



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Garona Building, Mmabatho
First Floor, East Wing,
Private Bag X2044,
Mmabatho 2735
Tel.: (018) 388-3429/33
e-mail: sgedu@nwpg.gov.za

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Ref: Edu 08/23 NW

Dear Sir/Madam

INVITATION TO A BID

BID NUMBER: EDU 08/23 NW: REQUEST FOR WOMEN-OWNED CONTRACTORS TO PARTICIPATE IN VARIOUS REPAIR AND MAINTENANCE PROJECTS FOR THE NORTH-WEST DEPARTMENT OF EDUCATION AS PART OF A TARGETTED DEVELOPMENT PROGRAMME

You are hereby invited to bid for: **TENDER OF WOMEN-OWNED CONTRACTORS TO PARTICIPATE IN VARIOUS REPAIR AND MAINTENANCE PROJECTS FOR THE NORTH-WEST DEPARTMENT OF EDUCATION AS PART OF A TARGETTED DEVELOPMENT PROGRAMME**

1. The conditions contained in the General Conditions of contract (GCC), i.e. **Annexure "D"** and the attached tender forms, as well as any other conditions accompanying this invitation, are applicable.
2. The work procedure, the bidder proposes to follow in order to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the General Conditions of Contract.
3. Submission must be accompanied by a soft copy in a form of a disc or flash drive clearly stating the bid number, description of bid and company details
4. All bid documents accompanying this invitation to bid must be completed in detail where applicable, be sealed in an envelope and be deposited in the bid box before the closing date and time. **The bid box is situated at Department of Education, Garona Building, East Wing Entrance, and Ground Floor next to CFO's Office.**
 - **Bojanala Districts: Bids can be submitted at the Bojanala District Office; in Corner Oliver Tambo Drive and Kloppe Street (Palladium House), Rustenburg; 0299**
 - **Ngaka Modiri Molema District: Bids can be submitted at the Ngaka Modiri Molema District Office; in 10 Nelson Mandela Drive, Mahikeng, 2745**
 - **Dr Kenneth Kaunda District: Bids can be submitted at the Dr Kenneth Kaunda District Office in 8 OR Tambo Street, Potchefstroom, 2531**
 - **Dr Ruth Segomotsi Mompati District: Bids can be submitted at the Dr Ruth Segomotsi Mompati District Office, in 30 Emmanuel Street, Coldridge, Vryburg, 8601**
- 4.1. The following information should be clearly marked on the same sealed envelope:

"Tender No.	:	EDU 08/23 NW
"Closing Date	:	03 August 2023
"Closing Time	:	11H00
5. All enquiries pertaining to specification can be directed to **Mr OJ MODISE @ 018 388 1763** during office hours only.

6. For details regarding obtaining the bid documents please contact: **Ms. Tshiamo Keetile/ Ms C Nkoliswa at the following Telephone number: (018) 388 4091 /388 3792** during working hours.
7. The Department reserves the right to accept or reject any bid in response to the advertisement and to withdraw its decision to seek the provision of these services/goods at any time, with justifiable reasons. The Department of Education will not bind themselves to award the bidder scoring the highest points, and can award the bid as a whole or in part.
8. This Bid Documents are ONLY available for downloading on temporary E-portal at www.etenders@treasury.gov.za
9. All submissions must be accompanied by a soft copy in a disc or flash drive, clearly stating the bid number and description, as well as the Company name
10. **EVALUATION CRITERIA TO BE USED**
All bids will only be evaluated on 2 Stages as indicated on item 8 of the Specification Document of this invitation and the functionality is 100 points.
 - 10.1. 90/10 Preference Point Systems as follows
 - 10.2. Breakdown of 100 points:-

Maximum Price points	90
Maximum BBBEE points	10
TOTAL POINTS	100

CONDITIONS TO BID

"This bid is issued under the condition that the bidder may at any stage during production or execution or on completion of the tender be subjected to inspection. The premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by the representative of the Department of Education or an organization acting on behalf of the State. The bidder shall provide, if required, all required facilities for inspections, tests and analysis of the available apparatus, which may be required for the purpose of such inspection, tests and analysis free of charge unless otherwise specified.

NOTE:

- The validity period is ninety (90) days and it is calculated as from the closing date of tenders.



.....
Mr M Rikhotso
ACTING DIRECTOR: SCM

2023/07/12
DATE

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	EDU 08-23NW	CLOSING DATE:	03 August 2023	CLOSING TIME:	11:00
DESCRIPTION	WOMEN-OWNED CONTRACTORS TO PARTICIPATE IN VARIOUS REPAIR AND MAINTENANCE PROJECTS FOR THE NORTH-WEST DEPARTMENT OF EDUCATION AS PART OF A TARGETTED DEVELOPMENT PROGRAMME				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

