

SASSA: 28-23-CS-LP

INVITATION TO BID

SASSA: 28-23-CS-LP: TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SERVICE FOR OFFICE IMPROVEMENT PROJECT FOR SOUTH AFRICAN SOCIAL SECURITY AGENCY LIMPOPO REGION.

The Tender Document Can be Downloaded from the E-Tenders (<https://www.etenders.gov.za/>) or SASSA Website (<https://www.sassa.gov.za/>)

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

: SASSA Limpopo Regional Office
48 Landros Mare Street
Polokwane
0699

CLOSING DATE : 04 September
TIME : 11:00am

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

CONTACT : Ms Mabote MJ @ (015) 291-7473
justicemab@sassa.gov.za

SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

CONTACT : Mr Jimmy Maleka @ (013) 265-6042
JimmyMa@sassa.gov.za

Stamp Out Social Grants Fraud and Corruption
Call 0800 60 10 11/ 0800 701 701

South African Social Security Agency
Limpopo Region

48 Landros Mare Street • Polokwane 0699
Private Bag X9677 • Polokwane 0700
Tel: +27 15 291 7400 • Fax: +27 15 291 7096
www.sassa.gov.za



*[paying the right social grant, to the right person,
at the right time and place. NJALO!]*

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		SASSA: 28-23-CS-LP		CLOSING DATE:	
				4 September 2023	
DESCRIPTION		Terms Of Reference For The Appointment Of A Service Provider To Render Service For Office Improvement Project For South African Social Security Agency Limpopo Region.			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA Limpopo Regional Office					
48 Landros Mare Street CBD					
Polokwane					
0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		Maleka CJ		CONTACT PERSON	
				Mabote MJ	
TELEPHONE NUMBER		013 265 6042		TELEPHONE NUMBER	
				015 291 7473	
FACSIMILE NUMBER		N/A		FACSIMILE NUMBER	
				N/A	
E-MAIL ADDRESS		jimmyMa@sassa.gov.za		E-MAIL ADDRESS	
				justicemab@sassa.gov.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <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 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
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.efiling.co.za



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**Select the applicable option Tenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)			
Trading name (if applicable)			
ID/Passport no	Company/Close Corp. registered no		
Income Tax ref no	PAYE ref no 7		
VAT registration no 4	SDL ref no L		
Customs code	UIF ref no U		
Telephone no	Fax no		
E-mail address			
Physical address			
Postal address			

Particulars of representative (Public Officer/Trustee/Partner)

Surname			
First names			
ID/Passport no	Income Tax ref no		
Telephone no	Fax no		
E-mail address			
Physical address			

Particulars of tender (If applicable)

Tender number
Estimated Tender amount R ,
Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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Audit

Are you currently aware of any Audit investigation against you/the company?..... YES NO
If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

<input type="text"/>	<input type="text"/>
Signature of representative/agent	Date
Name of representative/agent	<input type="text"/>

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

<input type="text"/>	<input type="text"/>
Signature of applicant/Public Officer	Date
Name of applicant/ Public Officer	<input type="text"/>

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number SASSA: 28-23-CS-LP
Closing Time 11:00	Closing date 4 September 2023

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

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

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

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

*Delete if not applicable

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder.....Bid number **SASSA: 28-23-CS-LP**
 Closing Time **11:00** Closing date **04 September 2023**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

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

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

*Delete if not applicable

A NON-FIRM PRICES SUBJECT TO ESCALATION

- $$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

- Index..... Dated..... Index..... Dated..... Index..... Dated.....
Index..... Dated..... Index..... Dated..... Index..... Dated.....

- [illegible]

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, 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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
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 80/20 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$			

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

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

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

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Cement I	100%
Polyvinyl chloride (PVC) pipes	100%
Frames	100%

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

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

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

IN RESPECT OF BID NO.

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

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

Tender No.
Tender description:
Designated product(s)
Tender Authority:
Tendering Entity name:
Tender Exchange Rate:
Specified local content %

Note: VAT to be excluded from all calculations

	Pula	EU	GBP
1990	100	100	100
1991	100	100	100
1992	100	100	100
1993	100	100	100
1994	100	100	100
1995	100	100	100
1996	100	100	100
1997	100	100	100
1998	100	100	100
1999	100	100	100
2000	100	100	100
2001	100	100	100
2002	100	100	100
2003	100	100	100
2004	100	100	100
2005	100	100	100
2006	100	100	100
2007	100	100	100
2008	100	100	100
2009	100	100	100
2010	100	100	100
2011	100	100	100
2012	100	100	100
2013	100	100	100
2014	100	100	100
2015	100	100	100
2016	100	100	100
2017	100	100	100
2018	100	100	100
2019	100	100	100
2020	100	100	100
2021	100	100	100
2022	100	100	100
2023	100	100	100
2024	100	100	100
2025	100	100	100
2026	100	100	100
2027	100	100	100
2028	100	100	100
2029	100	100	100
2030	100	100	100
2031	100	100	100
2032	100	100	100
2033	100	100	100
2034	100	100	100
2035	100	100	100
2036	100	100	100
2037	100	100	100
2038	100	100	100
2039	100	100	100
2040	100	100	100
2041	100	100	100
2042	100	100	100
2043	100	100	100
2044	100	100	100
2045	100	100	100
2046	100	100	100
2047	100	100	100
2048	100	100	100
2049	100	100	100
2050	100	100	100
2051	100	100	100
2052	100	100	100
2053	100	100	100
2054	100	100	100
2055	100	100	100
2056	100	100	100
2057	100	100	100
2058	100	100	100
2059	100	100	100
2060	100	100	100
2061	100	100	100
2062	100	100	100
2063	100	100	100
2064	100	100	100
2065	100	100	100
2066	100	100	100
2067	100	100	100
2068	100	100	100
2069	100	100	100
2070	100	100	100
2071	100	100	100
2072	100	100	100
2073	100	100	100
2074	100	100	100
2075	100	100	100
2076	100	100	100
2077	100	100	100
2078	100	100	100
2079	100	100	100
2080	100	100	100
2081	100	100	100

