



PART A (SBD 1)
INVITATION TO BID INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	E11/2021/2022	CLOSING DATE:	28 JANUARY 2022	CLOSING TIME:	11:00
DESCRIPTION	<p>INVITATION TO CONTRACTORS TO FORM PART OF A FRAMEWORK OF CONTRACTORS TO ASSIST THE FREE STATE DEPARTMENT OF EDUCATION WITH THE CONSTRUCTION, RENOVATIONS AND REFURBISHMENT WORKS OF VARIOUS INFRASTRUCTURE PROJECTS:</p> <p>PANEL REGISTRATION FOR THE IMPLEMENTATION OF FRAME WORK CONTRACT FOR THE FREE STATE DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS FROM DATE OF APPROVAL</p> <p>3GB, 4GB, 5GB, 6GB: GENERAL BUILDING WORKS</p> <p>3SQ, 4SQ, 5SQ, 6SQ: SPECIAL WORKS – FENCING</p> <p>3SO, 4SO SPECIAL WORKS – WET SERVICE AND PLUMBING</p> <p>3CE, 4CE, 5CE, 6CE: CIVIL ENGINEERING WORKS</p> <p>3EB, 4EB: ELECTRICAL ENGINEERING WORKS AND</p> <p>3ME, 4ME: MECHANICAL ENGINEERING WORKS</p>				
PERIOD	ON AN AS-AND-WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS FROM DATE OF APPROVAL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<p>BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT:</p> <p>N8 Gateway Office Park Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire, BLOEMFONTEIN, 9301 THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3</p>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms K Maphisa		CONTACT PERSON	Mr. Lephoto and Ms. L Nonyane(technical/specification enquiries)	
TELEPHONE NUMBER	051-4044078		TELEPHONE NUMBER	0848617349 0835643270	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	K.Maphisa@fseducation.gov.za		E-MAIL ADDRESS	TJ.Lephoto@fseducation.gov.za LM.Nonyane@fseducation.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:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA.....
B-BBEE STATUS LEVEL VERIFICATION	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]



CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p>1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">[IF YES ENCLOSE PROOF]</p>	<p>2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">[IF YES, ANSWER PART B:3]</p>
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (SANAS)/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

***BBBE CERTIFICATE MUST BE VALID AT TIME WHEN BID CLOSE.**

Please note that there are two types of sworn affidavits namely these for:

1) EME suppliers (where the total annual revenue for the latest financial year was R10 million or less) AND

2) QSE suppliers (where the total annual revenue for the latest financial year is between R10 million and R50 million)

Please ensure that you complete and submit the correct sworn affidavit according to your total annual revenue.

Tenderers other than EME/QSEs: Verification agencies accredited by SANAS

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 (SBD 1) 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, 2017, 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 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:

.....



TABLE C: TENDER VALUE RANGE (TABLE 8 OF THE REGULATIONS)

A registered contractor's grading designation (indicated in the first column, below), means that the contractor is considered capable of undertaking a contract in the range of tender values indicated in the third and fourth columns- in the contractor's registered class of construction works.

CONTRACTOR GRADING DESIGNATION	TENDER VALUE RANGE DESIGNATION	RANGE OF TENDER VALUES		TICK RELEVANT GRADING DESIGNATION	INDICATE CIDB REGISTRATION NUMBER
		GREATER THAN	LESS THAN OR EQUAL TO		
1 (Class of construction works)	1	R 0	R 500, 000		
2 (Class of construction works)	2	R 500, 000	R 1 000, 000		
3 (Class of construction works)	3	R 1 000 000	R 3, 000, 000		
4 (Class of construction works)	4	R 3, 000, 000	R 6, 000, 000		
5 (Class of construction works)	5	R 6, 000, 000	R 10, 000, 000		
6 (Class of construction works)	6	R 10, 000, 000	R 20, 000, 000		
7 (Class of construction works)	7	R 20, 000, 000	R 60, 000, 000		
8 (Class of construction works)	8	R 60, 000,000	R 200, 000, 000		
(Class of construction works)	9	R200,000, 000	No Limit		



STANDARD BID CONDITIONS: CONSTRUCTION BID DEPARTMENT OF EDUCATION

1. PRICES SBD 3.1/ Bill of quantities

- 1.1 Bidders will be evaluated on pre-qualification criteria and Functionality criteria to qualify for the next stage of B-BBEE status, of which bidders will only be evaluated on BBEE level of contribution for them to be placed on the panel of framework contractors.
- 1.2 Bidders appointed on panel will then be evaluated further on the 80/20 point system for price and BBEE status level contribution on a specific project under a specific level of CIDB grading.
- 1.3 **80 points for Price will only be evaluated as and when BoQ is issued for a specific infrastructure project under a specific CIDB grading to appointed service providers on the Panel registration.**

2. CIDB

- 2.1 Confirmation of **active and relevant grading/s** (CRS number) as applied for to be attached. A contractor may not undertake, carry out or complete any construction works or portion thereof for public sector contracts, awarded in terms of competitive tender or quotation, unless he or she is registered with the Board and holds a valid registration certificate issued by the Board. (Construction Industry Development Board Bill (par 18.1) **A contractor will be disqualified if it is not registered at CIDB and does not comply with the CIDB grading applied for.**

- 2.2 Bidders are **NOT** allowed to go into **joint ventures/consortiums**.

3. COMPLETION OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 3.1 **SBD 1:**
The **SBD 1** bid invitation form to be completed in full and signed.
- 3.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the National Treasury Practice Note no 7 of 2009/2010 (SCM – Declaration of Interest). Failure by the service provider to declare relationships and connections as stipulated in paragraphs 2.7 to 2.11 of the SBD 4 form will result in an immediate termination of the bid/contract. Failure to complete and sign may disqualify your offer.
- 3.3 **SBD 8:**
The Declaration of Bidder's past Supply Chain Management Practices (SBD 8) form to be completed and signed. Failure to complete and sign the form may disqualify your offer.
- 3.4 **SBD 9:**
The Certificate of Independent Bid Determination (**SBD 9**) to be completed and signed. Failure to complete and sign the form may disqualify your offer.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS



- 3.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document are** not acceptable and may invalidate your bid.
- 3.6 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 3.7 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

C. BID FORMS

- 3.8 The bid forms should not be retyped or redrafted.
- 3.9 Only the bid documents issued by the Department of Education Free State must be used.
- 3.10 Bid documents to be completed in full.
- 3.11 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

- 3.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 3.13 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301**

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

- 3.14 Bidders must ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.
- 3.15 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 3.16 Bid documents can be **downloaded** from:
- 3.16.1 the National Treasury eTender Publication Portal free of charge at the following address:



<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Advertised Tenders*)

3.16.2 Bid documents can be **downloaded** from the Free State Department Website at the following address:

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

4. FORMS TO CLAIM POINTS FOR B-BBEE (SBD 6.1 FORM)

- 4.1 Where points are claimed for B-BBEE Status Level of Contribution the SBD 6.1 form, to be completed in full and signed by the bidder. A **VALID AND ORIGINAL/ORIGINAL CERTIFIED BBEE** Status Level Verification Certificate should be attached.
- 4.2 BBEE Status Level Verification Certificates should be issued by the agencies as stipulated in Par 6.4 of the Standard conditions.
- 4.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.4 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as an Unincorporated entity, provided that the entity submits their **consolidated B-BBEE scorecard** as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5. NO BRIEFING SESSION WILL BE CONDUCTED

6. BID EVALUATION/ADJUDICATION CRITERIA (PRICE AND B-BBEE) (ONLY APPLICABLE WHEN BOQ IS ISSUED TO APPOINTED SERVICE PROVIDERS ON THE PANEL)

- 6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2017 Regulation 3(a)(ii) "if it is unclear which preference point system will be applicable, 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.

