETS			20	0.90	18.00	
1232	STATIONERY STORE			1	8.00	8.00	
1233	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00	12.00	
1234	TEA / KITCHEN			1	8.00	8.00	
1235	COMMITTEE CHAIRMAN			1	30.00	30.00	
1236	WAITING AREA			1	8.00	8.00	
1237	STRONG ROOM			1	12.00	12.00	
1238	STORE ROOM / FLING ROOM			1	20.00	20.00	
DIRECTORATE: CENTRAL ADJUDICATION							
1239	DIRECTOR			13	1	20.00	20.00 4m² ADDITIONAL FOR MEETINGS
1240	SECRETARY			7	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
SUB-DIRECTORATE: ADJUDICATION							
1241	DEPUTY DIRECTOR			11	1	12.00	12.00
1242	ASSISTANT DIRECTOR			8	3	8.00	27.00
1243	ADJUDICATOR			8	40	8.00	320.00
1244	SNR ADMIN OFFICER			8	2	8.00	16.00
1245	ADMIN CLERK			6	55	8.00	350.00
SUB-DIRECTORATE: POSTAL RECEIPT AND DISPATCH							
1246	DEPUTY DIRECTOR			11	1	18.00	18.00
1247	ASSISTANT DIRECTOR			9	2	9.00	18.00
1248	ADMIN CLERK			6	50	6.00	300.00
SUB-DIRECTORATE: APPEALS							
1249	DEPUTY DIRECTOR			11	1	12.00	12.00
1250	ASSISTANT DIRECTOR			9	4	9.00	36.00
1251	ADMIN CLERK			6	16	6.00	108.00
OTHER ACCOMMODATION							
1252	SHELVES			10	0.167	1.67	Linear meters
1253	CABINETS			20	0.90	18.00	
1254	STATIONERY STORE			1	8.00	8.00	
1255	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00	12.00	
1256	TEA / KITCHEN			1	8.00	8.00	
1257	ADJUDICATION HUB			1	30.00	30.00	
1258	SORTING ROOM			1	20.00	20.00	
1259	REGISTRY			1	100.00	100.00	
1260	STORE ROOM / FLING ROOM			1	20.00	20.00	

NO.	DESCRIPTION OF ROOM	LEVEL / RANK	PROPOSED PU	MODUL PER PU	AREA	REMARKS
DIRECTORATE: FUNCTIONAL SERVICES						
1281	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1282	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
SUB-DIRECTORATE: PROP FUNCTIONAL SERVICES						
1283	DEPUTY DIRECTOR	11	1	12.00	12.00	
1284	ASSISTANT DIRECTOR	9	2	9.00	18.00	
1285	SNR ADMIN OFFICER	8	3	8.00	24.00	
1286	ADMIN OFFICER	7	4	8.00	32.00	
1287	ADMIN CLERK	6	25	6.00	150.00	
SUB-DIRECTORATE: TRV FUNCTIONAL SERVICES						
1288	DEPUTY DIRECTOR	11	1	12.00	12.00	
1289	ASSISTANT DIRECTOR	9	2	9.00	18.00	
1270	SNR ADMIN OFFICER	8	1	8.00	8.00	
1271	ADMIN OFFICER	7	3	8.00	24.00	
1272	ADMIN CLERK	6	16	6.00	96.00	
OTHER ACCOMMODATION						
1273	SHELVES		10	0.167	1.67	Linear meters
1274	CABINETS		20	0.90	18.00	
1276	STATIONERY STORE		1	8.00	8.00	
1278	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1277	TEA / KITCHEN		1	8.00	8.00	
1279	STORE ROOM / FILING ROOM		1	20.00	20.00	
DIRECTORATE: CORPORATE ACCOUNTS						
1279	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1280	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
SUB-DIRECTORATE: LARGE CORPORATE						
1281	DEPUTY DIRECTOR	11	1	12.00	12.00	
1282	ASSISTANT DIRECTOR	9	3	9.00	27.00	
SUB-DIRECTORATE: CRITICAL SKILLS ACQUISITION						
1283	DEPUTY DIRECTOR	11	1	12.00	12.00	
1284	ASSISTANT DIRECTOR	9	2	9.00	18.00	
SUB-DIRECTORATE: PERMIT COMPLIANCE						
1285	DEPUTY DIRECTOR	11	1	12.00	12.00	
1286	ASSISTANT DIRECTOR	9	3	9.00	27.00	
1287	ADMIN OFFICER	7	1	8.00	8.00	
1288	ADMIN CLERK	6	2	6.00	12.00	