[illegible][illegible]

Signature of tenderer from Annex B

Date: _____

(C20) Total tender value	R 0
(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	

(D1)	Tender No.		
(D2)	Tender description:		
(D3)	Designated Products:		
(D4)	Tender Authority:		
(D5)	Tendering Entity name:		
(D6)	Tender Exchange Rate:	Pula	

EU	R 9.00	GBP	R 12.00
----	--------	-----	---------

[illegible][illegible][illegible]

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange
(D46)	(D47)	(D48)	(D49)	(D50)

Date: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

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 (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the 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.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
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13. Incidental services
14. Spare parts
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17. Prices
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22. Penalties
23. Termination for default
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25. Force Majeure
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27. Settlement of disputes
28. Limitation of liability
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30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

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

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

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**TERMS OF REFERENCE
FOR
OFFICE IMPROVEMENT PROJECT
FOR THE SOUTH AFRICAN SOCIAL
SECURITY AGENCY
LIMPOPO REGION**

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1 DEFINITIONS

BBBEE - Broad Based Black Economic Employment
CSD - Central Supplier Database
COIDA - Compensation of Injuries and Diseases Act
CV - Curriculum Vitae
EME - Exempted Micro Enterprise
SABS - South African Bureau of Standards
SANS - South African National Standards
SANAS - South African National Accreditation System
SASSA - South African Social Security Agency
SBD - Standard Bidding Documents
UIF - Unemployed Insurance Fund
OHS – Occupational Health and Safety Act
CIDB – Construction Industry Development Board
NQF – National Qualification Framework

2 INTRODUCTION

SASSA was created in terms of the South African Social Security Agency Act of 2004 as a schedule 3A public entity in terms of the Public Finance Management Act of 1999. The principal aim of the South African Social Security Agency Act is to make provision for the effective management, administration and payment of social assistance.

3 OBJECTIVE

The objective of the project is to improve SASSA Limpopo offices in line with National Building Regulation and Building Standards Act 103 of 1977, Occupational Health & Safety Act 85 of 1993 and SANS 10400.

4 BACKGROUND

SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.

According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the Agency is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

5 BRIEFING SESSION

5.1 There will be no briefing session.

5.2 Bidders are encouraged to familiarize themselves with the location of SASSA offices on **Annexure A** prior to bidding.

6 SCOPE OF WORK

6.1 The list below is the summary of the scope of work to various offices:

- 6.1.1 Metal Work (Aluminum)
- 6.1.2 Distribution Board (Electrical)
- 6.1.3 Disability Access
- 6.1.4 Painting
- 6.1.5 Mechanical Installation
- 6.1.6 Water Reservation and
- 6.1.7 Prefabricated Mobile Space

7 RESPONSIBILITIES

7.1. The Service Provider shall:

- 7.1.1. Conduct business in a courteous and professional manner.
- 7.1.2. Ensure that all staff working under this contract are in good health and pose no risk to any SASSA employees.
- 7.1.3. Prepare and submit a project implementation plan prior to the beginning of the project.
- 7.1.4. Provide required warranty on the component installed.
- 7.1.5. Comply with SASSA security and OHS policies, procedures and regulations.
- 7.1.6. Must not use any poisonous or highly inflammable substances without the written consent of SASSA.
- 7.1.7. Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA;
- 7.1.8. Provide all staff working under this contract with protective clothing and name tags.
- 7.1.9. The service provider shall be responsible for clearing the site after the project has been completed.

7.2. SASSA shall:

- 7.2.1 Manage the contract in a professional manner.
- 7.2.2 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 7.2.3 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- 7.2.4 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties. Provide a temporarily storage facility for equipment and materials where possible.
- 7.2.5 Bidder must note that the Agency reserves the right to replace offices but any such replacements will be within the same District.

8 EVALUATION OF THE TENDER

8.1 The bid will be evaluated on 80/20 preference point system. The evaluation shall be conducted as follows:

- 8.1.1 **Phase One** – Special Conditions
- 8.1.2 **Phase Two** – Administrative Compliance
- 8.1.3 **Phase Three** – Functionality Criteria
- 8.1.4 **Phase Four** – Price and B-BBEE Preference Points

PHASE ONE: SPECIAL CONDITIONS

- a) The required CIDB grading is 3GB or higher.
- b) Valid Letter of Good Standing from the Department of Labour (COIDA certificate).
- c) Bidders must fully complete **Annexure B1, B2, B3, B4, B5, and B6** (Pricing Schedule).
- d) Bidder must fully complete and submit SBD 6.2 and **Annexure C**.