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid.

- 6.2 Points will be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18

3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit a valid **ORIGINAL/ORIGINAL CERTIFIED BBBEE** verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a valid sworn affidavit (DTI format) signed by the EME/QSE representative and attested by a commissioner of oath.
- 6.4 Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:
- (i) Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
 - (ii) Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.
- 6.5 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.
- 6.6 Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.
- 6.7 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points.
- 6.8 Failure on the part of the Bidder to comply with the above paragraphs will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 6.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 6.10 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 6.11 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.



**7. BID PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT
(DEFINED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017):**

(PHASE 1: PRE-EVALUATION)

7.1 Only bidders with BBBEE level 1-4 will be considered.

Conditions on BBBEE level:

- ✓ If the level is not indicated on your certificate/affidavit your offer will be disqualified.
- ✓ If the BBBEE certificate/affidavit is not signed your offer will be disqualified. (In case of sworn affidavit it should be signed by both the bidder and the commissioner of oath.)
- ✓ If the BBBEE certificate /affidavit level is not between 1-4 your offer will be disqualified.
- ✓ If the BBBEE certificate /affidavit is not valid (expired before the closing date of the bid) your offer will be disqualified.
- ✓ If an originally certified/ original BBBEE certificate is not attached your offer will be disqualified

A tenderer that fails to meet the pre-qualifying criteria is an unacceptable tender.

(PHASE 2: PRE-EVALUATION)

7.2 LOCAL CONTENT

The invitation and evaluation of this bid is based on the below stipulated minimum threshold for local production and content :

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>
Steel Construction materials:	100%
<i>(Fabricated Structural Steel</i>	<i>100%</i>
<i>Joining/Connecting Components</i>	<i>100 %</i>
<i>Frames: Doors and Windows</i>	<i>100%</i>
<i>Roof and Cladding</i>	<i>100%</i>
<i>Fasteners:</i>	<i>100%</i>
<i>Wire Products</i>	<i>100%</i>
<i>Ducting and Structural Pipework</i>	<i>100%</i>
<i>Gutters, downpipes & Launders</i>	<i>100%</i>
<i>Plates, sheets, galvanized and colour coated coils, wire rod and drawn wire, sections, reinforcing bars)</i>	<i>100%</i>
Cement	100%
Pumps, medium voltage (MV Motors) Pumps (if applicable)	70%
Valves (if applicable)	70%

The exchange rate to be used for the calculation of local production and content must be the exchange rate by the South African Reserve Bank (SARB) at 12: 00 on date of advertisement of the bid.



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

The SABS approved technical specification number SATS 1286:2011 and the guidance on the calculation of local content are accessible at no cost on:

http://www.thedti.gov.za/industrial_development/ip.jsp

Conditions for Local Content:

- Bidders must ensure that the Local Content (SBD 6.2) form AND accompanying Annexure C are submitted with the bid document. The forms should be completed in full and signed.
- **Failure to:**
 - ✓ **Complete and sign the SBD 6.2 form and Annexure C**
 - ✓ **Achieve the stipulated minimum threshold as indicated above**

will disqualify your offer.

(PHASE 3:FUNCTIONALITY)

8. PANEL REGISTRATION FUNCTIONALITY CRITERIA

8.1 MINIMUM REQUIREMENTS

Minimum requirements will be based on the evaluation criteria as mentioned in 8.2 below for functionality.

8.2 FUNCTIONALITY

The bidders will be assessed for the pre-qualification as set out below. Failure to comply with the below mentioned requirements will lead to points being forfeited. Bidders scoring less than the minimum score of **70 points** for pre-qualification will automatically be disqualified:



FUNCTIONALITY (3GB, 3SQ, 3SO, 3CE, 3EB, 3ME):

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.1 Experience in similar projects	25	<p>Number of similar projects completed in the past:</p> <ul style="list-style-type: none"> One (1) appointment letter equal to R1 000 000 or more = 15 pts Two (2) appointment letters, each equalling to R1 000 000 or more = 20 pts Three (3) or more appointment letters, each equalling to R1 000 000 or more = 25 pts 	<p>Specify when, where, and for which institutions the projects were undertaken within the last 5 years. Provide proof of contractual agreements or appointment letters which must include the following information:</p> <ul style="list-style-type: none"> Contactable reference Date of appointment Value of work/project must be a minimum of CIDB grading for which you are tendering. The value of work/project must be a minimum of R1 000 000 (3GB, 3SQ, 3SO, 3CE, 3EB, 3ME) for each letter submitted.
1.2 Quality	25	<p>Corresponding Reference letters AND Completion Certificates for the projects listed in 1.1 (Experience in similar projects):</p> <ul style="list-style-type: none"> One (1) reference letter = 15 pts Two (2) reference letters = 20 pts Three (3) or more reference letters = 25 pts 	<p>Corresponding reference letters and completion certificates of projects indicated above as per contractual agreement or appointment letter submitted must include the following minimum information for consideration:</p> <ul style="list-style-type: none"> Contactable reference Value of work done Indication if work was completed successfully
1.3 Technical capacity and competence	20	<p>Experience of minimum 2 key staff in the employ of the company. (Project Manager and Site Foreman):</p> <ul style="list-style-type: none"> <u>Project manager</u> <ul style="list-style-type: none"> NQF level 5 = 5 pts NQF level 6 = 10 pts NQF level 7 or more = 15 pts <u>Site Foreman</u> <ul style="list-style-type: none"> NQF level 4 or more = 5 pts 	<p>Provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Project manager</u> <ul style="list-style-type: none"> Short CVs Copy of ID Certified qualifications or certificate in built environment. Copies of qualifications or certificates subject to verification. ➤ <u>Site Foreman</u> <ul style="list-style-type: none"> Copies of qualifications or certificates subject to verification.
1.4 Proof of credit facility or access to finances equivalent to the CIDB grading	20	<p>Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant:</p> <ul style="list-style-type: none"> Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant indicating annual turnover of 50% of R1 500 000 (R750 000) as per CIDB requirements in respect of the contractor grading (3GB, 3SQ, 3SO, 3CE, 3EB, 3ME) = 20 pts No financial statements attached = 0 pts Unsigned and Non-Certified Financial Statements not prepared by qualified 	<ul style="list-style-type: none"> Originally Certified Audited financial statement signed off by a registered Chartered accountant. Originally Certified Financial statement signed by accountant or registered accountant. The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with the Bid.