NO.	FUNCTIONAL AREA	LEVEL / BLOCK	PROPOSED PU	MOORE PER PU	ASB	REMARKS
	OTHER ACCOMMODATION					
1288	SHELVES		10	0.167	1.67	Linear meters
1289	CABINETS		20	0.90	18.00	
1291	STATIONERY STORE		1	8.00	8.00	
1292	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1293	TEA / KITCHEN		1	8.00	8.00	
1294	STORE ROOM / FILING ROOM		1	20.00	20.00	
	CHIEF DIRECTORATE: ASYLUM SEEKER MANAGEMENT					
1285	CHIEF DIRECTOR	14	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
1296	SNR SECRETARY	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1297	ASSISTANT DIRECTOR	9	1	8.00	8.00	
	OTHER ACCOMMODATION					
1298	SHELVES		10	0.167	1.67	Linear meters
1299	CABINETS		20	0.90	18.00	
1300	STATIONERY STORE		1	8.00	8.00	
1301	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1302	TEA / KITCHEN		1	8.00	8.00	
1303	COMMITTEE CHAMBER		1	30.00	30.00	
1304	WAITING AREA		1	8.00	8.00	
1305	STRONG ROOM		1	12.00	12.00	
1306	STORE ROOM / FILING ROOM		1	20.00	20.00	
	DIRECTORATE: BUSINESS OPERATIONAL SUPPORT					
1307	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1308	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: INTEGRATED MANAGEMENT					
	SUPPORT					
1309	DEPUTY DIRECTOR	11	1	12.00	12.00	
1310	ASSISTANT DIRECTOR	8	2	9.00	18.00	
1311	SNR ADMIN OFFICER	8	1	8.00	8.00	
1312	ADMIN OFFICER	7	1	8.00	8.00	
1313	ADMIN CLERK	6	1	8.00	8.00	
	SUB-DIRECTORATE: MODELS / FRAMEWORK MANAGEMENT					
1314	DEPUTY DIRECTOR	11	1	12.00	12.00	
1315	ASSISTANT DIRECTOR	9	2	9.00	18.00	
1316	SNR ADMIN OFFICER	6	2	8.00	16.00	
1317	ADMIN OFFICER	7	1	8.00	8.00	
	OTHER ACCOMMODATION					
1318	SHELVES		10	0.167	1.67	Linear meters
1319	CABINETS		20	0.90	18.00	
1320	STATIONERY STORE		1	8.00	8.00	
1321	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1322	TEA / KITCHEN		1	8.00	8.00	
1323	STORE ROOM / FILING ROOM		1	20.00	20.00	
	DIRECTORATE: STAKEHOLDER MANAGEMENT					
1324	DIRECTOR	13	1	20.00	20.00	4m² ADDITIONAL FOR MEETINGS
1325	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: CIVIL SOCIETY MANAGEMENT					