NB: Failure to comply with this special condition will invalidate the bid.

LOCAL PRODUCTION AND CONTENT

Local production and content for steel products and components for construction is applicable.

Only locally produced goods or services with a 100% minimum threshold for local production and content will be considered.

Product	Stipulated minimum threshold for local content
Cement I	100%
Polyvinyl chloride (PVC) pipes	100%
Frames	100%

The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) on the date of the advertisement of the bid.

Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.

The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the following formula which must be disclosed in the bid documentation:

$$LC = (1 - x/y) * 100$$

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the SARB on the date of advertisement of the bid.

The SABS approved technical specification number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)] are accessible to all potential bidders on the dtic's official website

http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

The Declaration Certificate for Local Production and Content (SBD 6.2) together with the Annex C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.

NB: Failure to comply with this local production and content will invalidate the bid.

PHASE TWO: ADMINISTRATIVE COMPLIANCE

During this phase, bids will be reviewed to determine compliance with all standard-bidding documents and a duly authorized representative must sign such documents.

Phase Two - Administrative Compliance
<ol style="list-style-type: none">1. Valid Central Supplier Database (CSD) Report (Tax compliant)2. Consortia and/or Joint ventures must have signed agreement, individually be on CSD, UIF and Tax Compliant.3. Certified ID Copies of all Company Directors4. Fully Completed and signed (SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.1) <p>NB: All copies must be certified and not older than six months. Bidders who fail to comply with the four (4) above requirements may be disqualified.</p>

PHASE THREE: FUNCTIONALITY CRITERIA

Bidder(s) will be evaluated in the following manner:

Phase Two – Functionality Criteria	Weighting
<ol style="list-style-type: none">1. Experience on the completed previous renovations, refurbishments and maintenance projects. NB: Attach reference or completion letters containing client details, project description and contract / project amount and the letter must be signed by a personnel at managerial level or higher.<ol style="list-style-type: none">1.1 Number of projects values are allocated as follows:<ol style="list-style-type: none">(i) No projects = 1 points(ii) 1 to 2 projects = 2 points(iii) 3 to 4 projects = 3 points(iv) 5 to 6 projects = 4 points(v) 7 projects or more = 5 points	30

Phase Two – Functionality Criteria	Weighting
<p>The Value of the previous projects. NB: Attach reference or completion letters containing client details, project description and contract / project amount and the letter must be signed by a personnel at managerial level or higher.</p> <p>1.2 Values of the completed projects.</p> <ul style="list-style-type: none"> (i) R0 – R499 999 = 1 points (ii) R500 000 – R899 999 = 2 points (iii) R900 000 – R1 299 999 = 3 points (iv) R1 300 000 – R1 699 999 = 4 points (v) R1 700 000 and above = 5 points 	20
<p>2. Certified qualification and experience of Project Manager assigned for the project:</p> <p>2.1 Qualification in Project Management (Attach certified copy not older than six months):</p> <ul style="list-style-type: none"> (i) No qualification = 1 points (ii) Non-NQF Level = 2 points (iii) NQF Level 2 & 3 = 3 points (iv) NQF Level 4 & 5 = 4 points (v) NQF Level 6 & above = 5 points 	20
<p>2.2 Project Manager experience in Project Management (Attach CV):</p> <ul style="list-style-type: none"> (i) No experience = 1 points (ii) 1 - 3 years = 2 points (iii) 4 - 7 years = 3 points (iv) 8 – 11 years = 4 points (v) 12 years & above = 5 points 	10
<p>3. Project Implementation Plan –The implementation plan must include, but not limited to the following: The scoring of the plan will be done in this manner: 1 points = Not submitted, 2 points = Poor, 3 points = Good, 4 points = Very Good and 5 points = Excellent</p> <p>3.1 Activities during Pre-Project Implementation Phase.</p> <p>3.2 Activities during Project Implementation Phase.</p> <p>3.3 Activities during Project Close-Out Phase</p>	10
<p>Project Contingency Plan –The contingency plan must include, but not limited to the following: The scoring of the plan will be done in this manner: 1 points = Not submitted, 2 points = Poor, 3 points = Good, 4 points = Very Good and 5 points = Excellent</p> <p>1.1 Preventative Control Measures</p> <p>1.2 Detailed activities during Contingency plan</p>	10

NB: Bidders must score a minimum of 70 points on functionality to be subjected to evaluation criteria phase three.

PHASE FOUR: PRICE AND SPECIFIC GOALS

The applicable preference point system for this tender is the 80/20 preference point System:

The bid will be evaluated using 80/20 preference point system

Phase four - Price and Specific goals	100
Price	80
Specific goal	20

(a) Preference points will be awarded to a bidder for attaining the specific goal in accordance with the table below:

LEVEL	NUMBER OF POINTS
1. B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
2. B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
3. B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
4. B-BBEE Status Level 1 - 2 contributor	14
5. B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
6. B-BBEE Status Level 3 - 4 contributor	8
7. B-BBEE Status Level 5 - 8 contributor	4
NON-COMPLIANT CONTRIBUTOR	0

Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points. The highest points will be confirmed with the BBEE Certificate/Sworn Affidavit submitted by bidder

(b) Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS) or a Sworn Affidavit signed by Emerging Micro Enterprise (EME)/Qualifying Small Enterprise (QSE) representative and attested by a Commissioner of Oath.