The Bid Box is situated next to the CFO'S Office, ground floor , Dr James Moroka Drive, East Wing GARONA Building Department of Education.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Ms C Nkoliswa
TELEPHONE NUMBER	018 388 3792
FACSIMILE NUMBER	
E-MAIL ADDRESS	cnkoliswa@nwpg.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Mr OJ Modise
TELEPHONE NUMBER	018 388 1763
FACSIMILE NUMBER	
E-MAIL ADDRESS	Tenders@corefocus.co.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.4 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.8 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.9 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



education

Lefapha la Thuto la Bokone Bophirima
Noord-Wes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

TENDER: EDU 08/23 NW

**TENDER FOR WOMEN-OWNED CONTRACTORS TO
PARTICIPATE IN VARIOUS REPAIR AND
MAINTENANCE PROJECTS FOR THE NORTH-WEST
DEPARTMENT OF EDUCATION AS PART OF A
TARGETTED DEVELOPMENT PROGRAMME**

Contents	
Number	Heading
Part T1: Tendering procedures	
T1.1	Notice and invitation to Tender
T1.2	Tender data
Part T2: Returnable documents	
T2.1	List of compulsory returnable documents
T2.2	Returnable schedules
Part C1: Pre-qualification approval information & contract data	
C1.1	Form of Contract and acceptance
C1.2	Contract data
Part C3: Scope of Work	
C3	Scope of Work
Part C4: Site information	
C4	Site Information

Part T1: Tendering procedures

T1.1 Notice and Invitation to Tender

The Department of Education is inviting eligible and registered women-owned contractors with a CIDB Grade 1 (GB),(EB),(CE),(SE),(SH),(SN), (SO) and (SQ) or above to tender for participation in various construction and maintenance projects with a maximum value of R 7 million.

Tenders may only be submitted on the tender documentation that is issued. Contractors must number each page from 1 to X.

It is required from the bidder to submit the required information to be responsive where after the functionality will be evaluated against selected criteria and weights.

The focus of the targeted development initiative is intended for the development of individual contractors. Joint ventures are thus not allowed.

There will be a briefing session to be held in each NWDOE district offices at 12:00 on 21 July 2023.

The department will record attendance at the briefing session:

Bojanala District:

Dr Kenneth Kaunda:

Dr Ruth Segomotsi Mompoti:

Ngaka Modiri Molema:

The bidder will hand deliver a hard copy of the tender in the tender box.

The closing date and time is 11:00 on 03 August 2023(Date)

The document delivered must be sealed and clearly marked as follows:

- Tender number
- Tender Title
- Tender closing time & date

Location of tender box: Garona Building ,East Wing Ground Floor next to CFO Boardroom

Physical address: Dr Moroka Drive Garona Building Mmabatho

- ***Bojanala Districts: Bids can be submitted at the Bojanala District Office; in Corner Oliver Tambo Drive and Kloppe Street (Palladium House), Rustenburg; 0299***
- ***Ngaka Modiri Molema District: Bids can be submitted at the Ngaka Modiri Molema District Office; in 10 Nelson Mandela Drive, Mahikeng, 2745***
- ***Dr Kenneth Kaunda District: Bids can be submitted at the Dr Kenneth Kaunda District Office in 8 OR Tambo Street, Potchefstroom, 2531***
- ***Dr Ruth Segomotsi Mompoti District: Bids can be submitted at the Dr Ruth Segomotsi Mompoti District Office, in 30 Emmanuel Street, Coldridge, Vryburg, 8601***

Requirements for opening and assessment of responses are stated in the Tender Data (Clause C.3.4.2)

The North-West Education Department reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The North-West Education Department does not bind itself to accepting the lowest tender.

The prequalified list of contractors will be valid for 12 months with the potential of being extended for another 2 terms of 12 months and will be subject to budget and project availability. Contractors may be selected more than once from the prequalified list.

Enquiries:

All enquiries regarding this tender must be forwarded to: Email: OModise@nwpg.gov.za and tenders@corefocus.co.za with the applicable Bid No. as the subject.

All technical enquiries regarding this tender must be forwarded to: Email: TKeetile@nwpg.gov.za with the applicable Bid No. as the subject.

T1.2 Tender Data

The conditions of tender are the **Standard Conditions of Tender** as contained in Annex C of CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019). This standard is issued in terms of sections 4(f), 5(3)(c) and 5(4)(b) of the Construction Industry Development Board Act 38 of 2000 read with Regulation 24 of the Construction Industry Development Regulations, 2004 (as amended) issued in terms of section 33. **(See www.cidb.org.za).**

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
C.1.2	The Tender Documents issued by The North-West Education Department comprise the following documents: THE TENDER Part T1: Tendering procedures T1.1 - Tender notice and invitation to tender T1.2 - Tender Data Part T2: Returnable documents T2.1 - List of compulsory returnable documents T2.2 - Returnable schedules Part C1: Pre-qualification approval information & contract data C1.1: Pre-qualification approval information C1.2: Contract data Part C3: Scope of work C3 - Scope of work Part C4: Site information C4 – Site information
C.1.4	There is no agent for this tender. The North-West Department of Education's contact person is: Mr. OJ Modise at 018 388 1763 OModise@nwpg.co.za Office Hours: 09:00 to 15:00
C.1.6.3	The two stage-system is not applicable.