NO.	NAME	POST	GRADE	PROPOSED PU	NORM	PUB	PU	ABSE	REMARKS
1326	DEPUTY DIRECTOR		11	1	12.00		12.00		
1327	ASSISTANT DIRECTOR		9	2	9.00		18.00		
1328	SNR ADMIN OFFICER		8	2	8.00		16.00		
1329	ADMIN CLERK		6	1	6.00		6.00		
	SUB-DIRECTORATE: PUBLIC STAKEHOLDERS MANAGEMENT								
1330	DEPUTY DIRECTOR		11	1	12.00		12.00		
1331	ASSISTANT DIRECTOR		9	2	9.00		18.00		
1332	SNR ADMIN OFFICER		8	2	8.00		16.00		
1333	ADMIN CLERK		6	1	6.00		6.00		
	OTHER ACCOMMODATION								
1334	SHELVES			10	0.167		1.67	Linear meters	
1335	CABINETS			20	0.90		18.00		
1336	STATIONERY STORE			1	8.00		8.00		
1337	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00		12.00		
1338	TEA / KITCHEN			1	8.00		8.00		
1339	STORE ROOM / FILING ROOM			1	20.00		20.00		
	DIRECTORATE: INFORMATION AND COOPERATION MANAGEMENT								
1340	DIRECTOR		13	1	20.00		20.00	4m ² ADDITIONAL FOR MEETINGS	
1341	SECRETARY		7	1	12.00		12.00	4m ² ADDITIONAL FOR WAITING AREA	
	SUB-DIRECTORATE: SOCIAL COHESION AND RISK ANALYSIS								
1342	DEPUTY DIRECTOR		11	1	12.00		12.00		
1343	ASSISTANT DIRECTOR		9	2	9.00		18.00		
1344	SNR ADMIN OFFICER		8	2	8.00		16.00		
1345	ADMIN CLERK		6	1	6.00		6.00		
	SUB-DIRECTORATE: COUNTRY STATUS ANALYSIS, RISK, MONITORING AND CONTROL								
1346	DEPUTY DIRECTOR		11	1	12.00		12.00		
1347	ASSISTANT DIRECTOR		9	2	9.00		18.00		
1348	SNR ADMIN OFFICER		8	2	8.00		16.00		
1349	ADMIN CLERK		6	1	6.00		6.00		
	OTHER ACCOMMODATION								
1350	SHELVES			10	0.167		1.67	Linear meters	
1351	CABINETS			20	0.90		18.00		
1352	STATIONERY STORE			1	8.00		8.00		
1353	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)			1	12.00		12.00		
1354	TEA / KITCHEN			1	8.00		8.00		
1355	STORE ROOM / FILING ROOM			1	20.00		20.00		
	DIRECTORATE: REPATRIATION AND INTERGRATION MANAGEMENT								
1356	DIRECTOR		13	1	20.00		20.00	4m ² ADDITIONAL FOR MEETINGS	
1357	SECRETARY		7	1	12.00		12.00	4m ² ADDITIONAL FOR WAITING AREA	
	SUB-DIRECTORATE: COUNTRY XENOPHOBIA AND REPATRIATION MANAGEMENT								
1358	DEPUTY DIRECTOR		11	1	12.00		12.00		
1359	ASSISTANT DIRECTOR		9	2	9.00		18.00		
1360	SNR ADMIN OFFICER		8	2	8.00		16.00		
1361	ADMIN CLERK		6	1	6.00		6.00		