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
		Accredited Account = 0 pts	
1.5 Free State based	10	<p>The contractor must demonstrate verifiable proof of being Free State based:</p> <ul style="list-style-type: none"> No proof of being Free State based = 3 pts Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address = 10 pts Original/Original Certified Copy of Lease Agreement. = 10 pts Proof that the bidder is sub - leasing a property with a main lease agreement submitted together with the sub – lease agreement. = 10 pts 	<p>The department <u>will only</u> accept one of the following:</p> <ul style="list-style-type: none"> Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address. Original/Original Certified Copy of Lease Agreement. Original/Original Certified Copy of Sub-Lease Agreement. (Proof that the bidder is sub - leasing a property with a main lease agreement must be submitted together with the sub – lease agreement.) <p><u>If lease agreement/sub-lease agreement is submitted as proof, the following must be attached:</u></p> <ul style="list-style-type: none"> Certified copies of invoices (from Lessor) for the last three consecutive months; and Proof of Payments (from the Lessee) for the last three (3) consecutive months.
TOTAL SCORE	100 points		

* The Department reserves the right to request a presentation should the need arise for this bid.

A bidder who scored less than **70 on the total functionality points will automatically be disqualified.

FUNCTIONALITY (4GB, 4SQ, 4SO, 4CE, 4EB, 4ME):

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.1 Experience in similar projects	25	<p>Number of similar projects completed in the past:</p> <ul style="list-style-type: none"> One (1) appointment letter equal to R3 000 000 or more = 15 pts Two (2) appointment letters, each equalling to R3 000 000 or more = 20 pts More than two (2) appointment letters, each equalling to R3 000 000 or more = 25 pts 	<p>Specify when, where, and for which institutions the projects were undertaken within the last 5 years.</p> <p>Provide proof of contractual agreements or appointment letters which must include the following information:</p> <ul style="list-style-type: none"> Contactable reference Date of appointment Value of work/project must be a minimum of CIDB grading for which you are tendering. The value of work/project must be a minimum of R3 000 000 (4GB, 4SQ, 4SO, 4CE, 4EB, 4ME) for each letter submitted.
1.2 Quality	25	<p>Corresponding Reference letters AND Completion Certificates for the projects listed in 1.1 (Experience in similar projects):</p> <ul style="list-style-type: none"> One (1) reference letter = 15 pts Two (2) reference letters = 20 pts More than two reference letters = 25 pts 	<p>Corresponding reference letters and completion certificates of projects indicated above as per contractual agreement or appointment letter submitted must include the following minimum information for consideration:</p> <ul style="list-style-type: none"> Contactable reference Value of work done Indication if work was completed successfully
1.3 Technical capacity and competence	20	<p>Experience of minimum 2 key staff in the employ of the company. (Project Manager and Site Foreman):</p> <ul style="list-style-type: none"> <u>Project manager</u> <ul style="list-style-type: none"> NQF level 5 = 5 pts NQF level 6 = 10 pts NQF level 7 or more = 15 pts <u>Site Foreman</u> <ul style="list-style-type: none"> NQF level 4 or more = 5 pts 	<p>Provide the following:</p> <ul style="list-style-type: none"> <u>Project manager</u> <ul style="list-style-type: none"> Short CVs Copy of ID Certified qualifications or certificate in built environment. Copies of qualifications or certificates subject to verification. <u>Site Foreman</u> <ul style="list-style-type: none"> Copies of qualifications or certificates subject to verification.
1.4 Proof of credit facility or access to finances equivalent to the CIDB grading	20	<p>Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant:</p> <ul style="list-style-type: none"> Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant indicating annual turnover of 50% of R3 000 000 (R1 500 000) as per CIDB requirements in respect of the contractor grading (4GB, 4SQ, 4SO, 4CE, 4EB, 4ME) = 20 pts No financial statements attached = 0 pts Unsigned and Non-Certified 	<ul style="list-style-type: none"> Originally Certified Audited financial statement signed off by a registered Chartered accountant. Originally Certified Financial statement signed accountant by registered accountant. The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with the Bid.

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
		Financial Statements not prepared by qualified Accredited Account = 0 pts	
1.5 Free State based	10	<p>The contractor must demonstrate verifiable proof of being Free State based:</p> <ul style="list-style-type: none"> No proof of being Free State based = 3 pts Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address = 10 pts Valid lease agreement. = 10 pts Proof that the bidder is sub - leasing a property with a main lease agreement submitted together with the sub – lease agreement. = 10 pts 	<p>The department <u>will only</u> accept one of the following:</p> <ul style="list-style-type: none"> Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address. Original/Original Certified Copy of Lease Agreement. Original/Original Certified Copy of Sub-Lease Agreement. (Proof that the bidder is sub - leasing a property with a main lease agreement must be submitted together with the sub – lease agreement.) <p><u>If lease agreement/sub-lease agreement is submitted as proof, the following must be attached:</u></p> <ul style="list-style-type: none"> Certified copies of invoices (from Lessor) for the last three consecutive months; and Proof of Payments (from the Lessee) for the last three (3) consecutive months.
TOTAL SCORE	100 points		

* The Department reserves the right to request a presentation should the need arise for this bid.

A bidder who scored less than **70 on the total functionality points will automatically be disqualified.

FUNCTIONALITY (5GB, 5SQ, 5CE):

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.1 Experience in similar projects	25	<p>Number of similar projects completed in the past:</p> <ul style="list-style-type: none"> One (1) appointment letter equal to R6 000 000 or more = 15 pts Two (2) appointment letters equal to R6 000 000 or more = 20 pts More than two (2) appointment letters equal to R6 000 000 or more = 25 pts 	<p>Specify when, where, and for which institutions the projects were undertaken within the last 5 years.</p> <p>Provide proof of contractual agreements or appointment letters which must include the following information:</p> <ul style="list-style-type: none"> Contactable reference Date of appointment Value of work/project must be a minimum of CIDB grading for which you are tendering. The value of work/project must be a minimum of R6 000 000 (5GB, 5SQ, 5CE) for each letter submitted.
1.2 Quality	25	<p>Corresponding Reference letters AND Completion Certificates for the projects listed in 1.1 (Experience in similar projects):</p> <ul style="list-style-type: none"> One (1) reference letter = 15 pts Two (2) reference letters = 20 pts More than two reference letters = 25 pts 	<p>Corresponding reference letters and completion certificates of projects indicated above as per contractual agreement or appointment letter submitted must include the following minimum information for consideration:</p> <ul style="list-style-type: none"> Contactable reference Value of work done Indication if work was completed successfully
1.3 Technical capacity and competence	20	<p>Experience of minimum 2 key staff in the employ of the company. (Project Manager and Site Foreman):</p> <ul style="list-style-type: none"> <u>Project manager</u> <ul style="list-style-type: none"> NQF level 5 = 5 pts NQF level 6 = 10 pts NQF level 7 or more = 15 pts <u>Site Foreman</u> <ul style="list-style-type: none"> NQF level 4 or more = 5 pts 	<p>Provide the following:</p> <ul style="list-style-type: none"> <u>Project manager</u> <ul style="list-style-type: none"> Short CVs Copy of ID Certified qualifications or certificate in built environment. Copies of qualifications or certificates subject to verification. <u>Site Foreman</u> <ul style="list-style-type: none"> Copies of qualifications or certificates subject to verification.
1.4 Proof of Credit facility or access to finances equivalent to the CIDB grading	20	<p>Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant:</p> <ul style="list-style-type: none"> Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant indicating annual turnover of 50% of R5 000 000 (R2 500 000) as per CIDB requirements in respect of the contractor grading (5GB, 5SQ, 5SO, 5CE, 5EB, 5ME) = 20 pts No financial statements attached = 0 pts Unsigned and Non-Certified Financial Statements not prepared by qualified Accredited Account = 0 pts 	<ul style="list-style-type: none"> Originally Certified Audited financial statement signed off by a registered Chartered accountant. Originally Certified Financial statement signed accountant by registered accountant. The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with the Bid.

