



Supplier Park Development Company SOC Ltd t/a

Automotive Industry Development Centre

Your partner in becoming globally competitive

AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE – BID DOCUMENT

BID NUMBER: AIDC_T07_2023/24

ISSUE DATE: 22 SEPTEMBER 2023

BID TITLE: INVITATION TO BIDDERS WITH CIDB GRADING OF 3EB OR HIGHER FOR THE ANNUAL SERVICE AND MAINTENANCE OF DIESEL GENERATORS FOR THE PERIOD OF 24 MONTHS AT THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC FOR THE FOLLOWING DIFFERENT SITES, NAMELY:

- 1) AUTOMOTIVE SUPPLIER PARK (ROSSLYN)
- 2) WINTERVELD ENTERPRISE HUB (WINTERFELDT)
- 3) CHAMDOR HUB (KRUGERSDORP)

BRIEFING SESSION DATE: 02 OCTOBER 2023

BRIEFING SESSION TIME: 10:00

CLOSING DATE: 16 OCTOBER 2023

CLOSING TIME: 11:00

BID VALIDITY PERIOD: 90 DAYS

Compulsory Briefing Session: Yes, ☒ No ☐

Briefing Session Venue: AUTOMOTIVE SUPPLIER PARK, 30 HELIUM ROAD, ROSSLYN, PRETORIA

Bidder's details	
Company name:	
Company registration no:	
CSD registration no:	
Contact person:	
Tel number:	
Cell number:	
Email address:	

OVERALL PROJECT GRAND TOTAL (All cost Inclusive) transferred from SBD 3	R _____
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1. NOTICE TO BIDDERS

This original published document:

- a) May not be altered in any way.
- b) Must be completed in black ink and the relevant handwriting to be eligible.
- c) Bidders to attach all returnable documents as required.
- d) The binding method to be appropriate and bidders are encouraged to avoid submission of loose pages.

2. STANDARDS APPLICABLE TO THIS DOCUMENT

- a) CIDB
Standard for uniformity in engineering and construction works contracts, August 2019
- b) The contents of this document, as presented.

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THE TENDER

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PART T1: TENDERING PROCEDURES

T1.1 TENDER NOTICE AND INVITATION TO TENDER

T1.1 TENDER NOTICE AND INVITATION TO TENDER

Tender No	Project Description	CIDB Grading	Compulsory Meeting and Site Inspection Date	Closing Date
BID NO: AIDC_T07_ 2023/24	INVITATION TO BIDDERS WITH CIDB GRADING OF 3EB OR HIGHER FOR THE ANNUAL SERVICE AND MAINTENANCE OF DIESEL GENERATORS FOR THE PERIOD OF 24 MONTHS AT THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC FOR THE FOLLOWING DIFFERENT SITES, NAMELY: 1) AUTOMOTVE SUPPLIER PARK (ROSSLYN) 2) WINTERVELD ENTERPRISE HUB (WINTERFELDT) 3) CHAMDOR HUB (KRUGERSDORP)	3 EB OR HIGHER		

Bidders must download a copy of the bid document and supporting annexures on the following websites:

GGDA - www.ggda.co.za, AIDC - www.aidc.co.za and National e-Tender Portal: www.etenders.gov.za, free of charge.

Duly completed bid documents and supporting documents together with the bid document must be sealed in an envelope clearly marked: **"BID NO: AIDC_T07_2023/24 BIDDERS WITH CIDB GRADING OF 3EB OR HIGHER FOR THE ANNUAL SERVICE AND MAINTENANCE OF DIESEL GENERATORS FOR THE PERIOD OF 24 MONTHS AT THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC** with the name of the bidder shall be placed in the bidbox at SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC at 30 HELIUM STREET, ROSSLYN, at **11:00** on the closing date.