NO.	DESCRIPTION OF WORK	LEVEL / RANK	PROPOSED NO.	NO. OF FTE	REMARKS
	SUB-DIRECTORATE: REFUGEE INTEGRATION MANAGEMENT				
1362	DEPUTY DIRECTOR	11	1	12.00	12.00
1363	ASSISTANT DIRECTOR	9	2	9.00	18.00
1364	SNR ADMIN OFFICER	8	1	8.00	8.00
1365	ADMIN OFFICER	7	1	8.00	8.00
1366	ADMIN CLERK	6	1	8.00	8.00
	OTHER ACCOMMODATION				
1367	SHELVES		10	0.167	1.67 Linear meters
1368	CABINETS		20	0.90	18.00
1369	STATIONERY STORE		1	8.00	8.00
1370	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00
1371	TEA / KITCHEN		1	8.00	8.00
1372	STORE ROOM / FLING ROOM		1	20.00	20.00
	CHIEF DIRECTORATE: IMMIGRANT SERVICES SUPPORT				
1373	CHIEF DIRECTOR	14	1	24.00	24.00 4m² ADDITIONAL FOR MEETINGS
1374	SNR SECRETARY	8	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
1375	ADMIN CLERK	6	1	8.00	8.00
	OTHER ACCOMMODATION				
1376	SHELVES		10	0.167	1.67 Linear meters
1377	CABINETS		20	0.90	18.00
1378	STATIONERY STORE		1	8.00	8.00
1379	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00
1380	TEA / KITCHEN		1	8.00	8.00
1381	COMMITTEE CHAMBER		1	30.00	30.00
1382	WAITING AREA		1	8.00	8.00
1383	STRONG ROOM		1	12.00	12.00
1384	STORE ROOM / FLING ROOM		1	20.00	20.00
	DIRECTORATE: ADMIN SUPPORT				
1385	DIRECTOR	13	1	20.00	20.00 4m² ADDITIONAL FOR MEETINGS
1386	SECRETARY	7	1	12.00	12.00 4m² ADDITIONAL FOR WAITING AREA
	SUB-DIRECTORATE: BUSINESS INTELLIGENCE COORDINATION				
1387	DEPUTY DIRECTOR	11	1	12.00	12.00
1388	ASSISTANT DIRECTOR	9	1	9.00	9.00
	SUB-DIRECTORATE: HUMAN RESOURCES				
1389	DEPUTY DIRECTOR	11	1	12.00	12.00
	LAND RELATIONS				
1390	ASSISTANT DIRECTOR	9	1	9.00	9.00
1391	CHIEF ADMIN CLERK	7	1	8.00	8.00
1392	ADMIN CLERK	6	1	8.00	8.00
	DIVISION: ADMINISTRATION				
1393	ASSISTANT DIRECTOR	9	1	9.00	9.00
1394	SNR ADMIN OFFICER	8	1	8.00	8.00
1395	CHIEF ADMIN CLERK	7	1	8.00	8.00
1396	ADMIN CLERK	6	1	8.00	8.00