C.2.1	Eligibility Only contractors who are registered with the CIDB (Grading CIDB Grade 1 (GB) ,(EB), (CE), (SE), (SH), (SN), (SO) and (SQ)) as well as at the CSD may tender. Contractors who don't meet the above minimum requirements and/or who failed to perform on any previous contract and have been given a written notice(s) to this effect and/or the tenderer been terminated by the North-West Education Department or other employers due to poor performance (SBD 4 to be completed) will not be considered and will be disqualified. The North-West Education Department reserves the right to request other employers regarding the contractor's performance.
C.2.13.1	All the parts of each tender offer communicated on paper shall be submitted as an original.
C.2.13.2	Return all returnable documents to The North-West Education Department after completing them in their entirety, in hard copies written legibly in non-erasable ink.
C.2.13.3	Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English.
C.2.13.9	Telephonic, telegraphic, telex, facsimile, e-mailed and late bid offers WILL NOT be accepted by The North-West Department of Education.
C 3.1.1	Request clarifications at least 7 working days before the closing time.
C.3.1.2	The North-West Education Department will consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the requirements used to pre-qualify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if consequently: a) an individual firm fails to meet any of the collective or individual qualifying requirements. b) the new partners as an individual firm were not prequalified in the first instance, c) in the opinion of The North-West Department of Education, acceptance of the material change would compromise the outcome of the prequalification process.
C.3.3	Tender offers received after the closing time stated in the Tender Data will not be returned.
C.3.5	A two-envelope procedure will not be followed.
C.3.13	For a tender to be compliant, a tenderer must ensure that: a) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public

	sector; b) the tenderer has not: i. abused The North-West Department of Education's Supply Chain Management System; or ii. Is not considered to be posing a risk to completion of the projects in terms of risk assessment. c) The North-West Education Department is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, including the necessary competencies and resources to carry out the work safely. d) Has submitted all the required returnable documents as stated in the tender data. The Bidders give The North-West Education Department the right to enquire from previous employers about bidders' performance.
--	---

EVALUATION

The procedure for the evaluation of responsive tenders will be in accordance with the following 2 phases:

Phase 1: Administrative and mandatory requirements (Responsiveness)

Phase 2: Functionality

PHASE 1: RESPONSIVENESS

Tenders which are late, incomplete, unsigned, or submitted electronically (e-mail), will not be accepted.

Tenderers must be registered with an active CIDB status, in the correct grading and class of works as per the tender notice and requirements.

The SBD 4 document must be fully completed and signed.

The SBD 6.1 document must be fully completed and signed.

Tax matters must be in order prior to be added to pre-qualification list and will be verified on the CSD.

Central Supply Database Registration (CSD) Full Report. **NB the report shall be used for evaluation process.**

Functionality evaluation documentation

Locality:

A pre-qualified list of contractors for each sub-district/municipality will be made from this tender list. These lists require each contractor to give the relevant information of their place of business. A municipal bill must be provided for the place of business with the returnable documents. Each contractor may only select one sub-district/municipality list. Claiming more than one or providing falsified or incorrect information will result in disqualification from the process. The department reserve the right to appoint a contractor in other local municipalities.

Skills

The following skills and technical personnel with experience are required by contractors by means of internal resources or insourced resources:

Contractors in Grades 1 and 2 must at least have 1 of these skills and contractors above must have the number of skills that is equal to their grade (e.g., Grade 3 must have at least 3, Grade 4 must have at least 4 skills)

- Electrician
- Plumber
- Welders
- Pavers
- Bricklayers
- Roofers
- Glaziers
- Fence installers
- Landscaping
- Tilers

- Wet trades
- Carpenters
- Forklift & other heavy machinery operators
- Occupational Health and safety

PHASE 2: FUNCTIONALITY

No.	Activity	Total score
1.	<u>Relevant Project Experience</u> Proven track record on previous projects experience of similar nature and value. Completion certificates signed by previous clients must be attached: - 3 similar projects completed (100%) - 2 similar projects completed (60%) - 1 similar project completed (40%) - 0 similar project completed (0%)	100%
	Score achieved:	
	Maximum Total	100%

Note: Tenderers will score indicated points only if they submit the required documents.

Bidder with a total score of 40% or more will be placed on the list of pre-qualified contractors. The table above with all required documents are returnable documents (see T2.1) (Functionality evaluation).

Part T2: Returnable documents
T2.1 List of compulsory returnable documents
1. The Respondent must complete and submit the following returnable schedules as relevant. • T2.2.A: Record of Addenda to Tender Documents • T2.2.B: Proposed amendments and qualifications • SBD 4: Bidder's Disclosure • SBD 6.1: Preference Points Claim • Full Central Supply Database Registration (CSD) Report • CIDB Registration Certificate • Sub District or Municipality Selection Form • List of Qualified Personnel and Qualifications. • Curriculum Vitae(s) • REFERENCES 2. Other returnable schedules that will be used for evaluation purposes. • Selection of artisan skills that will be provided. • Qualifications for selected artisan 3. Other documents that will be incorporated into the contract. • C1 General Scope of Work

T2.2 Returnable schedules

T2.2.A - Record of Addenda to tender documents

We confirm that the following communications received from North-West Education Department before the submission of this tender offer, amending the tender documents, have been considered in this tender offer: Addenda to be attached with tender documents is compulsory.