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.5 Free State based	10	<p>The contractor must demonstrate verifiable proof of being Free State based:</p> <ul style="list-style-type: none"> No proof of being Free State based = 3 pts Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address = 10 pts Valid lease agreement. = 10 pts Proof that the bidder is sub - leasing a property with a main lease agreement submitted together with the sub – lease agreement. = 10 pts 	<p>The department <u>will only</u> accept one of the following:</p> <ul style="list-style-type: none"> Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address. Original/Original Certified Copy of Lease Agreement. Original/Original Certified Copy of Sub-Lease Agreement. (Proof that the bidder is sub - leasing a property with a main lease agreement must be submitted together with the sub – lease agreement.) <p><u>If lease agreement/sub-lease agreement is submitted as proof, the following must be attached:</u></p> <ul style="list-style-type: none"> Certified copies of invoices (from Lessor) for the last three consecutive months; and Proof of Payments (from the Lessee) for the last three (3) consecutive months.
TOTAL SCORE	100 points		

* The Department reserves the right to request a presentation should the need arise for this bid.

A bidder who scored less than **70 on the total functionality points will automatically be disqualified.

FUNCTIONALITY (6GB, 6SQ, 6CE):

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
1.1 Experience in similar projects	25	<p>Number of similar projects completed in the past:</p> <ul style="list-style-type: none"> One (1) appointment letter equal to R10 000 000 or more = 15 pts Two (2) appointment letters equal to R10 000 000 or more = 20 pts More than two (2) appointment letters equal to R10 000 000 or more = 25 pts 	<p>Specify when, where, and for which institutions the projects were undertaken within the last 5 years.</p> <p>Provide proof of contractual agreements or appointment letters which must include the following information:</p> <ul style="list-style-type: none"> Contactable reference Date of appointment Value of work/project must be a minimum of CIDB grading for which you are tendering. The value of work/project must be a minimum of R10 000 000 (6GB, 6SQ, 6CE) for each letter submitted.
1.2 Quality	25	<p>Corresponding Reference letters AND Completion Certificates for the projects listed in 1.1 (Experience in similar projects):</p> <ul style="list-style-type: none"> One (1) reference letter = 15 pts Two (2) reference letters = 20 pts More than two reference letters = 25 pts 	<p>Corresponding reference letters and completion certificates of projects indicated above as per contractual agreement or appointment letter submitted must include the following minimum information for consideration:</p> <ul style="list-style-type: none"> Contactable reference Value of work done Indication if work was completed successfully
1.3 Technical capacity and competence	20	<p>Experience of minimum 2 key staff in the employ of the company. (Project Manager and Site Foreman):</p> <ul style="list-style-type: none"> <u>Project manager</u> <ul style="list-style-type: none"> NQF level 5 = 5 pts NQF level 6 = 10 pts NQF level 7 or more = 15 pts <u>Site Foreman</u> <ul style="list-style-type: none"> NQF level 4 or more = 5 pts 	<p>Provide the following:</p> <ul style="list-style-type: none"> <u>Project manager</u> <ul style="list-style-type: none"> Short CVs Copy of ID Certified qualifications or certificate in built environment. Copies of qualifications or certificates subject to verification. <u>Site Foreman</u> <ul style="list-style-type: none"> Copies of qualifications or certificates subject to verification.
1.4 Proof of credit facility or access to finances equivalent to the CIDB grading	20	<p>Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant:</p> <ul style="list-style-type: none"> Signed and Certified Financial Statements prepared by Qualified and Accredited Accountant indicating annual turnover of 50% of R10 000 000 (R5 000 000) as per CIDB requirements in respect of the contractor grading (6GB, 6SQ, 6SO, 6CE, 6EB, 6ME) = 20 pts No financial statements attached = 0 pts Unsigned and Non-Certified Financial Statements not prepared by qualified 	<ul style="list-style-type: none"> Originally Certified Audited financial statement signed off by a registered Chartered accountant. Originally Certified Financial statement signed accountant by registered accountant. (The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with the Bid.)

CRITERION	MAXIMUM SCORING POINTS	NUMBER OF POINTS PER SUB-CRITERION	MEANS OF VERIFICATION
		Accredited Account = 0 pts	
1.5 Free State based	10	<p>The contractor must demonstrate verifiable proof of being Free State based:</p> <ul style="list-style-type: none"> No proof of being Free State based = 3 pts Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address = 10 pts Valid lease agreement. = 10 pts Proof that the bidder is sub - leasing a property with a main lease agreement submitted together with the sub – lease agreement. = 10 pts 	<p>The department <u>will only</u> accept one of the following:</p> <ul style="list-style-type: none"> Proof of relevant Free State Municipality account not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address. Original/Original Certified Copy of Lease Agreement. Original/Original Certified Copy of Sub-Lease Agreement. (Proof that the bidder is sub - leasing a property with a main lease agreement must be submitted together with the sub – lease agreement.) <p><u>If lease agreement/sub-lease agreement is submitted as proof, the following must be attached:</u></p> <ul style="list-style-type: none"> Certified copies of invoices (from Lessor) for the last three consecutive months; and Proof of Payments (from the Lessee) for the last three (3) consecutive months.
TOTAL SCORE	100 points		

* The Department reserves the right to request a presentation should the need arise for this bid.

A bidder who scored less than **70 on the total functionality points will automatically be disqualified.



9. JOINT VENTURE AGREEMENT – JOINT VENTURES ARE NOT ALLOWED FOR THE PANEL OF FRAMEWORK CONTRACT

10. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

11. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

12. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents (**120 DAYS**) and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

13. QUANTITIES

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

14. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

15. QUALIFICATIONS OF BIDDERS

- 15.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 15.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.
- 15.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 15.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.



16. COMPLIANCE TO CONTRACT

- 16.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 16.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

17. JOB CREATION

- 17.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.
- 17.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid: _____
- 17.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid: _____
- 17.1.3 Indicate whether the service of Free State Citizens will be utilized:
YES ☐ **NO** ☐ **[TICK APPLICABLE BOX)**

- 17.2 Please submit a Project Plan setting out detail regarding jobs to be created.

18. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.

19. MAXIMUM DELIVERY PERIOD

As indicated in specification.

20. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

21. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED

A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY



CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

The Provincial Government may not award any tender or enter into any contract with an employee of the Free State Provincial Government or a provincial public entity contrary to Treasury Instruction Note 17 of 2012.

All bids received contrary to Treasury Instruction Note 17 of 2012 shall be disqualified.

23. VALID TAX MATTERS

Submit the following documentation as proof that your tax matters are in order:

- Submit a **Centralized Supplier Database (CSD) report** which proof valid and compliant tax matters (in case of Joint Venture a CSD print out report for each party in the JV should be submitted).

