



ANNEXURE 3B – WESTERN CAPE REGION

Scope of Work

The Scope of this project is set out to include the following outlined items:

Item	Description	Unit	Quantity	Rate	Amount
a	Contractor to allow for all works to be carried out under JBCC contract 6.2 May 2018, conditions. All works as per general standard conditions of contract.	Sum	1	1200.00	1200.00
1.	Removal of Existing Items				
	Remove existing wall Tiles, demolish the existing wall and prepare to receive work. Rubble to be cut off site. Size: 11286 x 2600 mm	Sum	1		
	Demolish the existing double leaf wall and prepare the area to receive works. Rubble to be cut off site. Size: 35990 x 4100 mm	Sum	1		
	Remove the 4 existing Window frames and prepare the area to receive works. Rubble to be cut off site.	Sum	1		
	Break and remove the existing floor-screed and prepare area to receive new works. Rubble to be cut off site.	Sum	1		
2.	Aluminum Shopfronts: Frames are to be natural anodized aluminum sections, constructed and installed according to the manufacturer's specification. All joints between shop front window and walls to be silicone sealed.				
2.1	Aluminum Shopfront 1200 x 2850mm high consisting of head and bottom rails and mullions and glazed with frosted 6.38mm	M ²	96		



	laminated safety glass and Prasa Branding				
2.2	Aluminum Shopfront glazed and frosted Single door size 800mm x 2850mm	No	6		
3.	"Rhino Drywall" Steel stud partitioning with 12,5mm taper edge "Rhino board" on both sides and with joints butt jointed and finished with "Rhino tape" and suitable jointing compound, with bottom track plugged and top track fixed to underside of ceiling.	M ²	112		
4.	Flooring				
4.1	Supply and install Tufted Multi scroll Loop pile, 100% Stainproof SDX solution dyed Nylon Nexbac Eco SABS Class 3 fire rating grade heavy commercial carpet tiles, size 500 x 500 x 8,5mm thick, all installed by approved installer in accordance with SANS 10186:2010, the code of practice for textile floor coverings.	M ²	132		
4.2	Supply and install 20 x 120mm solid meranti skirting. Prime with one coat Varnish with an overcoating time of 6 hours and finish with two coats Varnish with 6 hours drying time between coats.	M	88		
4.3	Supply and lay 600 x 600 mm Porcelain floor tiles (Allow a Prime Cost Amount of R 200/m ² delivered to site) fixed with adhesive to screed (screed elsewhere) and flush pointing with and including tinted grout:	M ²	163		
	Allow for and make use of self-leveling spacer on all tile surfaces.	M ²	163		
4.4	Supply and lay 50 mm Porcelain tile skirting (Allow a Prime Cost Amount of R 200/m ² delivered to site) fixed with adhesive to screed (screed elsewhere)	M	85		



	and flush pointing with and including tinted grout:				
5.	Walls Finishes				
5.1	Brick- up areas and make good where doors were removed and plaster to match existing	M ²	10		
5.2	Apply Rhino lite to walls with removed wall	M ²	88		
5.3	All walls painted with paint with one coat undercoat and two coats Acrylic PVA or similar approved paint White to match existing	M ²	250		
5.4	Allow for Special Prasa Colours to certain walls to be pointed out on site. 2 coats Acrylic PVA or similar approved	M ²	100		
6.	Ceiling				
	Supply and install 600 x 600 x 12,5mm vinyl faced ceiling panels laid on tees and adjustable hanger system.	M ²	385		
7.	Doors Supply and install solid door leaves at double door sized 1360mmx 2065mm Type: wooden door.	No	2		
8.	Electrical Finishes				
	Supply and install new fully recessed low brightness luminaires with double parabolic louvre`s. Output to be min 3x14W T5 for 600x600mm fittings. Fittings to comply with SANS 60598-2-1 and bear the SANS mark. An IP20 rating is required.	No	46		
	Allow for power supply in all boardrooms with sleeves imbedded floor slab to room center, solid and drywall power, telecoms & data outlets on each of the rooms solid wall and drywall.	No	1		
	Allow for 25mm of a 4-core armored cable to supply the distribution board. 60m in	Sum	1		