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

T 2.2. Proposed amendments and qualifications

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

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding North-West Department of Education's handling of material deviations and qualifications.

Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

Page	Clause or item	Proposal

Signed		Date	
Name		Position	
Tenderer			

Part T3.1: SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious

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

will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51%+ Women owned	3			
51%+ Youth owned	2			
51%+ Disability owned	2			
BBBEE Level 1	3			
BBBEE Level 2	2			
BBBEE Level 3 & Above	1			

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

.....
DATE:

.....
ADDRESS:

.....

FULL CENTRAL SUPPLY DATABASE REGISTRATION (CSD) REPORT

CIDB REGISTRATION CERTIFICATE

T3.4 SUB-DISTRICT AND MUNICIPAL SELECTION FORM

Only one sub-district may be selected. The department reserve the right to appoint a contractor in other local municipalities.

District	Local Municipalities (Sub-District)	Tick
Ngaka Modiri Molema	Ditsobotla	
	Mahikeng	
	Ramotshere Moiloa	
	Ratlou	
	Tswaing	
Dr Kenneth Kaunda	City of Matlosana	
	JB Marks	
	Maquassi Hills	
Dr Ruth Segomotsi Mompoti	Greater Taung	
	Kagisano-Molopo	
	Lekwa-Teemane	
	Mamusa	
	Naledi	
Bojanala Platinum	Kgetleng Rivier	
	Madibeng	
	Moretele	
	Moses Kotane	
	Rustenburg	

SKILLS DECLARATION AND EVIDENCE The form below must be completed for each skill that the contractor can provide. The contractor may only claim once for a specific skill.

	Description of individual skill	Qualification
Individual skill 1		
Individual skill 2		
Individual skill 3		
Individual skill 4		
Individual skill 5		
Individual skill 6		
Individual skill 7		
Individual skill 8		
Individual skill 9		
Individual skill 10		
Individual skill 11		
Individual skill 12		
Individual skill 13		
Individual skill 14		
Individual skill 15		
Individual skill 16		
Individual skill 17		
Individual skill 18		

Individual skill 19		
Individual skill 20		
Individual skill 21		
Individual skill 22		
Individual skill 23		
Individual skill 24		
Individual skill 25		

Kindly attach qualification and CV to page

**CURRICULUM VITAE AND CERTIFICATES or QUALIFICATIONS OF KEY
PERSONNEL (COMPULSORY) – for each person**

Note use the template below for CVs

Curriculum Vitae Template (Page 1 of 2)

Proposed role in the project

1. Surname	
2. First Name	
3. Date and place of birth	
4. Nationality	
5. Current Position	

6. Education

Institution (date from – Date to)	Diploma(s) or Degree (s) obtained

7. Post Diploma/ Graduate Experience

Company/Organisation	(Date from – Date to)	Years Employment	of	Position

8. Key Experience Relevant to Project

9. Knowledge of issues pertinent to School projects

Curriculum Vitae Template (Page 2 of 3)

10. School Projects

Project Name and Locality	
Project Dates	
Project Position	
Description of Duties	
Reference Name and Position	
Reference Contact Details	Tel:

Project Name and Locality	
Project Dates	
Project Position	
Description of Duties	
Reference Name and Position	
Reference Contact Details	Tel:

Project Name and Locality	
Project Dates	
Project Position	
Description of Duties	
Reference Name and Position	
Reference Contact Details	Tel:

Project Name and Locality	
Project Dates	
Project Position	
Description of Duties	
Reference Name and Position	
Reference Contact Details	Tel:

T3.5 Insert Reference Letters Here (Use this template) If you have more than one referee make extra copies of this template and number the forms from 1 to 5

Evaluation Template – Project Reference Forms

Project Title:	WOMEN-OWNED CONTRACTORS TO PARTICIPATE IN VARIOUS REPAIR AND MAINTENANCE PROJECTS FOR THE NORTH-WEST DEPARTMENT OF EDUCATION AS PART OF A TARGETTED DEVELOPMENT PROGRAMME
Project Number:	EDU08/23NW

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

I, _____ (name and surname)
of _____

_____ (company name) declare
that I

was the Project Manager on the following building construction project successfully executed by

_____ (name of Service Provider):

Project name: _____.

Project location: _____.