The Trading name or Legal name reflected on CSD must correspond with the name indicated on the SBD 1 and the other bid documentation.

24. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

25. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications may result in the termination of contract prior to expiry.

I _____ in my capacity as

_____ of

_____ (Company), hereby certifies that I take note and

accept the above-mentioned Standard Conditions, Special Conditions of the

Contract and the General Conditions of a Contract.

SIGNATURE

Contact _____ person _____ of _____ company:

Tel. of company: (____) _____ Fax _____ of _____ company:
(____) _____



SPECIFICATION

DEPARTMENT OF EDUCATION, FREE STATE

BID NO.: E11/2021/2022

INVITATION TO CONTRACTORS TO FORM PART OF A FRAMEWORK OF CONTRACTORS TO ASSIST THE FREE STATE DEPARTMENT OF EDUCATION WITH THE CONSTRUCTION, RENOVATIONS AND REFURBISHMENT WORKS OF VARIOUS INFRASTRUCTURE PROJECTS (3GB, 4GB, 5GB, 6GB GENERAL BUILDING WORKS; 3SQ, 4SQ, 5SQ, 6SQ SPECIAL WORKS; 3SO, 4SO SPECIAL WORKS; 3CE, 4CE, 5CE, 6CE CIVIL ENGINEERING WORKS; 3EB, 4EB ELECTRICAL ENGINEERING WORKS AND 3ME, 4ME MECHANICAL ENGINEERING WORKS), ON AN AS-AND-WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS STARTING FROM DATE OF APPOINTMENT.

PORTION 2: INTRODUCTION

PART T1

TERMS OF REFERENCE

It is the intention of the Free State Department of Education (FSDoE) to enter a formal contract with service providers that will carry out the services described hereunder. These Terms of Reference and the Service Provider's registration will form the basis of the framework agreement.

Framework agreements are designed to allow the employer to invite bids from contractors to carry out work on an as instructed basis over a set term. Framework agreement is between two parties that establish the terms for the supply of goods, construction works or services over period within a broad scope of work without guaranteeing any quantum of goods, services or works.

The essential elements of a framework agreement are:

- A framework agreement is only entered into with contractors who have the resources and the capacity to carry out work that is likely to be instructed.
- A framework agreement uses Bills of Quantity as the basis by which contractors are to be remunerated for instructed work by the employer.
- The scope of work of a framework agreement needs to identify the extent and location of the work covered by the contract as the employer may not instruct a contractor to provide work outside of the scope of work associated with the contract.
- Contractors may only proceed with work associated with a batch/task/package when an official batch/task/package order to do so.
- Employers are not permitted to issue a batch/task/work package order after the end date of the term of the framework agreement.
- Any work commenced before the end of the term of a framework contract may continue until the end date provided in the batch/task/package order.

The above-mentioned processes, methods and procedures will be provided in detail in SECTION 4.



SECTION 1: SUMMARY OF BRIEF

Panel registrations are requested from CIDB registered service providers with grading of 3GB, 4GB, 5GB, 6GB General Building Works, 3SQ, 4SQ, 5SQ, 6SQ Special Works, 3SO, 4SO Special Works, 3CE, 4CE, 5CE, 6CE Civil Engineering Works and 3EB, 4EB Electrical Engineering Work and 3ME, 4ME Mechanical Engineering Works. Service providers must have experience and qualification to undertake implementation of construction, renovations, refurbishment, and other related projects for the Free State Department of Education.

SECTION 2: PROJECT DESCRIPTION

2.1 BACKGROUND

The Free State Department of Education seeks to accelerate delivery of education infrastructure and related services to improve access and meet its objective of providing quality education to all learners in the province. The Free State has approximately 1006 Public Ordinary & Farms Schools (Primary, Intermediate, Combined, and Secondary) in five (5) districts of the province. Inequalities inherited from the past have resulted in wide disparities in the state of schools in the province with historically underprivileged areas typically overcrowded and in poor condition.

Most school's facilities are either dilapidated and needs urgent refurbishment, lack basic services to meet the norms and standard requirements or there is a need of additional facilities which has resulted in overcrowding that impacts negatively on quality teaching and learning. Due to insufficient funding of education infrastructure in the previous financial years, preventative maintenance was neglected resulting in further deterioration of the conditions of facilities.

It is against this background that the Free State Department of Education is seeking to register service provider, in the form of construction companies for the implementation of infrastructure projects for period of three (3) years starting from date of appointment.

SECTION 3: PROJECT PURPOSE / OBJECTIVES

The Department of Education intends to establish a data base of service providers capable of implementing construction, renovations, refurbishment, and other related projects in the Free State Province. To ensure that the Department consistently meet its service delivery targets as communicated through UAMP development processes, sufficient resources and effective measures need to be put in place. To achieve this, the Department needs to have a readily available pool of contractors which can be called upon to assist in the roll out of infrastructure projects as and when requested. The FSDoE would like to invite contractors to be included into a framework contract, with no guarantee of any quantum of works. The objective is to have a readily available pool of contractors which can be called upon to perform work in the different classes of construction works on an as-and-when basis.

To fast track the delivery and implementation of projects FSDoE would like to establish a framework contract with contractors that can be called upon to perform the following classes of work:

- General Building Works (GB)
- Special Works – Fencing (SQ)
- Special Works – Wet Service and Plumbing (SO)
- Civil Engineering (CE)
- Electrical Engineering – Building (EB)
- Mechanical Engineering (ME)

SECTION 4: SCOPE OF WORK

4.1 SCOPE OF WORK

The Department has various infrastructure projects that need to be implemented. The scope of work shall cover for the following:

a) General Building Works (3GB, 4GB, 5GB, 6GB)

Construction works that are primarily concerned with development, extension, installation, renewal, renovation, alteration or dismantling of a permanent shelter for its occupants or contents; or cannot be categorized in terms of the definitions provided for civil engineering works, electrical works, mechanical engineering works, or specialist works.

b) Special Works – Fencing (3SQ, 4SQ, 5SQ, 6SQ)

The development, extension, installation, repairs, dismantling of precast walls, installation of wire perimeter fencing, mesh reinforced epoxy powder coated security fence, diamond perimeter fencing, palisade steel fencing with posts and stay at intervals.

c) Special Works – Wet Service and Plumbing (3SO, 4SO)

The development, extension, installation, renewal, removal, alteration, or dismantling or demolition of water installations and soil and waste water drainage associated with buildings.

d) Civil Engineering Works (3CE, 4CE, 5CE, 6CE)

Construction works primarily concerned with materials such as steel, concrete, earth and rock and their application in the development, extension, installation, maintenance, removal, renovation, alteration, or dismantling of building and engineering infrastructure.

e) Electrical Engineering Works – Building (3EB, 4EB)

Construction works primarily concerned with the installation, extension, modification, or repair of electrical installations in or any premises used for the transmission of electricity from a point of control to a point of consumption, including any article forming part of such an installation.

f) Mechanical Engineering Works (3ME, 4ME)

Construction works that are primarily concerned with the development, extension, installation, removal, alteration, renewal of engineering infrastructure for gas transmission and distribution, solid waste disposal, heating, ventilation and cooling, chemical works, metallurgical works, manufacturing, food processing and material



handling.