	length.				
	Allow for all electrical cabling and wiring of plugs, switches and lights to suit layout drawing.	No	1		
	Allow for a Smart Distribution boards integrating the innovative energy/network monitoring System as per PM instructions.	No	1		
	Install plugs and switches for Lights	No	1		
	Install 1HR emergency Lights in all boardrooms and corridors and kitchen in case of power cuts.	No	1		
	Install Motion detectors light switches for all Rooms and corridors as per layout drawings.	No	1		
9.	Airconditioning Units				
	Supply and install wall mounted air-conditioner, 30000 BTU complete air conditioning split unit with condenser.	No.	6		
	Supply 3-year maintenance / cleaning / service plan including parts for above aircon units.	No	6		
10.	Blinds				
	Aluminum venetian blind, size to fit existing windows with 25 x 0,21mm thick slats including 25 x 25mm high matching aluminum powder coated top and bottom tracks with stainless steel separator pins, cordlock and roller pins, blinds to be fitted inside reveal to lintel.	Sum	1		
11.	Furniture				
	Supply Meeting room tables: Work top finish: 22mm Particle board with Iceberg White Deccon Edging: Matching PVC flat edge 2mm Leg frame: Metal leg 14- 16-seater, Size 4800 x 1600mm	No	3		



	Supply Meeting room tables: Work top finish: 22mm Particle board with Iceberg White Decon Edging: Matching PVC flat edge 2mm Leg frame: Metal leg. 10- 12 -seater, Size 2400x 3200mm	No	3		
	Supply Ergonomic High back-office Chairs: Back: Black netting	No	84		
12.	Biometric System				
	Supply and install a fully functional Biometric system inclusive of 11 (entry and exit) biometric readers and maglocks, system to be intertwined with existing biometric network.	Sum	1		
13.	Door Closers				
	Supply and install Grade 304 Stainless Steel Rack and Cam Pinion door closer with sliding track arm. Non handed with a maximum 180 degree non hold opening as standard. Power adjustable by spring, latching and damping action.	No.	11		
14.	CCTV System	Sum	1		
	Supply and install to full functionality a closed-circuit television (CCTV) system comprising of 30 IP POE Cameras . Footage to be monitored in PRASA Control Center (Note distance from cameras location)				
	Supply and install to full functionality a 36 port switch supportive of POE cameras compatible to existing ICT systems.	No	1		
	Install 2 No. 32inch viewing Monitors at security, with 4K PTZ cameras on each entrance to boardrooms building and parking areas. Cameras must also be linked to CPT security room as well.	No	1		



	Supply and install to full functionality an alarm system integrated into security systems and control center. 7inch touch screen keypad. 10 passives, 2 door contacts and 4 beams	No	1		
	Install 1 No. 55inch viewing Screen Monitors at Control Center, with 4K PTZ cameras.	No	1		
	Allowance for Telecom external contractor. To be advised by PM and at discretion of Works required.	Sum	1	R60 000.00	R60 000.00
15.	Voice recorders				
	Supply and install noise reduction voice activated voice recorders with 360-degree Meeting Microphone	No	6		
16.	Steel coded lockers				
	Supply and install a 15 compartment Steel Cellphone Locker- comprising of combination locks for each compartment therein.	No.	6		
	Supply and install the above lockers on 1000mm height square tube steel ground mounts frames.	No.	6		
17.	Shelving				
	Supply and install Bolted Heavy-duty shelving, four tiers with Solid Pine Decking. (2000mm H x 2000mm W x 600mm D)	No	8		
18.	Allowance for making good, removal of waste and disposal.	Item	1		
19	Concrete Slab				
	Cast a reinforced concrete slab, with a thickness of 100mm and 10MPa. Reinforced with 8mm mesh. Overlaps to be at a minimum of 400mm. Finish with a self-leveling screed and prepare for Carpets for all non-tiled areas.	M ²	385		



20.	Cupboard Kitchenette				
	<p>6900mm in Length, 2400 mm in height and 600 mm in width Kitchen cabinets, which includes drawers.</p> <p>The following cupboard fittings have been measured as complete units i.e. the components of the units have not been separately measured. The description/ therefore/ of such units shall be deemed to include for all components/ assembling / housing/ notching/ glueing/ blocking/ bolting/ planting on and screwing with countersunk screws/ edge strips/ white melamine finish to all/ glass/ ironmongery to be 'Blum' or similar approved/ metalwork/ paint or varnish finishes/ etc. Prices are to include for all necessary filler pieces against walls etc.</p> <p>Melamine Cupboards:</p> <p>Supply and install kitchen cabinets inclusive of hi gloss Folkstone grey doors and finishings. (to be approved by project manager)</p>	Sum	1		
	Supply and fit 1800 x 600 and 2700 x 600 mm granite tops with kitchen sink measured elsewhere. Granite opening to be measured to fit sink.	No	1		
	Supply and install kitchen cabinets inclusive of hi gloss colour doors	No	1		
	Supply and install 28L Microwave oven. Colour: Mirror finish. Size: 385mm(L) x 517mm(W) x 297mm(H)	No	1		
	Supply and install 170L Refrigerator. Color: Matt Dark Grey. Size: 608cm(L) x 504cm(W) x 1,420cm(H)	No	1		