(c) Failure to submit a certificate from accredited verification agency, sworn affidavit or BBEE Certificate substantiating the specific goals or is a non-compliant contributor, such bidder shall claim 0 points out of the allocated maximum points for specific goals.

9 BID CONDITIONS

- 9.1 The contract shall be concluded between SASSA and the successful service provider.
- 9.2 SASSA reserves the right not to award the bid.
- 9.3 SASSA reserves the right to negotiate the price with the successful bidder.

10 CONTRACT ADMINISTRATION

- 10.1 The service provider must report to the Project Manager immediately when he/she become aware of any unforeseeable circumstances that will adversely affect the execution of the contract.
- 10.2 Full particulars of such circumstances as well as the period of delay must be furnished to SASSA.

11 PROGRESS MEETINGS

The project manager of the appointed company must attend the following meetings organized by SASSA:

12 PROJECT PERIOD

The project will be expected to be completed within a period of four (04) calendar months.

13 BID ENQUIRIES AND SUBMISSION

All requirements regarding the bid may be directed to the following:

For Technical Enquiries

Name: Mabote MJ (**Project Manager**)

Tel: 015 291 7473

Email: justicemab@sassa.gov.za

For Bid Administration Enquiries

Name: Maleka CJ (**Supply Chain Administrator**)

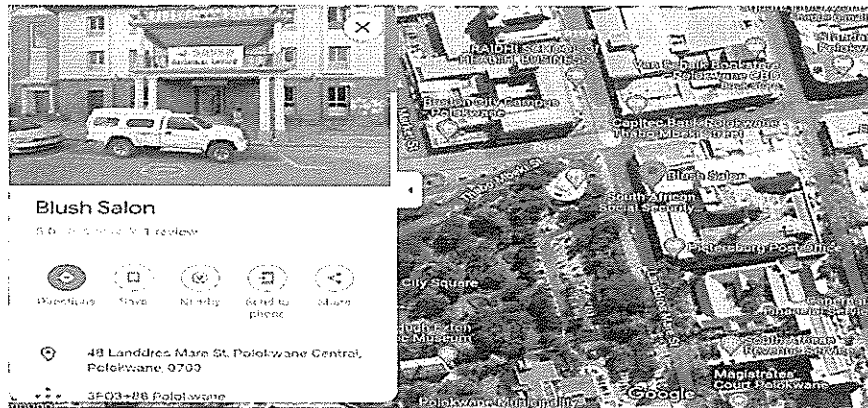
Tel: 013 265 6042

Email: jimmyma@sassa.gov.za

All bid documents must be deposited in the tender box situated at:

SASSA Limpopo Regional Office
48 Landros Mare Street CBD
Polokwane
0699

Coordinates: -23.911607110164347, 29.45331539945342



ANNEXURE A

- List of Offices and their physical addresses.

No	OFFICE NAME	PHYSICAL ADDRESS	CO-ORDINATES
01	Bakenburg Local Office	SASSA Local Office, Next To Police Station, Bakenberg	S23.86178 E28.76675
02	Giyani Local Office	387 Giyani A 3 St,Giyani Unit A,Giyani,0826	S23.31658 E30.72114
03	Mokopane Local Office	Mdr Tb Hospital,157\1 Thabo Mbeki St	S24.70845 E28.39349
04	Kgapane Local Office	632 Stand Rd,Khaphamadi, Gakgapane,0838	S23.69764 E30.13880
05	Moroke Local Office	Next to Mecklenburg Hospital	S24.38761 E30.07453
06	Leeuwfontein Local Office	814 Moganyaka Rd,Moganyaka,Nebo,1057	S24.99525 E29.39978

ANNEXURE B

- Pricing schedules and summary schedule.

NB: See Attached Annexure B1 up to B6 (Pricing Schedules)

ANNEXURE B (continue)

SUMMARY SCHEDULE

No	Amount to Tender from individual specification.	
1.	Annexure B1	R
2.	Annexure B2	R
3.	Annexure B3	R
4.	Annexure B4	R
5.	Annexure B5	R
6.	Annexure B6	R
7.	Annexure B7	R
8.	Annexure B8	R
9.	SUB-TOTAL	R
10.	VAT @ 15%	R
11.	Amount to Tender	R..... (Vat Incl)

**BAKENBURG LOCAL OFFICE IMPROVEMENT
SPECIFICATION**

<u>ALTERATIONS</u>		UNITS	QUANTITY	RATE	AMOUNT
<u>Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)</u>					
1	Roller Garage Shutter door 3 x 2m high	No	2		
2	Timber double door and steel frame 1600 x 2035m high overall from one brick wall	No	2		
Carried to final summary				R	
<u>EXTERNAL WORKS</u>					
<u>RAMP, APRON, WALKWAY ETC</u>					
<u>Excavation, filling, etc other than bulk excavations etc</u>					
<u>Excavation in earth not exceeding 2m deep</u>					
3	Ramp foundation wall trenches	m3	3		
<u>Filling etc</u>					
<u>Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to Mod AASHTO density</u>					
4	Under floors, steps, paving, etc	M3	6		
5	Backfilling to trenches, holes, etc	M3	10		