Procurement Enquiries: Mitta Mashishi at Tel: (012) 564 5001, Email: aidctenders@aidc.co.za

T1.2 TENDER DATA

T1.2 TENDER DATA

The Tender Data shall be read with the Standard Conditions of Tender in order to expand on the Tenderer's obligations and the Employer's undertakings in administering the tender process in respect of the project under construction.

The Tender Data hereafter shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Clause Number	
	<p>The conditions of tender are those contained in the published Annexure F of the CIDB standard for uniformity for construction procurement, Board Notice 136 Government Gazette No 38960 of August 2019, and as amended from time to time (see www.cidb.org.za)</p> <p>The standard condition of tender makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.</p> <p>Each item of data given below is cross-referenced to the clause in the above-mentioned standard conditions of tender.</p>
F.1.1	The Employer is: SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD t/a AIDC, 30 HELIUM STREET, ROSSLYN
F.1.2	<p>For this contract the single volume approach is adopted.</p> <p>The tender documents issued by the Employer have been compiled under the headings as outlined in the CIDB standard for uniformity in construction procurement and therefore comprise:</p> <p>THE TENDER</p> <p>Part 1 Tendering Procedures</p> <p>T1.1 Tender Notice and Invitation to Tender</p> <p>T1.2 Tender Data</p> <p>Part 2 Returnable Documents</p> <p>T2.1 List of Returnable Documents</p> <p>T2.2 Returnable Schedules</p> <p>THE CONTRACT</p> <p>Part C1 Agreement and Contract</p> <p>C1.1 Form of Offer and Acceptance</p> <p>C1.2 Contract Data</p> <p>C1.3 Tender Drawing</p> <p>C1.4 Agreement In Terms of The Occupational Health And Safety Act, 1993</p> <p>Part C2 Pricing Data</p> <p>C2.1 Pricing Instructions</p> <p>C2.2 Pricing Schedule</p>

	<p>Part C3 Scope of Works C3.1 Mandate C3.2 Background to Tender C3.3 Tender Scope Objectives C3.4 Tender Scope C3.5 Health and Safety</p> <p>Part C4 Site Information C4.1 Site Information</p> <p>Appendices Annexure A SHEQ Specification</p>
F.1.4	<p>The Employer's Agent is N/A Name: Supplier Park Development Company SOC LTD t/a AIDC</p> <p>Tel: 012 564 5001 E-mail: aidctenders@aidc.co.za</p>
F.2.1	<p>Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <p>a) CIDB registration</p> <p>Only those tenderers who are registered with the CIDB or are capable of being registered prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a 3EB of construction work, are eligible to have their tenders evaluated.</p> <p>Tenderers registered as potentially emerging enterprises but with a CIDB contractor grading designation lower than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, are not eligible to have their tenders evaluated.</p> <p>Joint Ventures are eligible to submit bids provided that:</p> <ol style="list-style-type: none"> (1) every member of the joint venture is registered with the CIDB. (2) the lead partner has a contractor grading designation in the 2EB or HIGHER Class of construction work; and (3) the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 3EB or higher of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.
F.2.2.1	<p>The bidder accepts that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.</p>
F.2.3	<p>The bidder to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
F.2.4	<p>The bidder to treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>
F.2.6	<p>The bidder Acknowledges receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.</p>
F.2.7	<p>Bidder to attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.</p>