Construction period: _____ Completion date: _____

Contract value: _____

- A. Please evaluate the performance of the Service Provider on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5
1. Project performance / time management / programming					
2. Quality of workmanship					
3. Resources: Personnel					

4. Resources: Plant					
5. Financial management / payment of subservice Providers / cash flow, etc.					
Total					

B. Would you consider / recommend this Service Provider again

ES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2019

Signature of Project Manager

COMPANY STAMP

NOTE:

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

Name of Service Provider

T3.5 Insert Reference Letters Here

PART C1: FORM OF OFFER & CONTRACT DATA

PART C1.1: FORM OF OFFER

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to **North West Department of Education** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
3. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

PART C1.2: CONTRACT DATA

The contract for all work under this tender will be the Joint Building and Construction Contract Principal Building Agreement Edition 6.2 - May 2018 with amendments for use by Organs of State and other Public Sector Bodies

All other contract data not in the following sections will be given by the employer or to be given to the employer by the contractor when quotes are requested for the individual works within the programme. Note that inclusion on the pre-qualified list does not guarantee work under this programme.

T3.6 OFFER OF RATES

The Bidder must offer rates for the skills that they provide to participate in the development programme.

DESCRIPTION	UNIT	Rate
<u>Roof Structure, sheeting, ceiling & thermal insulation</u>		
Remove corrugated iron sheets, gutters, timber purlins and ceilings.	m ²	
Replace corrugated iron sheets with concealed fix sheeting, gutters, timber purlins, and ceilings. The clips for the concealed fix sheeting are to be screwed into the purlins and the sheeting attached to the clips.	m ²	
Add thermal insulation on top of roof trusses and below purlins as per the provider's specifications only when installing new or used corrugated iron sheets. This insulation must also act as waterproofing.	m ²	
The roof structure must be braced to ensure general stability.	m ²	
The roof sheeting must be painted 6 months after installation with layers of approved paint.	m ²	
Paint existing sheeting where required.	m ²	
Waterproofing is to be done where necessary.	m	
Roof trusses that extend outside of the building must be treated with creosote (with or without external ceilings).	No	
Ceilings must be installed underneath all internal and external trusses. Ceilings must be of cement board with a minimum thickness of 6mm and painted with a popcorn texture.	m ²	

DESCRIPTION	UNIT	Rate
Cornices must be placed/repaired and painted.	m	
Wherever any repairs or new roof installations occurred the contractor is to submit a A19 Structural Certificate.	Item	
Where roof trusses that must be replaced, a quote must be obtained for the trusses with installation.	Item	
Brick buildings: Walls		
For larger plaster damages, break out loose plaster, patch with new plaster, and paint (paint must have plaster bond, primer coat, and final coat). This includes repairing plaster next to door and window frames.	m ²	
In general, all walls must be cleaned and sanded before painting.	Item	
All non-structural cracks are to be sealed with spackling paste and properly painted.	m ²	
Paint all interior and exterior walls. Care must be taken to use the correct paint for internal and external walls.	m ²	
External walls are to be extended upwards to underside of the roof sheeting.	m ²	
Remove and replace all broken ventilation bricks.	No	
Remove all broken doors, handles, locks, and hinges.	No	
Replace door with door of same material.	No	
Replace handles, locks and hinges as required.	No	
Sanding of all steel frames, add rust converter, add rust block, and painted with external paint.	m ²	
Other frames are to be treated according to the material it is made of.		

DESCRIPTION	UNIT	Rate
Install new doors, handles, locks and hinges as required.	No	
Remove all broken doors, handles, locks, and hinges.	No	
Replace door with door of same material.	No	
Replace handles, locks and hinges as required.	No	
Sanding of all steel frames, add rust converter, add rust block, and painted with external paint.	m ²	
Other frames are to be treated according to the material it is made of.	m ²	
Install new doors, handles, locks and hinges as required.	No	
Varnish all internal and external sides of timber doors. Existing doors are to be sanded before varnish.	m ²	
Brick and Prefabricated buildings: Windows (frame, windowsills, glass)		
Remove all broken windowpanes.	No	
Install new windowpanes where required.	No	
Remove broken windowsills.	No	
Install new windowsills where required.	No	
Sanding of all steel frames, add rust converter, add rust block, and painted with external paint.	m ²	
Other frames are to be treated according to the material it is made of.	m ²	

DESCRIPTION	UNIT	Rate
Wherever new installation or repair on any glazed elements are required a glazing Certificate of Compliance must be submitted.	Item	
<u>Ablution Facilities: Floors inside</u>		
Remove all tiles if any are damaged.	m ²	
Break out screed if damaged.	m ²	
Re-screed floor to original floor level.	m ²	
Paint floors with textured paint for grip.	m ²	
Provisional Sum for Electrical works		
Brick and Prefabricated buildings: Repairs of Aprons		
Repair all defective aprons by breaking out damaged concrete, prepare soil conditions by bringing in soil, compacting, and casting new to old concrete.	m ³	
Brick and Prefabricated buildings: New Aprons		
Excavate and fill with suitable material, compact and place paving to at least 1 meter wide adjacent to the building.	m ³	
The apron must have a slope of at least 1:100 falling away from the building.	m ³	
Brick and Prefabricated buildings: Wheelchair ramps		
Where a building does not have wheelchair access, a wheelchair ramp must be provided.	m ³	
Wheelchair ramps are to be designed in accordance with SANS.	m ³	