		UNITS	QUANTITY	RATE	AMOUNT
	<u>Compaction of ground surfaces</u>				
6	Compaction of natural or excavated ground surface under floors etc by wetting	M2	14		
	<u>Weed killers, insecticides, etc</u>				
	<u>Soil insecticide in accordance with SANS 5859</u>				
7	Under floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	M2	18		
	Carried to final summary			R	
	<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
	<u>Unreinforced concrete cast against excavated surfaces for foundation and ramps</u>				
	<u>25MPa/19mm concrete</u>				
8	Strip footings	m3	8		
9	Ramps	M3	13		
	Carried to final Summary			R	

	<u>MASONRY</u>		QUANTITY	RATE	AMOUNT
	<u>BRICKWORK</u>				
	<u>Sub-structure (ramp)</u>				
10	Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar				
	One brick walls	M2	11		
	<u>BRICKWORK SUNDRIES</u>				
	<u>Face brickwork</u>				
	Face bricks pointed with flush horizontal and vertical joints				
11	Extra over brickwork for face brickwork	M2	11		
	Carried to final summary			R	
	METALWORK				
	Doors, windows, curtain walling, shopfronts, etc				
	It is suggested that the architect's reference number ie D1 W1, etc be inserted in brackets after each description For clarity the various schedules may be issued together with the bills of quantities				
	<u>Aluminium windows, doors, etc</u>				
	<u>Powder coated casement windows with external aluminium shutters system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
12	Purpose made window, 4000 x 2000mm high	no	1		

		UNITS	QUANTITY	RATE	AMOUNT
13	Purpose made window, 1600 x 2000mm high	no	2		
	<u>Aluminium shopfronts</u>				
	<u>Powder coated shopfronts system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
14	Purpose made Shopfront, 4000 x 2000mm high with one double door 1600 x 2000mm high	no	1		
	Carried to final summary			R	
	<u>MECHANICAL WORK</u>				
	<u>Air conditioning installation</u>				
	<u>Split type units</u>				
15	24000BTU Wall mounted unit with condenser section mounted on external wall	no	1		
	<u>Water supply</u>				
	Water cooler	no	1		
16	Supply water tank 10000L with steel stand mounted and reinforced in the ground	no	1		
17	Outside water tap 10 meters way from the building	no	1		
	Carried to final summary			R	

		UNITS	QUANTITY	RATE	AMOUNT
PAINTING					
<u>Paintwork on metal surfaces</u>					
<u>One coat alkyd based zinc phosphate primer and two coats premium quality polyurethane enamel paint, on steel</u>					
18	Door frames	M2	2		
19	Steel Columns	M2	2		
20	Windows with burglar bars	M2	2		
	Gates, Rails, Burglar Bars (both sides measured over the full flat area)				
	Carried to final summary			R	
<u>PROVISIONAL SUMS</u>					
<u>Electrical, electronical and mechanical installations</u>					
<u>General electrical maintenance and mechanical installation</u>					
21	Provide the sum of R20 000.00 for the fixing of fluorescent lights, supply and fitting of LED tube lights, upgrading of distribution box and general maintenance of plugs and electrical installations	Item	1	R20 000	R20 000. 00
22	Provide the sum for an amount of R10 000.00 for the supply and installation of Pressure pump connected to the water tank and building	Item	1	R10 000	R10 000. 00
	Carried to final summary			R	30 000. 00

<u>SUMMARY</u>				AMOUNT
22	Alterations	Page	2	R
23	External Works	Page	2 - 3	R
24	Concrete	Page	3	R
25	Masonry	Page	4	R
26	Metal Work	Page	4 - 5	R
27	Mechanical	Page	5	R
28	Painting	Page	6	R
29	Provisional Sum	Page	6	R
30	Sub-total			R
31	Value Added Tax @ 15%			R
32	Grand Total			R

GIYANI LOCAL OFFICE IMPROVEMENT SPECIFICATION

<u>ALTERATIONS</u>		UNITS	QUANTITY	RATE	AMOUNT
<u>Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)</u>					
1	Roller Garage Shutter door 3 x 2m high	No	2		
2	Timber double door and steel frame 1600 x 2035m high overall from one brick wall	No	2		
Carried to final summary				R	
<u>EXTERNAL WORKS</u>					
<u>RAMP, APRON, WALKWAY ETC</u>					
<u>Excavation, filling, etc other than bulk excavations etc</u>					
<u>Excavation in earth not exceeding 2m deep</u>					
3	Ramp foundation wall trenches	m3	3		
<u>Filling etc</u>					
<u>Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to Mod AASHTO density</u>					
4	Under floors, steps, paving, etc	M3	6		
5	Backfilling to trenches, holes, etc	M3	10		

		UNITS	QUANTITY	RATE	AMOUNT
	<u>Compaction of ground surfaces</u>				
6	Compaction of natural or excavated ground surface under floors etc by wetting	M2	14		
	<u>Weed killers, insecticides, etc</u>				
	<u>Soil insecticide in accordance with SANS 5859</u>				
7	Under floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	M2	18		
	Carried to final summary			R	
	<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
	<u>Unreinforced concrete cast against excavated surfaces for foundation and ramps</u>				
	<u>25MPa/19mm concrete</u>				
8	Strip footings	m3	8		
9	Ramps	M3	13		
	Carried to final Summary			R	