F.2.10	<p>F.2.10.1 bidder to include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable before the closing time stated in the tender data.</p> <p>F.2.10.3 The bidder to provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.</p> <p>F.2.10.4 The bidder to state the rates and prices in Rand unless instructed otherwise in the tender data.</p>
F.2.11	<p>Bidder shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.</p>
F.2.12	<p>Alternative tenders are not applicable for this tender.</p>
F.2.13	<p>1.1. The Supplier Park Development Company (SOC) Ltd trading as AIDC considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to AIDC. All information contained in any subsequent documentation shall be marked "COMPANY CONFIDENTIAL".</p> <p>1.2. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.</p> <p>All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document.</p> <p>1.3.</p> <p>1.4. All the documentation submitted in response to this invitation to bid must be in English.</p> <p>1.5. The service provider should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by AIDC regarding anything arising from the fact that pages are missing or duplicated.</p> <p>1.6. Please make proper division and reference/index your bid document and bid supporting documents attached.</p> <p>1.7 Tender responses should be submitted as follows: 1 HARD COPY (1 x ORIGINAL + 1 x USB MEMORY STICK) in a sealed envelope/package endorsed, "AIDC_T07_2023/24", with the service provider's details on the back of the envelope or on the front. The sealed envelope/package must be placed in the bid box at the Main Entrance Gate, Automotive Supplier Park, 30 Helium Road, Rosslyn X2, by the closing date and time.</p> <p>1.8 The closing date, company name and the return address must also be endorsed on the back of the properly sealed envelope (or side of a properly sealed package). If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the AIDC's Bid Box. The courier must accept responsibility for ensuring that the bid documents are properly deposited into the bid box and the AIDC accepts no responsibilities in this regard.</p> <p>1.9 All bid documents must be submitted in hard copy in the bid box. Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids OR BID DOCUMENTS NOT PROPERLY SEALED will not be considered.</p>

1.10	Amended bids may be made, in an envelope clearly marked "Amendment to bid no "AIDC_T07_2023/24" ", to represent the original document as the "replacement bid" and should be placed in the bid box before the closing date and time. An amendment bid without original bid documents deposited in the AIDC's Bid Box will not be considered. In such a case, only the amended bid document will be assessed per the bid criteria of this tender bid request. Under no circumstances will the AIDC be using or can the service provider rely on any information as contained in the original bid documents, once replaced.
1.11	The service provider is responsible for all the costs that they might incur related to the preparation and submission of the bid document.
1.12	AIDC reserves the right not to accept the lowest bid price of any bid in part or whole. It normally awards the contract to the service provider who proves to be fully capable of handling the contract in terms of outputs and services that are advantageous to the aims, goals, and objectives of the AIDC.
1.13	AIDC also reserves the right to award to a company that is BBBEE (Broad Based Black Economic Empowerment) compliant or may award this bid on the conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
1.14.	AIDC also reserves the right to cancel or award this bid as a whole or in part based on the Preferential Procurement Regulation, 2022 paragraph 13. 1.14.1 AIDC reserves the right, at its sole discretion, not to award or consider bidders with (or who had) litigation against the AIDC or have been blocked for poor performance on the AIDC's vendor database.
1.16	This bid is subject to the Preferential Procurement Policy Framework act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of the contract.
1.17	Responses to this tender received from a service provider will be valid for 90 days counted from the closing date of the tender.
1.18	The successful bidder will be required to fill in and sign a written contract form (SBD7).
1.19	Respondents are to note that the Local Content commitments made by the successful respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local Content obligations, non-compliance penalties shall be applicable. Breach of Local Content obligation also provide SPDC SOC LTD t/a AIDC cause to terminate the contract in certain cases where material non-compliance with Local Content requirements is not achieved.

F.3.11 The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation and the AIDC shall appoint an evaluation panel of not less than three persons.

1. This bid will also be evaluated in terms of the following stages:
 - a) Administration criteria (Stage 1)
 - b) Evaluation for mandatory (compliance) criteria (Stage 2)
 - c) Evaluation in terms of functionality (Stage 3)
 - d) Evaluation in terms of 80/20 preference point system (Stage 4)

Evaluation for mandatory (compliance) criteria - Technical Compliance Requirements – all documents to be submitted