DESCRIPTION	UNIT	Rate
Facilities		
Check plumbing and repair where necessary, including replacement of all rubber washers.		
Install toilet seats for all toilets.	No	
Install privacy doors/stalls in front of individual toilets.	No	
Install new flushing mechanisms where required.	No	
Test plumbing system and repair where required.	Item	
Provide a Plumbing Certificate of Compliance.	Item	
Training and Skills Development		
Contractors will need to provide mentorship to labourers that intends to pursue a career as an artisan in the built environment. The contractor must register the artisan with the CETA and ensure that the artisan is supervised through the skills development process.	Item	R 20 000
Carried Forward to Section Summary		

Section D Targeted Development Programme

The Department intends to establish a targeted development initiative in terms of the CIDB Model Policy for Targeted Contractor Development and The Department's Policy for Targeted Contractors Development, a copy of which is attached.

The Targeted Group is *Black Women Owned Enterprises* which is based in the province. A prequalified contractor will be required to sub-contract at least 30% of the labour element of the contract to black women.

The contractor must ensure adequate capacity to train the labourers in the trades required in this document for prequalification with the intention to develop a pool of artisans.

Outcomes of the Targeted Contractor Development Policy

The targeted interventions actively promote the following development outcomes:

- Improve the grading status of contractors in targeted categories and grades.
- Increase the number of black women, disabled, and youth-owned companies in targeted categories.
- Create sustainable contracting enterprises by enabling continuous work through a competitive process.
- Improve the performance of suppliers, service providers and contractors in terms of quality, employment practices, skills development, safety, health, and the environment.
- Improve the business management and technical skills of these suppliers, service providers and contractors.

Selection of contractors from the Preferred List

1. Random listing
2. Selection of contractors from the list
3. Invite to quote and/or negotiated procedure.

PART C3: SCOPE OF WORK

General works and recommendations.

SANS Specifications and all relevant South African laws to be regarded above any recommendation.

Refer to the table below for general works and recommendations.

Area	Recommendation
General notes	• Do not paint exposed brick. • Add only one ceiling hatch per building. • Structural cracks must be investigated by a structural engineer to determine the reason for the crack before repairing them. • Wherever gas installations are repaired or installed a Certificate of Compliance must be submitted. • Ensure that each employee understands the difference between prefabricated buildings, brick buildings and mobiles. Wherever there is uncertainty contact the relevant person or persons with correct information such as proper photos such that the relevant person or persons can give certainty to the building type.
Brick Buildings: Roof Structure, sheeting, ceiling & thermal insulation	• Remove corrugated iron sheets, gutters, timber purlins, timber trusses, and ceilings only when required. • Replace corrugated iron sheets with concealed fix sheeting, gutters, timber purlins, timber trusses, and ceilings only when required. • The clips for the concealed fix sheeting are to be screwed into the purlins and the sheeting attached to the clips. • Add thermal insulation on top of roof trusses and below purlins as per the provider's specifications only when installing new or used corrugated iron sheets. This insulation must also act as waterproofing. • The roof structure must be braced to ensure general stability. • The roof sheeting must be painted 6 months after installation with layers of approved paint. • Paint existing sheeting where required. • Waterproofing is to be done where necessary. • Roof trusses that extend outside of the building must be treated with creosote (with or without external ceilings). • Internal trusses are not to be extra-treated. • Ceilings must be installed underneath all internal and external trusses. Ceilings must be of cement board with a minimum thickness of 6mm and painted with a popcorn texture. • Cornices must be placed/repared and painted. Wherever any repairs or new roof installations occurred the contractor is to submit a A19 Structural Certificate.

Prefabricated buildings: Roof	• Clean, prepare and paint the roof with exterior roof paint if no leaks are present. • Waterproofing is to be done where necessary. • Repair roof if leaks are found before painting the roof. • Wherever any repairs or new roof installations occurred the contractor is to submit a A19 Structural Certificate.
Brick buildings: Walls	• For larger plaster damages, break out loose plaster, patch with new plaster, and paint (paint must have plaster bond, primer coat, and final coat). This includes repairing plaster next to door and window frames. • In general, all walls must be cleaned and sanded before painting. • All non-structural cracks are to be sealed with spackling paste and properly painted. • Paint all interior and exterior walls. Care must be taken to use the correct paint for internal and external walls. • External walls are to be extended upwards to underside of the roof sheeting. • Remove and replace all broken ventilation bricks.
Prefabricated buildings: Walls	• In general, all walls must be cleaned and sanded. • All non-structural cracks are to be sealed with speckling paste and properly painted. • Paint all interior and exterior walls. Care must be taken to use the correct paint for internal and external walls.
Brick and Prefabricated buildings: Doors (Frames, Timber doors, handles, locks, and hinges)	• Remove all broken doors, handles, locks, and hinges. • Replace door with door of same material. • Replace handles, locks and hinges as required. • Sanding of all steel frames, add rust converter, add rust block, and painted with external paint. • Other frames are to be treated according to the material it is made of. • Install new doors, handles, locks and hinges as required. • Varnish all internal and external sides of timber doors. Existing doors are to be sanded before varnish.
Brick and Prefabricated buildings: Windows (frame, windowsills, glass)	• Remove all broken windowpanes. • Install new windowpanes where required. • Remove broken windowsills. • Install new windowsills where required. • Sanding of all steel frames, add rust converter, add rust block, and painted with external paint. • Other frames are to be treated according to the material it is made of. • Wherever new installation or repair on any glazed elements are required a glazing Certificate of Compliance must be submitted.
Brick and Prefabricated buildings: Floors inside	• Remove all tiles if any are damaged. • Break out screed if damaged. • Re-screed floor to original floor level. • Install new Vinyl tiles.