21.	Safety file: Provide risk assessment safety file according to PRASA requirements. Ensure all insurances including liability cover are in place prior to commencement of works. Safety file to be always kept on site during work execution.	No	1		
22.	Bullet-proof window				
	Supply and Install Aluminum Bulletproof glazed window, the glass must be laminated which are bonded together with polyvinyl butyral (PVB) and incorporated with polycarbonate. Made to fit existing opening	No	4		
	Supply and install a galvanized stone guards made of 3mm thick diamond mesh. Made to fit existing opening	No	4		
23.	Fire door				
	Supply and Fit Fire door, size 2040 x1200 mm, with Class D Fire rating with 3 x 100 mm hinges. Fire doors must be labeled. It must be SANS10400-NBR compliant	No	1		
	Supply and install Steel 24 m Balustrades as per specifications and in compliance with SANS 10400 and SANS 10160	No	1		
	Supply and install 9kg fire extinguishers mounted on solid walls with a red painted wooden backing board with a CO2 Uni Bracket. To comply with SANS 1910:2009	No	4		
	Supply and install new signage for exit and entrance as well as fire compliant and directional signage to suit.	No	1		
	Supply and install Framed Prasa Office Information Signage 1.2m wide and 2m high. White Background with Prasa Blue lettering for each floor.	Sum	1		