PART B: Evaluation for mandatory – (Compliance Requirements) –	All documents to be submitted
<p>Bidders copy of CIDB Valid registration Grading with 3 EB OR HIGHER (Submit proof of registration or SRC number for CIDB on-line validation).</p> <p>Or</p> <p>Fully Completed Form with CRS Number (Form P: Registration with CIDB)</p> <p>NB: AIDC shall validate submission using CIDB online platform.</p>	Disqualified if not submitted
<p>Project key Personnel:</p> <ol style="list-style-type: none"> 1. Qualified Trade Artisan (Diesel Mechanic) –Trade Test Certificate. 2. Qualified Trade Artisan (Electrician) – Trade Test Certificate. <p>(Attach Valid Certified copies not older than six (6) months)</p>	Disqualified if not submitted
<p>Joint Venture (where applicable)</p> <p>➤ A structured and duly signed joint venture agreement with full CIPC details of the joint venture parties – if applicable</p>	Disqualified if not submitted

Functionality and Capability Requirements

FUNCTIONALITY & CAPABILITIES	TYPE OF COMPULSARY EVIDENCE/SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
<p>NB: The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & Specific Goals per preferential system.</p>		100		70
<p>1. TECHNICAL APPROACH AND METHODOLOGY</p> <p>Approach paper shall respond to the proposed scope of work/project design and outlines the proposed approach/methodology. The bidder's methodology or approach shall cover the following mandatory topics:</p> <ol style="list-style-type: none"> (a) Service and maintenance diesel generators (100kva minimum) = 5 Points (b) Load testing on diesel generators (100kva minimum) = 5 Points (c) Overall quality assurance = 5 Points (d) Safety and risk aspects when working on diesel generators 100kva minimum = 5 Points (e) Nothing submitted on the above topics = 0 Points <p>Overall total = 20 Points</p>	<p>Technical approach and methodology in a form of a report preferably not exceeding one (1) page per topic.</p>	20		

	<p>2. WORK PLAN / PROGRAMME</p> <p>The bidder should propose the work plan that is aligned with the overall project time frame – annual service and maintenance of diesel generators for AIDC sites for a period of 24 Months. The content outlines must be appropriate and in accordance with project scope and methodology requirements of the project and it shall cover but not limited to the following:</p> <p>a) Work Breakdown Structure = 10 Points b) Activities & Sequencing, = 3 Points c) Time Frames = 2 Points d) No work plan submitted = 0 point</p> <p>Total points = 20</p>	<p>Project Plan/ Program which covers activities as per tender scope</p>	<p>15</p>		
	<p>3. ORGANIZATION AND STAFFING TO BE ADDRESSED TO AIDC</p> <p>3.1. Project specific organogram with names and roles of each personnel. The bidder should propose the structure and arrangement of their team as follows:</p> <p>(a) Organogram with personnel full names and roles = 5 points (b) Nothing provided or incomplete = 0 points</p> <p>3.2. Experience of the key staff (This criterion covers the general trades experience, level of education and training of each key staff member/expert member in diesel generator service and maintenance, installation of generator</p> <p>(a) Qualified Trade Artisan (Diesel mechanic) - Trade Test Certificate:</p> <p>5 years and above = 10 points < 5 year = 0 points</p> <p>(b) Qualified Trade Artisan (Electrician) - Trade Test Certificate:</p> <p>5 years and above = 10 points < 5 year = 0 points</p> <p>Overall total = 25 points .</p>	<p>Project specific organogram with Names & Role of each personnel</p> <p>&</p> <p>Attach CV of Key Personnel (should be for the personnel submitted above on Mandatory criterion)</p>	<p>25</p>		
	<p>4. Contractor's/Company Experience</p> <p>Contractor's experience with respect to diesel generators service and maintenance of 100KVA and above in the past 10 years.</p>	<p>Submit Valid reference letters/ completion certificates</p>	<p>40</p>		