ITEM NO.	ITEM DESCRIPTION	LEVEL / RANK	PROPOSED PU	NORM PER PU	ASM	REMARKS
1397	SUB-DIRECTORATE: FRANCE					
1397	DEPUTY DIRECTOR	11	1	12.00	12.00	
1398	SNR ADMIN OFFICER	8	1	8.00	8.00	
1399	CHIEF ADMIN CLERK	7	1	8.00	8.00	
1400	ADMIN CLERK	6	1	6.00	6.00	
	SUB-DIRECTORATE: MONITORING AND EVALUATION					
1401	DEPUTY DIRECTOR	11	1	12.00	12.00	
1402	SNR ADMIN OFFICER	8	1	8.00	8.00	
1403	CHIEF ADMIN CLERK	7	1	8.00	8.00	
	OTHER ACCOMMODATION					
1404	SHELVES		300	0.187	50.10	Linear meters
1405	CABINETS		55	0.90	49.50	
1406	STATIONERY STORE		1	8.00	8.00	
1407	FACILITY AREA (PHOTOCOPIER, FAX, SHREDDER, ETC)		1	12.00	12.00	
1408	TEA / KITCHEN		1	8.00	8.00	
1409	STORE ROOM / FLING ROOM		1	20.00	20.00	
	HOME AFFAIRS CONTACT CENTRE					
1410	DIRECTOR	13	1	22.00	22.00	4m² ADDITIONAL FOR MEETINGS
1411	SECRETARY	7	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1412	DEPUTY DIRECTOR	12	1	12.00	12.00	
1413	ASSISTANT DIRECTOR	10	2	12.00	24.00	
1414	CASE RESOLUTION OFFICERS	10	2	12.00	24.00	
1415	SENIOR CASE RESOLUTION CLERK	7	4	6.00	24.00	LINEAR METER
1416	CASE RESOLUTION CLERKS	6	50	6.00	336.00	
	OPERATION RESOLUTION CENTRE					
1417	OPERATIONAL RESPONSE MANAGER	10	1	24.00	24.00	4m² ADDITIONAL FOR MEETINGS
1418	CASE RESOLUTION OFFICER	8	1	12.00	12.00	4m² ADDITIONAL FOR WAITING AREA
1419	ASSISTANT DIRECTOR	8	1	8.00	8.00	
	COMPLAINTS AND COMPLIMENTS UNIT					
1420	ASSISTANT DIRECTOR	8	1	12.00	12.00	
1421	CASE RESOLUTION CLERKS	6	1	6.00	6.00	
	NON ASSIGNABLE AREA (20%)			ASM	20433.49	
	CIRCULATION, MAINTENANCE, DUTY, TOILETS AND STRUCTURAL SPACES				6008.37	
	STORE ROOM					
1422	INTERGOVERNMENTAL RELATIONS		1	12.00	12.00	
1423	INTERNATIONAL RELATIONS		1	12.00	12.00	
1424	POLICY AND STRATEGIC MANAGEMENT		1	12.00	12.00	
1425	CHIEF DIRECTORATE: AUDIT SERVICES		1	12.00	12.00	
1426	SUB-DIRECTORATE: CHANGE AUDIT		1	12.00	12.00	
1427	SUB-DIRECTORATE: SPECIAL AUDIT		1	12.00	12.00	
	SUB-DIRECTORATE: FINDINGS ASSURANCES / AC CO-ORDINATOR		1	12.00	12.00	
1428	ORDINATOR		1	12.00	12.00	
1429	DIRECTORATE: PROVINCIAL AUDIT (FRONTLINE OFFICES)		1	12.00	12.00	
1430	DIRECTORATE: IS AND CONTINUOUS AUDIT		1	12.00	12.00	
1431	DIRECTORATE: DRAFTING		1	12.00	12.00	
1432	DIRECTORATE: SECURITY SERVICES MISSIONS		1	12.00	12.00	
1433	SUB-DIRECTORATE: PREVENTION PROVINCES (PROVINCIAL COORDINATION)		1	12.00	12.00	
1434	SUB-DIRECTORATE: VETTING (PROVINCES)		1	12.00	12.00	

LEVEL	DESCRIPTION	UNIT	RENT PER UNIT	REMARKS
1435	CHIEF DIRECTORATE: INTERNAL COMMUNICATIONS	1	12.00	
1436	SUB-DIRECTORATE: EDITORIAL SERVICES	1	12.00	
1437	BRANCH: FINANCE AND SUPPLY CHAIN MANAGEMENT	1	12.00	
1438	IT FINANCE AND SUPPORT SERVICES	1	12.00	
	PARKING			
1439	UNDER ROOF PARKING: OFFICE OF THE DG	13		DG/DG/CD/DG/ASD
1440	UNDER ROOF PARKING: INTERNATIONAL RELATIONS	14		CD/DG/ASD
1441	UNDER ROOF PARKING: MONITORING AND EVALUATION	19		CD/DG/ASD
1442	UNDER ROOF PARKING: IS AND CONTINUOUS AUDITING	19		CD/DG/ASD
1443	UNDER ROOF PARKING: CONTRACTS	19		CD/DG/ASD
1444	PARKING BAYS	1500		
	TOTAL LETTABLE AREA FOR LEASE PURPOSE		30218.54	

COMPILED BY: [Signature]
 DATE: 2016/06/20

CHECKED BY: [Signature]
 DATE: 2016-06-20

VERIFIED BY: [Signature]
 DATE: 2016/06/20

ACCOMMODATION PARTICULARS AND SPACE NORMS APPLIED
 DHAM (DIRCO & OTHERS)
 DATE: 21/06/16

SPECIAL NOTE:

Please calculate and transfer your final offer from DPW-08.1 (LS) form to the PA-32 form (Invitation to Bid)