	<u>MASONRY</u>		QUANTITY	RATE	AMOUNT
	<u>BRICKWORK</u>				
	<u>Sub-structure (ramp)</u>				
10	<u>Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar</u>				
	One brick walls	M2	11		
	<u>BRICKWORK SUNDRIES</u>				
	<u>Face brickwork</u>				
	<u>Face bricks pointed with flush horizontal and vertical joints</u>				
11	Extra over brickwork for face brickwork	M2	11		
	Carried to final summary			R	
	<u>METALWORK</u>				
	<u>Doors, windows, curtain walling, shopfronts, etc</u>				
	It is suggested that the architect's reference number ie D1 W1, etc be inserted in brackets after each description For clarity the various schedules may be issued together with the bills of quantities				
	<u>Aluminium windows, doors, etc</u>				
	<u>Powder coated casement windows with external aluminium shutters system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
12	Purpose made window, 4000 x 2000mm high	no	1		

		UNITS	QUANTITY	RATE	AMOUNT
13	Purpose made window, 1600 x 2000mm high	no	2		
	<u>Aluminium shopfronts</u>				
	<u>Powder coated shopfronts system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
14	Purpose made Shopfront, 4000 x 2000mm high with one double door 1600 x 2000mm high	no	1		
	Carried to final summary			R	
	<u>MECHANICAL WORK</u>				
	<u>Air conditioning installation</u>				
	<u>Split type units</u>				
15	24000BTU Wall mounted unit with condenser section mounted on external wall	no	1		
	<u>Water supply</u>				
	Water cooler	no	1		
16	Supply water tank 10000L with steel stand mounted and reinforced in the ground	no	1		
17	Outside water tap 10 meters way from the building	no	1		
	Carried to final summary			R	

		UNITS	QUANTITY	RATE	AMOUNT
PAINTING					
<u>Paintwork on metal surfaces</u>					
<u>One coat alkyd based zinc phosphate primer and two coats premium quality polyurethane enamel paint, on steel</u>					
18	Door frames	M2	2		
19	Steel Columns	M2	2		
20	Windows with burglar bars	M2	2		
	Gates, Rails, Burglar Bars (both sides measured over the full flat area)				
	Carried to final summary				R
<u>PROVISIONAL SUMS</u>					
<u>Electrical, electronical and mechanical installations</u>					
<u>General electrical maintenance and mechanical installation</u>					
21	Provide the sum of R20 000.00 for the fixing of fluorescent lights, supply and fitting of LED tube lights, upgrading of distribution box and general maintenance of plugs and electrical installations	Item	1	R20 000	R20 000. 00
22	Provide the sum for an amount of R10 000.00 for the supply and installation of Pressure pump connected to the water tank and building	Item	1	R10 000	R10 000. 00
	Carried to final summary				R 30 000. 00

<u>SUMMARY</u>				AMOUNT	
22	Alterations	Page	2	R	
23	External Works	Page	2 - 3	R	
24	Concrete	Page	3	R	
25	Masonry	Page	4	R	
26	Metal Work	Page	4 - 5	R	
27	Mechanical	Page	5	R	
28	Painting	Page	6	R	
29	Provisional Sum	Page	6	R	
30	Sub-total			R	
31	Value Added Tax @ 15%			R	
32	Grand Total			R	

MOKOPANE LOCAL OFFICE IMPROVEMENT SPECIFICATION

<u>ALTERATIONS</u>		UNITS	QUANTITY	RATE	AMOUNT
<u>External Work</u>					
<u>Relocation of Concrete Wall</u>					
1	Relocation of Concrete Palisade wall	m	49		
<u>Relocation of Steel Shade</u>					
2	Relocation of Steel and Corrugated Sheeting Shade for six cars	Item	1		
<u>Bush Clearing and Planting of Grass</u>					
3	Clearing of Debris, Trees etc	m2	1200		
4	Planting of Lawn	m2	900		
<u>Water Connection</u>					
5	Connection water from building to the tank	m	24		
6	Installation of Stand-alone tap	no	1		
Carried to final summary				R	

EXTERNAL WORKS

	UNITS	QUANTITY	RATE	AMOUNT
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RAMP, APRON, WALKWAY ETC**Excavation, filling, etc other than bulk****Excavations etc****Excavation in earth not exceeding 2m deep**

- | | | | | |
|----|--|----|-----|--|
| 7 | Open face excavation in earth to reduce levels | m2 | 400 | |
| 8 | Earth filling from the excavations to make up levels around buildings compacted to 90% modified AASHTO density | m3 | 40 | |
| 9 | 50mm Thick clean, dry, riversand layer treated with an approved weed killer at the rate of 50 grams per square metre, spread and levelled to receive paving blocks (elsewhere) | m3 | 40 | |
| 10 | 85mm Interlocking concrete paving blocks in accordance with SABS Specification 1058 and laid to falls on sand layer (elsewhere) with joints filled in with sand and vibrated, including all straight cutting | M2 | 400 | |

Carried to final summary

R

	UNITS	QUANTITY	RATE	AMOUNT
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STEELWORK ETC

- | | | | | |
|----|--|----|-----|--|
| 11 | Installation of 1.8m High Steel Palisade Fence | m | 30 | |
| 12 | Installation of Circular Barbed Wire | m | 100 | |
| 13 | Installation of 1.8m Steel Palisade Poles | no | 10 | |
| 14 | Painting to Steel Palisade Fence | m2 | 126 | |