Ablution Facilities: Floors inside	• Remove all tiles if any are damaged. • Break out screed if damaged. • Re-screed floor to original floor level. • Paint floors with textured paint for grip.
Brick and Prefabricated buildings: Electrical works	• Remove all current electrical conduits and fittings in the existing roof and replace them with new fittings and conduits only where required. • Lights and light fittings (where required) are to be replaced with energy-efficient lights for example LEDs to be powered by standard 220 V electricity. • Electrical system to be properly designed (as per SANS), installed, and commissioned including safety. • Electrical systems must be tested, and a Certificate of Compliance must be submitted.
Brick and Prefabricated buildings: Repairs of Aprons	• Repair all defective aprons by breaking out damaged concrete, prepare soil conditions by bringing in soil, compacting, and casting new to old concrete.
Brick and Prefabricated buildings: New Aprons	• Excavate and fill with suitable material, compact and place paving to at least 1 meter wide adjacent to the building. • The apron must have a slope of at least 1:100 falling away from the building. • The edge of the apron must make a groove channel and must be level with the existing ground. • The groove channel must be sloped to guide waterflow parallel to the building. • The main purpose of the new aprons and water channels is to channel the water away from the buildings to a suitable place. • This is to be done on all sides of a building except for sides with existing aprons.
Brick and Prefabricated buildings: Wheelchair ramps	• Where a building does not have wheelchair access, a wheelchair ramp must be provided. • Wheelchair ramps are to be designed in accordance with SANS.
Facilities	• Check plumbing and repair where necessary, including replacement of all rubber washers. • Install toilet seats for all toilets. • Install privacy doors/stalls in front of individual toilets. • Install new flushing mechanisms where required. • Test plumbing system and repair where required. • Provide a Plumbing Certificate of Compliance.
Mobiles	• Wash the outside of mobiles. • Do not paint mobiles.

	• Repair broken sections of mobiles where required these may include the floor, walls or roof sections. • Ensure aprons are built around the mobiles where required but always ensure that stormwater is guided away from all site buildings.
Training and Skills Development	•

Standards and quality of work

Throughout all works all relevant South African laws and standards for product and installations must be followed even if it is not mentioned in this document.

The contractor is to work with the North-West Education Department to ensure that each site the contractor is responsible for, receives a Certificate of Occupation at the end of site works and before handover to the North-West Department of Education.

Repair and Maintenance to various schools in various districts in the North-West Province must be done.

Detailed specifications and instructions will be received from the principal agent.

Before handover of the site to the department it is required to submit a health and safety certificate of compliance.

SANS – South African National Standard – a set of minimum requirement according to which a product or a process must perform.

Roofs that have been ripped off due to excessive wind gusts must be repaired in accordance with SANS 10400-L.

Rusted roof sheeting must be removed and replaced in accordance with SANS 10400-L.

Wherever any repairs or new roof installations occurred the contractor is to submit a A19 Structural Certificate.

Structural cracks in brick walls and concrete ground floor slabs due to either excessive wind forces or stormwater damage must be repaired in accordance with SANS 10400-K and SANS 10400-J.

Roof structures must be braced for proper stability with diagonal bracing and in accordance with SANS 10400-L before the walls are repaired in accordance with SANS 10400-K.

Settlement of foundations most probably caused by water ponding next to the buildings are to be investigated and if found to be in accordance with SANS 10400-H standard, these are to be repaired to comply with this standard. The drainage around the building is to be repaired or installed to comply with SANS 10400-R before the walls are repaired in accordance with SANS 10400-K.

Repair localised damage to elements of the roof structure such as purlins that is caused by water leakage through the roof sheeting in accordance with SANS 10400-K.

All firefighting equipment is to be made compliant with SANS 10400-T. The fire installations are to comply with the detailed requirements of SANS 10400-W.

Wheelchair ramps are to be provided in accordance with SANS 10400-S.

Repair and install fascia boards and roof cornices in accordance with SANS 622 and SANS 803.

Repair and install gutters and gutter elements in accordance with SANS 10400-R.

Repair and install ceilings (e.g., under verandas and inside buildings) in accordance with SANS 10400-I and SANS 2001-CT2.

Treat all exposed (outside) timber for protection in accordance with SANS 10400-L and SANS 10005.

Repair and install drainage system, including the following causal elements such as (Note applicable standards to be found and followed):

- Ground erosion and ground sloping.

- Aprons, water channels, and paving.
- Guttering from the roof.