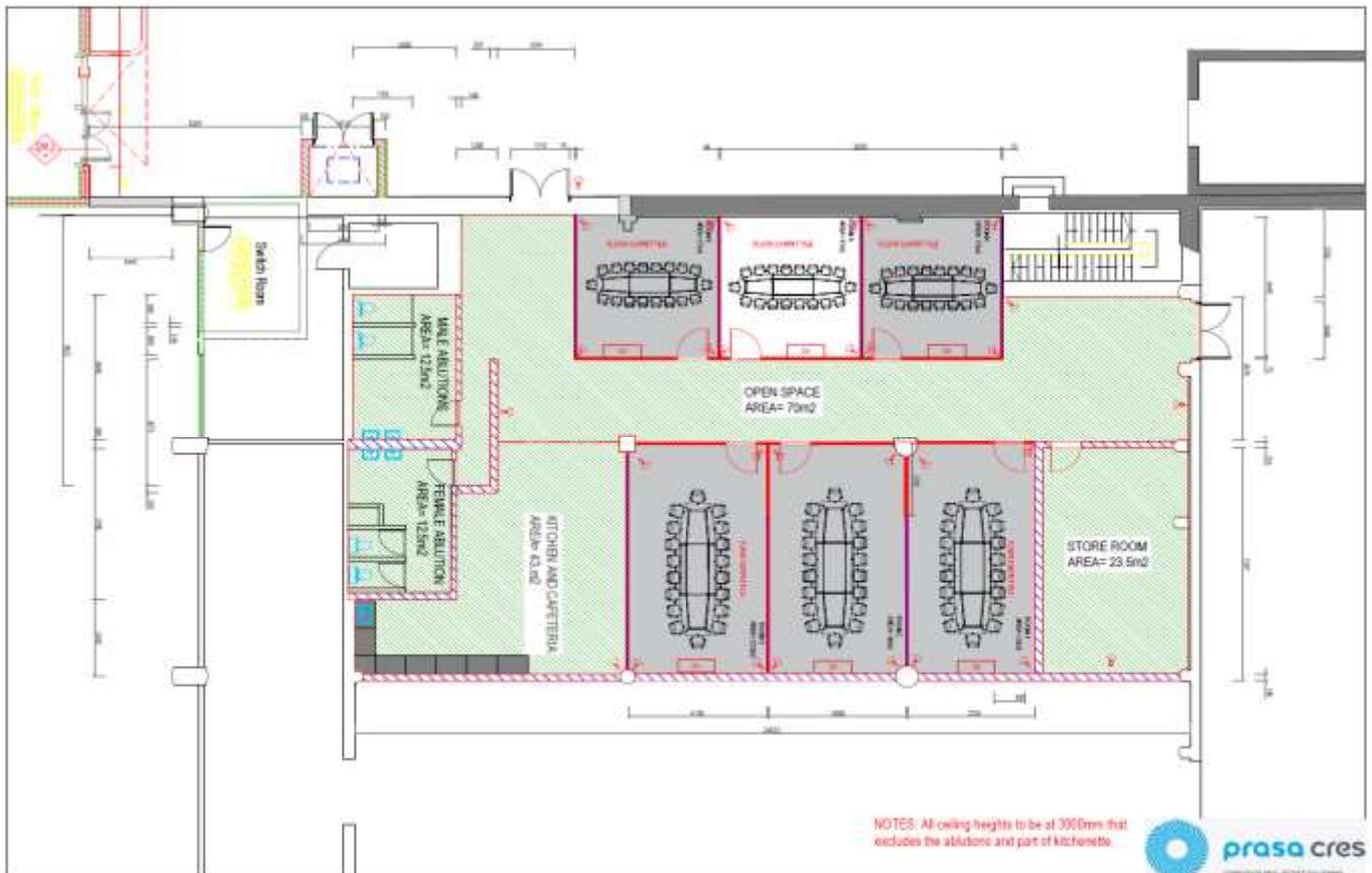


23.	Hydro boiler				
	Hydroboil - 5litre Stainless Steel - water boiler with stainless steel tank, steam free boiling water, electronic controls, 15mm overflow, connected to 15mm cold water supply including isolating valve, vertical wall mounted water boiler with heating elements, drain accessories, including hangers, brackets, bolts, etc.	No	1		
	Supply and install water supply to the following, 4 wash hand basins, 4 toilets, 1 sink and 1 hydro-boil in the kitchenette and ablutions facilities. Installations to be in line with SANS requirements	ITEM	1		
	Supply and install 40mm wastewater pipes for drainage and 110mm pipes for sewage drainage for the items listed above and within this tender document, for these facilities. Installations to be in line with SANS requirements.	ITEM	1		
24	SECURITY ROOMS				
	Supply and install a motorized 7m gate at the parking entrance to be approved by the PM.	Sum	1		
	Remove Front Doors and all Aluminum Glazing and replace with New Doors to match Openings for glazing panels. Include MAG lock (linked to system) with Push buttons to gate. Glazing panels must not Exceed 0.1m2 All doors to have PRASA Corporate and Prasa Cress vinyl Signage installed on doors.	Sum	1		
	Budgetary allowance for security room receptions and functionality features.	Sum	1	50 000.00	50 000.00
	SUBTOTAL Amount (Excl. VAT)				
	Allow for Preliminaries				

	Allow 10% Contingency amount	
	SUBTOTAL Amount, Including Contingencies	
	VAT @ 15%	
	Grand Total Amount	

Notes:

- All Paint Specs and Colours as per Prasa Blueprint Documents (**Attached as Annexure**) or **Similar**
- All Signage as per Prasa Blueprint Document (**Attached as Annexure**) or **Similar**
- All Samples and equipment to be installed, must be approved by PM before installation.
- All works must be confirmed on Site with Prasa Project manager before the start of all sections of works.
- All works to be made good (repair plaster, tiles and paint etc). For all of the works and in all areas worked



Sketch 3: WCR Proposed Boardroom layout.



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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



2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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



80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Acceptable Evidence	Number of points allocated. (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)



B-BBEE contributor status of at least level 2	BEE Certificate / Affidavit (In case of a JV consolidated scorecard will be accepted)	4	
51 % Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/	4	
EME or QSE 51% Black owned	Audited annual financial/BBBEE Certificate/Affidavit	4	
51% Women owned	Certified copy of ID document of the owners	4	
51% Youth owned	Certified copy of ID document of the owners	4	
TOTAL		20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]



4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

NAME _____

DATE _____

TENDER FORM

FORM C

CURRENT TENDER DETAILS



Request number:	BID NUMBER:
Request for Tender:	REQUEST FOR PROPOSAL - REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A CONTRACTOR FOR THE REFURBISHMENT OF PRASA BOARDROOMS FOR A CIDB GRADING OF 4 GB OR HIGHER IN WESTERN CAPE REGIONAL OFFICE FOR A PERIOD of 3 MONTHS.

I / We _____

(Insert Name of Tendering Entity)

of _____

(Full address)

Conducting business under the style or title of:

Represented by:

in my capacity as:

_____ being duly authorised thereto by a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case may be, dated _____, a certified copy of which is annexed hereto, hereby offer to undertake and complete the above-mentioned work (hereinafter called "the WORKS") at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of tender documents for the sum of R

_____ (amount in words), (All applicable taxes included)

N.B. (i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.



- (ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than architectural building work are incorrectly extended arithmetically, the unit rate will be treated as decisive.

- (iii) In tenders for architectural building work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen’s Compensation, Securities and Insurance within **30 (thirty)** working days of notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the **WORKS** within _____

(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.

Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the penalty is out



of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds well until _____ **(a minimum period of 90 Business days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive) if requested by PRASA. A retention will be kept by PRASA.

I/ We declare that being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.

The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above will constitute a material breach of contract and provide PRASA with cause for cancellation.

THUS, DONE and SIGNED at _____ on this _____ day of _____			
DULY AUTHORISED SIGNATORY(IES)		WITNESSES	
1.	_____	1.	_____
2.	_____	2.	_____
3.	_____	3.	_____