Carried to final summary

R

<u>SUMMARY</u>				AMOUNT	
15	Alterations	Page	2	R	
16	External Works	Page	3	R	
17	Steel Work	Page	3	R	
18	Sub-total			R	
19	Value Added Tax @ 15%			R	
20	Grand Total			R	

KGAPANE LOCAL OFFICE IMPROVEMENT SPECIFICATION

<u>ALTERATIONS</u>		UNITS	QUANTITY	RATE	AMOUNT
<u>Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)</u>					
1	Roller Garage Shutter door 3 x 2m high	No	2		
2	Timber double door and steel frame 1600 x 2035m high overall from one brick wall	No	2		
Carried to final summary				R	
<u>EXTERNAL WORKS</u>					
<u>RAMP, APRON, WALKWAY ETC</u>					
<u>Excavation, filling, etc other than bulk Excavations etc</u>					
<u>Excavation in earth not exceeding 2m deep</u>					
3	Ramp foundation wall trenches	m3	3		
<u>Filling etc</u>					
<u>Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to Mod AASHTO density</u>					
4	Under floors, steps, paving, etc	M3	6		
5	Backfilling to trenches, holes, etc	M3	10		

		UNITS	QUANTITY	RATE	AMOUNT
	<u>Compaction of ground surfaces</u>				
6	Compaction of natural or excavated ground surface under floors etc by wetting	M2	14		
	<u>Weed killers, insecticides, etc</u>				
	<u>Soil insecticide in accordance with SANS 5859</u>				
7	Under floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	M2	18		
	Carried to final summary			R	
	<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
	<u>Unreinforced concrete cast against excavated surfaces for foundation and ramps</u>				
	<u>25MPa/19mm concrete</u>				
8	Strip footings	m3	8		
9	Ramps	M3	13		
	Carried to final Summary			R	

<u>MASONRY</u>		QUANTITY	RATE	AMOUNT
<u>BRICKWORK</u>				
<u>Sub-structure (ramp)</u>				
10	<u>Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar</u>			
	One brick walls	M2	11	
<u>BRICKWORK SUNDRIES</u>				
<u>Face brickwork</u>				
<u>Face bricks pointed with flush horizontal and vertical joints</u>				
11	Extra over brickwork for face brickwork	M2	11	
	Carried to final summary		R	
<u>METALWORK</u>				
<u>Doors, windows, curtain walling, shopfronts, etc</u>				
It is suggested that the architect's reference number ie D1 W1, etc be inserted in brackets after each description For clarity the various schedules may be issued together with the bills of quantities				
<u>Aluminium windows, doors, etc</u>				
<u>Powder coated casement windows with external aluminium shutters system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
12	Purpose made window, 4000 x 2000mm high	no	1	

		UNITS	QUANTITY	RATE	AMOUNT
13	Purpose made window, 1600 x 2000mm high	no	2		
	<u>Aluminium shopfronts</u>				
	<u>Powder coated shopfronts system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
14	Purpose made Shopfront, 4000 x 2000mm high with one double door 1600 x 2000mm high	no	1		
	Carried to final summary			R	
	<u>MECHANICAL WORK</u>				
	<u>Air conditioning installation</u>				
	<u>Split type units</u>				
15	24000BTU Wall mounted unit with condenser section mounted on external wall	no	1		
	<u>Water supply</u>				
	Water cooler	no	1		
16	Supply water tank 10000L with steel stand mounted and reinforced in the ground	no	1		
17	Outside water tap 10 meters way from the building	no	1		
	Carried to final summary			R	

		UNITS	QUANTITY	RATE	AMOUNT
PAINTING					
<u>Paintwork on metal surfaces</u>					
<u>One coat alkyd based zinc phosphate primer and two coats premium quality polyurethane enamel paint, on steel</u>					
18	Door frames	M2	2		
19	Steel Columns	M2	2		
20	Windows with burglar bars	M2	2		
	Gates, Rails, Burglar Bars (both sides measured over the full flat area)				
Carried to final summary				R	
<u>PROVISIONAL SUMS</u>					
<u>General electrical maintenance and mechanical installation</u>					
21	Provide the sum of R20 000.00 for the fixing of fluorescent lights, supply and fitting of LED tube lights, upgrading of distribution box and general maintenance of plugs and electrical installations	Item	1	R20 000	R20 000. 00
22	Provide the sum for an amount of R10 000.00 for the supply and installation of Pressure pump connected to the water tank and building	Item	1	R10 000	R10 000. 00
Carried to final summary				R	30 000. 00

21	Provide the sum of R20 000.00 for the fixing of fluorescent lights, supply and fitting of LED tube lights, upgrading of distribution box and general maintenance of plugs and electrical installations	Item	1	R20 000	R20 000. 00
	<u>SUMMARY</u>				AMOUNT
22	Alterations	Page	2	R	
23	External Works	Page	2 - 3	R	
24	Concrete	Page	3	R	
25	Masonry	Page	4	R	
26	Metal Work	Page	4 - 5	R	
27	Mechanical	Page	5	R	
28	Painting	Page	6	R	
29	Provisional Sum	Page	6	R	
30	Sub-total			R	
31	Value Added Tax @ 15%			R	
32	Grand Total			R	