Repair and replace fluorescent and other lights - preferably to be replaced by LED lights in accordance with SANS 10114-1, SANS 10400-T & SANS 10400-O. Note that the lighting level must be in accordance with SANS 10114-1, SANS 10400-T and SANS 10400-O with provisions made to ensure adequate light levels years after installations due to LEDs dimming characteristics.

Repair and install ceiling boards, hatches, and cornices in accordance with SANS 10400-L and SANS 2001-CT2.

Repair window elements, including panes, frames, latches, windowsills, and other fittings in accordance with SANS 10400-N.

Wherever new installation or repair on any glazed elements a glazing Certificate of Compliance must be submitted.

Repair and install door elements, including panel(s), frames, handles, hinges, and locks in accordance with SANS 10400-S. All doorways and doors are to be made compliant with SANS 10400-S.

Repair and install floors and floor coverings (e.g., tiles).

- Structural cracks must be assessed by a Civil Engineer whereafter they are to prepare a repair plan to be submitted and approved by the North-West Department of Education.
- For normal brick and prefabricated buildings, the floor covering to be installed is vinyl floor tiles. To be installed in accordance with SANS 581, SANS 586 & SANS 786.
- For Ablution blocks, textured (non-slip) water-resistant paint is to be installed. To be installed in accordance with SANS 1042 & SANS 1227.

Requirement for painting, including roofs, walls, doors (all elements), and window frames.

- SANS 10305-1: Paint and paint selection
- SANS 10305-2: Paint application and defects
- SANS 10305-3: Paint types
- SANS 10305-4: painting of walls, ceilings, and cladding
- SANS 10305-5: Painting of roofs and steel structures
- SANS 10305-6: Painting of wood

Repair and install plumbing elements, especially for ablution blocks. These include wash basins, urinals, cisterns, supply water piping, and wastewater/sewage lines all to be complaint with SANS 10254, a Certificate of Compliance is still required after installation. The sanitation drainage elements are to all be made compliant with SANS 10400-P and SANS 10252-2.

The water supply is to be restored or provided in accordance with SANS 10252-1.

Electricity supply must be repaired to the following:

- Supply electrical supply to the school in accordance with SANS 10142-1.
- Supply electricity to individual school buildings and rooms in accordance with SANS 10142-1.
- Open wiring, connections, and other elements to be repaired in accordance with SANS 10142-1.
- A Certificate of Compliance is to be supplied after installation in accordance with SANS 10142-1.

Repair & install LP gas connections and a Certificate of Compliance must be submitted (SANS 10087).

Fencing to be repaired in accordance with SANS 51176-7, CKS 451, SANS 23-4/EN 10223-4, SANS 280, SANS 301-12, SANS 675, SANS 1372 & SANS 1373.

Grass pavers and drainage around outside taps to be installed in accordance with SANS 1058 & SANS 1200 MJ.

General Premise Maintenance:

- All sports fields must be scarified where applicable in accordance with SANS 1200 AA, 1200 DA.
- Combi, netball, and similar courts must be serviced repaired and painted where applicable in accordance with SANS 1042, 1200 MH, 731-1 & 731-2.
- All playground equipment must be repaired, serviced, and treated where applicable in accordance with SANS 51176-1 through to 11, SANS 10305-5, SANS 12944-4, SANS 12944-5 & SANS 12944-7.
- All other features & equipment on the premise must be inspected, serviced, repaired, and treated where applicable, applicable standards to be found and followed.

Thermal Insulation and Ventilation

Thermal insulation and ventilation to be repaired and installed in accordance with SANS 428, SANS1381-1 through to 6, SANS 8144-1, SANS 12968, SANS 13162, SANS 13166, SANS 13167, SANS 13169, SANS 13170, SANS 13171, SANS 29803, SANS 29804, SANS 53163, SANS 53164, SANS 53165, SANS 1424, SANS 1850, SANS 8144-1, SANS 10400-J, SANS 10400-O, whichever is applicable.

Fastening of roof members to the wall structure to be installed and/or repaired in accordance with SANS 1273 & SANS 6891.

Repair and install roof sheeting to roof structure using clip-on type in accordance with SANS 1273, 10120-2 to 5 HB SET, 10120-3 HB, 10120-4 HB, 10120-5 HB, 10237, 1022, whatever is applicable.

Ventilation bricks and other wall elements to be repaired and installed in accordance with SANS 10400-O.

Inappropriate structures, such as corrugated iron buildings and sheds must be addressed by either of the following:

- Replace with appropriate structures such as prefabricated buildings or mobiles, applicable standards to be found and followed.
- Make the structure safe if not is not being occupied or used as a classroom (e.g., if used as a storeroom), applicable standards to be found and followed.
- Demolish if required or if alternative accommodation can be found on site in accordance with SANS 1200 C.

Repair or install new fire safety equipment where required (SANS 10400-L).

Wherever new installation or repair on any flammable materials and/or fire safety installation or repairs a Fire safety Certificate of Compliance must be submitted (SANS 10400-L).