4.2 COMPETITIVE BIDDING PROCESS

A minimum of five (5) service providers will be requested by the department to price, detailed bill of quantities in a competitive bidding process which shall be in line with the Preferential Procurement Policy Framework Act (PPPFA).

4.3 REMUNERATION FRAMEWORK

The appointed service providers will be remunerated based on work completed, subject to measurement of a priced bill of quantities, verified by the employer's delegated project manager.

4.4 SERVICE LEVEL AGREEMENT

Prior to the commencement of any task order, the service provider shall enter JBCC (edition 4.1 Code 2101, March 2005) service level agreement with the employer. Such document must be made available to the employer at no additional cost.

SECTION 5: **COMPULSORY INDICATION OF CIDB GRADING**

5.1. REQUIREMENTS

It is **COMPULSORY** to complete the table below by indicating with a mark/tick the CIDB grading and the category of work for which you are tendering for. The contractor will **ONLY** qualify and be evaluated on the marked/ticked grading as indicated in the CIDB printout. The CIDB printout as a proof that you qualify for the grading that you are tendering for must be attached.

	GB	SQ	CE	SO	EB	ME
3						
4						
5						
6						

NB: Only ONE tick per CIDB class of work will be permitted.

SECTION 6: JOINT VENTURES

No Joint Ventures will be allowed.

SBD 3.1

PRICING SCHEDULE – FIRM PRICE

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: E11/2021/2022
Closing Time 11H00 on 28 JANUARY 2022	

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

BID NUMBER	DESCRIPTION
E11/2021/2012	PANEL REGISTRATION FOR THE IMPLEMENTATION OF FRAME WORK CONTRACT FOR THE FREE STATE DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS FROM DATE OF APPROVAL 3GB, 4GB, 5GB, 6GB: GENERAL BUILDING WORKS 3SQ, 4SQ, 5SQ, 6SQ: SPECIAL WORKS – FENCING 3SO, 4SO SPECIAL WORKS – WET SERVICE AND PLUMBING 3CE, 4CE, 5CE, 6CE: CIVIL ENGINEERING WORKS 3EB, 4EB: ELECTRICAL ENGINEERING WORKS AND 3ME, 4ME: MECHANICAL ENGINEERING WORKS
PERIOD	ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE YEARS FROM DATE OF APPROVAL

Price will only be evaluated as and when BoQ is issued for a specific infrastructure project under a specific CIDB grading for approved panel registration contractors.

Does offer comply with specification? *YES/NO (Make an x on your answer)

If not to specification, indicate deviation(s)



SBD FORMS TO BE COMPLETED AND SIGNED:

- **SBD 1**
- **SBD 4**
- **SBD 6.1**
- **SBD 6.2**
- **SBD 8**
- **SBD 9**



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
 2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.
- ¹"State" means –
- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament.
- ²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



SBD 4

YES / NO

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

2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member:

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

.....
Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....

.....

.....

SBD 4

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

.....

.....

3 Full details of directors / trustees / members / shareholders. **(PLEASE COMPLETE IN FULL)**

[illegible]



SBD 4

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

November 2011



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

The value of individual projects to be obtained under this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.2 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- | | |
|--|-----------|
| 1) | B-BBEE |
| Status level certificate issued by an authorized body or person; | |
| 2) | A sworn |
| affidavit as prescribed by the B-BBEE Codes of Good Practice; | |
| 3) | Any other |
| requirement prescribed in terms of the B-BBEE Act; | |
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration



Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....



iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....



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

8.6 COMPANY CLASSIFICATION

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

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

fraudulent basis, be restricted by the National Treasury from



obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

WITNESSES:

1.

.....

2.

SIGNATURE(S) OF BIDDER

DATE:.....

ADDRESS:.....

.....

.....



**PLEASE ENSURE THAT
YOU COMPLETE AND
SIGN THE ATTACHED
SBD 6.2 AND ANNEXURE
C REGARDING LOCAL
CONTENT**

**LOCAL CONTENT FOR
ALL STIPULATED ITEMS
ARE COMPULSORY**



SBD 6.2

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) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 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>
Steel Construction materials:	100%
<i>(Fabricated Structural Steel</i>	<i>100%</i>
<i>Joining/Connecting Components</i>	<i>100 %</i>
<i>Frames: Doors and Windows</i>	<i>100%</i>
<i>Roof and Cladding</i>	<i>100%</i>
<i>Fasteners:</i>	<i>100%</i>
<i>Wire Products</i>	<i>100%</i>
<i>Ducting and Structural Pipework</i>	<i>100%</i>
<i>Gutters, downpipes & Launderers</i>	<i>100%</i>
<i>Plates, sheets, galvanized and colour coated coils, wire rod and drawn wire, sections, reinforcing bars)</i>	<i>100%</i>
Cement	100%
Pumps, medium voltage (MV Motors) Pumps <i>(if applicable)</i>	70%
Valves <i>(if applicable)</i>	70%

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

(Tick applicable box)

YES		NO	
-----	--	----	--

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 at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.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: E11//2021/2022

ISSUED BY: (Procurement Authority / Name of Institution): Department of Education
NB

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.

Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/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 4.1 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 <u>minimum threshold</u> 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 4.1 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 _____

WITNESS No. 2 _____



DECLARATION OF LOCAL (SOUTH AFRICAN) CONTENT AND PRODUCTION ON ALL PROJECTS WHERE STEEL CONSTRUCTION MATERIAL, CEMENT, PUMPS AND VALVES ARE INVOLVED AND WHICH WILL BE APPROVED UNDER E11/2021/2022: FRAMEWORK CONTRACT

I,,
from.....(company) in my capacity
as..... declare and confirm that the following minimum
thresholds for local production and content will be applied for ALL projects
allocated under bid E11/2021/2022 where the following is involved:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Steel Construction materials:	100%
<i>(Fabricated Structural Steel</i>	<i>100%</i>
<i>Joining/Connecting Components</i>	<i>100 %</i>
<i>Frames: Doors and Windows</i>	<i>100%</i>
<i>Roof and Cladding</i>	<i>100%</i>
<i>Fasteners:</i>	<i>100%</i>
<i>Wire Products</i>	<i>100%</i>
<i>Ducting and Structural Pipework</i>	<i>100%</i>
<i>Gutters, downpipes & Launders</i>	<i>100%</i>
<i>Plates, sheets, galvanized and colour coated coils, wire rod and drawn wire, sections, reinforcing bars)</i>	<i>100%</i>
Cement	100%
Pumps, medium voltage (MV Motors) Pumps (if applicable)	70%
Valves (if applicable)	70%

I further declare and confirm that the above-mentioned minimum thresholds for local production and content will be at all times complied with for ALL projects allocated under bid E11/2021/2022 if I am appointed as one of the successful companies.