MOROKE LOCAL OFFICE IMPROVEMENT SPECIFICATION

<u>NEW WORK</u>		UNITS	QUANTITY	RATE	AMOUNT
<u>Supply and Installation of Prefabricated Ablution Facility with Two Gents Sitter plus separate One Urinal and Three Ladies Sitter Toilet with two Hand Wash Basin on separate blocks.</u>					
1	4.8m x 3m Ablution Facility (All equipment's fitted)	item	1		
2	Connection of water and sewer line	Item	1		
Carried to summary				R	
<u>SUMMARY</u>					AMOUNT
3	New Work	Page	1	R	
4	Sub-total			R	
5	Value Added Tax @ 15%			R	
6	Grand Total			R	

LEEUFONTIN LOCAL OFFICE IMPROVEMENT SPECIFICATION

<u>ALTERATIONS</u>		UNITS	QUANTITY	RATE	AMOUNT
<u>Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)</u>					
1	Roller Garage Shutter door 3 x 2m high	No	2		
2	Timber double door and steel frame 1600 x 2035m high overall from one brick wall	No	2		
Carried to final summary				R	
<u>EXTERNAL WORKS</u>					
<u>RAMP, APRON, WALKWAY ETC</u>					
<u>Excavation, filling, etc other than bulk Excavations etc</u>					
<u>Excavation in earth not exceeding 2m deep</u>					
3	Ramp foundation wall trenches	m3	3		
<u>Filling etc</u>					
<u>Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to Mod AASHTO density</u>					
4	Under floors, steps, paving, etc	M3	6		
5	Backfilling to trenches, holes, etc	M3	10		

		UNITS	QUANTITY	RATE	AMOUNT
	<u>Compaction of ground surfaces</u>				
6	Compaction of natural or excavated ground surface under floors etc by wetting	M2	14		
	<u>Weed killers, insecticides, etc</u>				
	<u>Soil insecticide in accordance with SANS 5859</u>				
7	Under floors etc, including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	M2	18		
	Carried to final summary			R	
	<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
	<u>Unreinforced concrete cast against excavated surfaces for foundation and ramps</u>				
	<u>25MPa/19mm concrete</u>				
8	Strip footings	m3	8		
9	Ramps	M3	13		
	Carried to final Summary			R	

<u>MASONRY</u>		QUANTITY	RATE	AMOUNT
<u>BRICKWORK</u>				
<u>Sub-structure (ramp)</u>				
10	<u>Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar</u>			
	One brick walls	M2	11	
<u>BRICKWORK SUNDRIES</u>				
<u>Face brickwork</u>				
<u>Face bricks pointed with flush horizontal and vertical joints</u>				
11	Extra over brickwork for face brickwork	M2	11	
	Carried to final summary		R	
<u>METALWORK</u>				
<u>Doors, windows, curtain walling, shopfronts, etc</u>				
It is suggested that the architect's reference number ie D1 W1, etc be inserted in brackets after each description For clarity the various schedules may be issued together with the bills of quantities				
<u>Aluminium windows, doors, etc</u>				
<u>Powder coated casement windows with external aluminium shutters system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
12	Purpose made window, 4000 x 2000mm high	no	1	

		UNITS	QUANTITY	RATE	AMOUNT
13	Purpose made window, 1600 x 2000mm high	no	2		
	<u>Aluminium shopfronts</u>				
	<u>Powder coated shopfronts system complete with subframes, ironmongery, glass, sealing, etc and fixing to brickwork or concrete</u>				
14	Purpose made Shopfront, 4000 x 2000mm high with one double door 1600 x 2000mm high	no	1		
	Carried to final summary			R	
	<u>MECHANICAL WORK</u>				
	<u>Air conditioning installation</u>				
	<u>Split type units</u>				
15	24000BTU Wall mounted unit with condenser section mounted on external wall	no	1		
	<u>Water supply</u>				
	Water cooler	no	1		
16	Supply water tank 10000L with steel stand mounted and reinforced in the ground	no	1		
17	Outside water tap 10 meters way from the building	no	1		
	Carried to final summary			R	

		UNITS	QUANTITY	RATE	AMOUNT
PAINTING					
<u>Paintwork on metal surfaces</u>					
<u>One coat alkyd based zinc phosphate primer and two coats premium quality polyurethane enamel paint, on steel</u>					
18	Door frames	M2	2		
19	Steel Columns	M2	2		
20	Windows with burglar bars	M2	2		
	Gates, Rails, Burglar Bars (both sides measured over the full flat area)				
Carried to final summary				R	
<u>PROVISIONAL SUMS</u>					
<u>Electrical, electronical and mechanical installations</u>					
<u>General electrical maintenance and mechanical installation</u>					
21	Provide the sum of R20 000.00 for the fixing of fluorescent lights, supply and fitting of LED tube lights, upgrading of distribution box and general maintenance of plugs and electrical installations	Item	1	R20 000	R20 000. 00
22	Provide the sum for an amount of R10 000.00 for the supply and installation of Pressure pump connected to the water tank and building	Item	1	R10 000	R10 000. 00
Carried to final summary				R	30 000. 00

<u>SUMMARY</u>				AMOUNT
22	Alterations	Page	2	R
23	External Works	Page	2 - 3	R
24	Concrete	Page	3	R
25	Masonry	Page	4	R
26	Metal Work	Page	4 - 5	R
27	Mechanical	Page	5	R
28	Painting	Page	6	R
29	Provisional Sum	Page	6	R
30	Sub-total			R
31	Value Added Tax @ 15%			R
32	Grand Total			R