SIGNATURE OF COMPANY

**SATS 1286.2011**

ANNEXURE C

Local Content Declaration – Summary Schedule

(C1)

(C2)

(C3)

(C4)

(C5)

(C6)

Note: VAT to be excluded from all calculations

Pula
GBP

EU

(C7)

		Calculation of Local Content						Tender Summary			
Tender Item no's	List of Items	Tender price – each (excl. VAT)	Exempted Imported Value	Tender Value not of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Quantity	Total tender value	Total exempted Imported content	Total imported content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
	Pumps, medium voltage	*	*	*	*			*	*	*	
	Valves										
	Fabricated structural steel										
	Joining/connecting components										
	Frames: Doors and windows										



Tender Item no's	List of Items	Tender price – each (excl. VAT)	Exempted Imported Value	Tender Value not of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Quantity	Total tender value	Total exempted Imported content	Total imported content % (per item)		
	Roof and cladding	*	*	*	*			*	*	*			
	Fasteners												
	Wire products												
	Ducting and structural pipework												
	Gutters, downpipes and launders												
	Plates, sheets, galvanized and colour coated coils												
	Cement												
	Wire rod and drawn wire, sections, reinforcing bars												
									(C20) Total tender value		*R		
									(C21) Total Exempt important content			*R	
									(C22) Tender value net of exempt imported content			*R	
									(C23) Total imported content			*R	
									(C24) Total local content			*R	
									(C25) Average local content % of tender				
													%

Signature of tenderer

Date:

***Not applicable at this stage as amounts will only be known when bidding for a specific project on a BoQ**

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Contractor	Witness 1	Witness 2	Dept of Education	Witness 1	Witness 2

BID NO. E11/2021/2022
Portion 1: Tender
Part T2.1: Returnable Documents

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Js365bW

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 9

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Contractor	Witness 1	Witness 2	Dept of Education	Witness 1	Witness 2

SBD 9

10. 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.

.....

Signature

Date

.....
Name of Bidder

Position:.....

Js914w 2

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Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

BID NO. E11/2021/2022
Portion 1: Tender
Part T2.1: Returnable Documents

WORKS PREVIOUSLY EXECUTED

The following is a statement of major works successfully executed by myself/ourselves in recent years:

Employer	Engineer *	Nature of Works	Value of Works	Duration and Completion Date

Signature of Tenderer : _____

Date : _____

* State firm, contact person and telephone number

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PRESENT COMMITMENTS

Employer	Consulting Engineer *	Nature of Works	Value of Works	Duration and Completion Date

Signature of Tenderer: _____

Date: _____

* State firm, contact person and telephone number

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SUPERVISORY AND SAFETY PERSONNEL

PREVIOUS EXPERIENCE ON WORKS OF A SIMILAR NATURE DURING THE LAST FIVE YEARS

Name	% Time on Site	Position (Current)	Name of Project And year executed	Value of Works	Position Occupied
Contractor's Site Agent					
Contractor's Foremen					
Team Leaders					
Safety Officers					

Tenderers shall indicate the percentage of working time these persons will be engaged on site. Tenderers are required to provide copies of curriculum vitas of all supervisory and safety personnel.

Signature of Tenderer: _____

Date : _____

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

LABOUR UTILISATION

NOTE: These definitions serve as a guideline to complete the following table and will in no respect alter the Project Specifications or Standardised Specifications:

1. General Foreman / Foreman

An employee who gives out work to and directly co-ordinates and supervises employees. His/her duties encompass any one or more of the following activities:

- a) Supervision;
- b) maintaining discipline;
- c) ensuring safety on the workplace;
- d) being responsible to the Contractor for efficiency and production for his/her portion of the works; and
- e) performing skilled work, whether in an instructional capacity or otherwise.

2. Charge hand

An employee engaged in any one or more of the following activities :

- a) Being primarily employed in a supervisory capacity, but who may also be doing the work of an artisan;
- b) giving out work to other employees under his/her control and supervision;
- c) ensuring safety on the workplace;
- d) maintaining discipline; and
- e) being directly responsible to a general foreman or foreman or the Contractor or the Contractor's representative for efficiency and production for his/her portion of the works.

3. Artisan

An employee who has successfully completed all prescribed courses at a practical institutional training centre for a particular trade and who has successfully completed the on-site period of training as prescribed and who has successfully passed the prescribed trade tests.

4. Team Leader

An employee engaged in any one or more of the following activities :

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- a) Being employed in a supervisory capacity, but who may also be doing the work of a skilled person;
- b) giving out work to other employees under his control and supervision;
- c) maintaining discipline;
- d) being directly responsible to a Charge hand or a foreman or a general foreman or the employer's authorised representative for efficiency and production for his portion of the works.

5. Skilled Employee

An employee engaged in an ancillary trade or an assistant artisan.

6. Semi-Skilled Employee

An employee with any specified skills, an apprentice or a trainee-artisan.

7. Unskilled Employee

An employee engaged on any task or operation not specified above.

8. Imported Employee

Personnel permanently employed by Contractor.

9. Local Employee

Temporary workforce employed through Labour Desk.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

MAN DAYS

Categories	No. of Man Days	
	Imported	Local
1. Contracts Manager		
2. Site Agent		
3. Foreman/Supervisors (specify type)		
3.1 -----		
3.2 -----		
3.3 -----		
4. Safety Inspectors (specify type)		
4.1 -----		
4.2 -----		
5. Charge hands		
6. Artisans		
7. Operators/Drivers		
8. Clerks/Storeman		
9. Team Leader		
10. Skilled Labour		
11. Semi-skilled Labour		
12. Unskilled Labour		

Signature of Tenderer

Date

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PLANT AND EQUIPMENT

1. Major Plant and Equipment available for this Contract :

Quantity	Size, Description, Capacity, etc.

2. Major Plant and Equipment that will be acquired for this contract if my/our tender is accepted:

Quantity	Size, Description, Capacity, etc.

Signature of Tenderer

Date

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**PLEASE ENSURE
THAT YOU COMPLETE
AND SIGN THE
ATTACHED
OHS
QUESTIONNAIRE**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

COMPLIANCE WITH OHSA (ACT 85 OF 1993)

Tenderers are required to satisfy the Employer and the Engineer as to their ability and available resources to comply with the above by answering the following questions and providing the relevant information required below.

1. Is the Contractor familiar with the OHSA (ACT 85 OF 1993) and its Regulations? **YES / NO**

2. Who will prepare the Contractors Health and Safety Plan? (Provide a copy of the person/s curriculum vitae/s or company profile).

3. Does the Contractor have a health and safety policy? (If yes, provide a copy). **YES / NO**
How is this policy communicated to all employees?

4. Does the Contractor keep records of safety aspects of each construction site? **YES / NO**
If yes, what records are kept?

5. Does the Contractor conduct monthly safety meetings? If yes, who is the **YES / NO**
chairperson of the meeting, and who attends these meetings?

6. Does the Contractor have a safety officer in his employment, responsible for the **YES / NO**
overall safety of his company?
If yes, please explain his duties and provide a copy of his CV.

7. Does the Contractor have trained first aid employees? If yes, indicate who. **YES / NO**

8. Does the Contractor have a safety induction training programme in place? **YES / NO**
(If yes, provide a copy).

Signature of Tenderer

_____ Date

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

AUTHORITY OF SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category and attach any supporting documentation to the relevant schedule.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation
		NOT ALLOWED		

A. Certificate for Company

....., chairperson of the board of directors of
in the capacity of, was authorized to sign all documents in
connection with this tender and any contract resulting from it on behalf of the company.

As witnesses:

- Signature : Sole owner :
- Date :

Tenderers must attach a copy of the Resolution of the Board - refer to Schedule 2.....

B. Certificate for Partnership

We, the undersigned, being the key-partners in the business trading as
..... hereby authorize Mr/Ms
acting in the capacity of to sign all documents in connection with
this tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key-partners upon who rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture **(NOT APPLICABLE FOR THIS TENDER)**

<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms , authorized signatory of the company , acting in the capacity of lead partner, to sign all documents in connection with this tender and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
(NOT APPLICABLE FOR THIS TENDER)		

D. Certificate for Sole Proprietor

I, hereby confirm that I am the sole owner of the business trading as

As witnesses:

Signature : Sole owner

1. :
Date
2. :

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as hereby authorize Mr/Ms acting in the capacity of , to sign all documents in connection with this tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key-members upon who rests the direction of the affairs of the cc as a whole.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SUMMARY OF DOCUMENTS TO BE COMPLETED/SUBMITTED			
SBD FORM	DESCRIPTION	TO BE COMPLETED BY	COMMENTS ON COMPLIANCE BY SERVICE PROVIDER
STANDARIZED BID FORMS (COMPULSORY FOR BIDDER TO COMPLETE AND SIGN THE UNDERMENTIONED FORMS)			
SBD 1	Invitation to bid	Page 2 must be completed and signed by the service provider.	.
SBD 4	Declaration of interest	Service provider must complete and sign this form.	Failure to complete and sign may disqualify the offer. <i>(Answer each question on the form and complete all the information.) Also ensure that you fully complete Par. 3 regarding shareholders.</i>
SBD 6.1	Preference points claim form in terms of the Preferential Procurement Regulations 2017	Service provider must complete and sign this form.	
SBD 6.2 Annexure C	Declaration certificate for local production and content for designated sectors	Service provider must complete and sign this form.	Failure to complete and sign the SBD 6.2 and Annexure C form will disqualify your offer.
SBD 8	Declaration of the bidder's past SCM practices	Service provider must complete and sign this form.	Failure to complete and sign may disqualify the offer.
SBD 9	Certificate of independent bid determination	Service provider must complete and sign this form.	Failure to complete and sign may disqualify the offer.
NO COMPULSORY BRIEFING SESSION WILL BE CONDUCTED			
PLEASE ENSURE THE FOLLOWING:			
CORRECTION FLUID (USE OF TIPPX)			
SBD 4 SBD 6.2 SBD 8 SBD 9	Correction fluid (like Tippex for example) must not be used in bid documents in order to correct mistakes.		

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SPECIFICATION AND FUNCTIONALITY CRITERIA
<ul style="list-style-type: none"> Please ensure that you attach ALL documents as requested in specification and functionality criteria (if applicable). Ensure that documents are originally certified.
CIDB REQUIREMENT
<ul style="list-style-type: none"> Please ensure the correct CIDB requirement and attach a printout of the grading of your company.
OHSA REQUIREMENT
<ul style="list-style-type: none"> Please ensure that you complete and sign the OHSA questionnaire.
BBBEE CERTIFICATE/SWORN AFFIDAVIT
<p>ENSURE THAT YOU ATTACH AN ORIGINAL SIGNED/ORIGINAL CERTIFIED COPY OF YOUR BBBEE CERTIFICATE/SWORN AFFIDAVIT:</p> <p>Only bidders with <u>BBBEE level 1-4</u> will qualify.</p> <p><u>Conditions on BBBEE level:</u></p> <ul style="list-style-type: none"> If the <u>level</u> is not indicated on your BBBEE certificate/sworn affidavit your offer will be disqualified. If the BBBEE certificate/sworn affidavit is not <u>signed</u> your offer will be disqualified. If the BBBEE certificate/sworn affidavit level is not between <u>1-4</u> your offer will be disqualified. If the BBBEE certificate/sworn affidavit is not <u>valid</u> (expired) your offer will be disqualified. If an original <u>certified/origional</u> BBBEE certificate/sworn affidavit is not attached your offer will be disqualified. <p>In case of a <u>Joint Venture</u> a <u>consolidated B-BBEE certificate/sworn affidavit</u> for the Joint venture company should be submitted. Please note if BEE certificates/sworn affidavits for each company is submitted and not a consolidated B-BBEE certificate your offer will be disqualified as proof of the correct BBBEE level for the JV cannot be determined. The consolidated B-BBEE certificate/affidavit should comply with the requirements as mentioned in above bullets.</p>
<p>PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:</p> <p>PROOF THAT TAX MATTERS ARE IN ORDER (CSD PRINT OUT)</p>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PROOF THAT TAX MATTERS
ARE IN ORDER:
ATTACH:

- **PROOF OF REGISTRATION**
ON CSD

**PRINT OUT REPORT OF
CSD WITH PROOF OF
COMPLIANT TAX
MATTERS**

- **TAX COMPLIANCE**
STATUS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**ATTACH VALID AND
ORIGINAL/
ORIGINAL CERTIFIED
BBBEE CERTIFICATE
AND ENSURE THAT
YOU COMPLETE AND
SIGN THE
SBD 6.1 FORM**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF
INCORPORATION/
CERTIFICATE OF INCORPORATION/ PARTNERSHIP
AGREEMENT ETC.**

2) ID DOCUMENTS OF DIRECTORS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**ATTACH CIDB
PRINT OUT
THAT REFLECTS
YOUR GRADING
THAT YOU WILL
BID ON**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PROOF THAT TAX MATTERS
ARE IN ORDER:
ATTACH:

- **PROOF OF REGISTRATION**
ON CSD

**PRINT OUT REPORT OF
CSD WITH PROOF OF
COMPLIANT TAX
MATTERS**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

1.1 FUNCTIONALITY

ATTACH:

APPOINTMENT LETTER

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

1.2 FUNCTIONALITY

ATTACH:

REFERENCE LETTER AND

COMPLETION CERTIFICATE

THAT CORRESPOND WITH

APPOINTMENT LETTER

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

1.3 FUNCTIONALITY

ATTACH:

➤ Project manager:

- Short CVs
- Copy of ID
- Certified qualifications or certificate in built environment.
- Copies of qualifications or certificates subject to verification.

➤ Site Foreman

Copies of qualifications or certificates subject to verification.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

1.4 FUNCTIONALITY

ATTACH:

- Originally Certified Audited financial statement signed off by a registered Chartered accountant.
- Originally Certified Financial statement signed accountant by registered accountant.

The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with the Bid.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

1.5 FUNCTIONALITY

ATTACH:

- Proof of relevant Free State **Municipality account** not older than 90 days at the closing date of the bid. Free State Municipal rates and taxes account bearing name of the director(s)/owner/company address.
- **Original/Original Certified Copy** of Lease Agreement.
- **Original/Original Certified Copy** of Sub-Lease Agreement. (Proof that the bidder is sub - leasing a property with a main lease agreement **must be** submitted together with the sub – lease agreement.)

If lease agreement/sub-lease agreement is submitted as proof, the following **must** be attached:

- **Certified copies** of invoices (from Lessor) for the last three consecutive months; and
- **Proof of Payments** (from the Lessee) for the last three (3) consecutive months.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

GENERAL CONDITIONS OF CONTRACT IS APPLICABLE TO ALL BIDS

www.treasury.gov.za

**Please study and downloaded
the bid document at
www.treasury.gov.za**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2