<p>(a) 4 x reference letters or completion certificates = 40 points</p> <p>(b) 3 x reference letters or completion certificates = 30points</p> <p>(c) 2 x reference letters or completion certificates = 20 points</p> <p>(d) 1 x reference letter or completion certificate = 10 points</p> <p>(e) No reference letters or completion certificates = 0 points</p> <p>Total points = 40</p> <p>NB: The reference letters or completion certificate to contain the following but not limited to clients information.</p> <p>a) Reference Letters</p> <ul style="list-style-type: none"> • Client's Company letter head • Client's Contactable details (e.g., Physical Address, e-mail or Telephone number) • Awarded Description/scope of the work • Awarded Value <p>Or</p> <p>b) Completion certificate</p> <ul style="list-style-type: none"> • Client's Contactable details (e.g., Physical Address, e-mail, Telephone, etc.) • Awarded Description/scope of the work <p>NB: AIDC reserve the right to verify the reference letters.</p>				
TOTAL SCORE		100		70

NB: The minimum threshold for the functionality evaluation is 70 points. The Tenderers that do not meet this minimum threshold will not proceed to the next stage of evaluation of the tender.

F.2.13.6	A two-envelope system will not be followed for this tender
F.2.16	The tender offer validity period is for 90 days
F.2.18	The tenderer will be required to submit fully priced Bills of Quantities/ Pricing Schedule as provided in the tender documents
F.3.13.1	<p>The tender offer will only be accepted if:</p> <ul style="list-style-type: none"> a) The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (No. 12 of 2004) as a person prohibited from doing business with the public sector.

PART 2: RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

T2.1 CHECKLIST FOR RETURNABLE DOCUMENTS

Documents required for this BID	Comments	Submitted (Yes /No) FOR OFFICE USE ONLY
Mandatory Documents		
Central Supplier Database (CSD) Summary Report	Info provided will be validated during evaluation stage & failure to meet CSD requirements & Tax Status will lead to disqualification	
SBD 1 (Invitation to Bid – and Bid Price Statement)	Fully complete, incomplete form will lead to disqualification.	
SBD 2 (Tax Pin) – Tax Status	Bidders must submit tax pin at the closing date of the tender. Tax Status must be active on CSD &/or e-filling (status will be validated again during evaluation stage)	
SBD 3 (Pricing Schedule)	Filled and signed – ZAR currency only. Pricing Schedule total cost to be transferred to page 1.	
SBD 4 (Declaration of Interest)	Disqualified if declaration not completed in full, submitted and signed	
SBD 6.1 (Preferential Points Claim Form) The preferential procurement targets will be followed out of 20 points. Points will be awarded for specific goals related to this tender. The total points obtained will be used to evaluate 80/20, where 80 points are assigned to price and the remaining 20 points are assigned to a specific goal. Bidder must attach supporting documents listed below and complete SBD 6.1 in full on page 23 of 26 (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly SBD 6.1 to claim points for specific goals will receive a score of zero for that goal	To be fully completed to claim points, incorrectly SBD 6.1 to claim points for specific goals will receive a score of zero for that goal.	
SBD 6.2 (Local Production & Content) and Annexure C	To be fully completed to claim points, incorrectly completed /SBD 6.2 to claim points for specific goals will receive a score of zero for that goal	
Original or Certified Copy of Board Resolution or Company Power of Attorney, authorising the person signing this bid response. In addition, Consent by Supplier (As per POPI ACT): To authorize AIDC to validate the submitted documents with respective bodies to ensure the validity of supplied documents must be included on the board resolution.	Must be completed and signed	
Other Documents		
Letter of Good Standing (COIDA) – Electrical works	To be requested at the award stage and should be submitted within 7 days. Failure to submit will lead to a disqualification	
Proof of Valid Public Liability insurance to the value of R5 000 000 million	To be requested at the award stage and should be submitted within 7 days. Failure to submit will lead to a disqualification	

BIDDERS TO ENSURE THAT THEY COMPLY WITH THE BELOW REQUIREMENTS:

- 1. Bid Documents must be completed with ink pen or typed. No correction pen is allowed. All changes must be scratched out and a signature appended next to each change.**
- 2. All certified documents must be within the current six (6) months.**
- 3. Bid documents must be secured together preferably bound or contained in a lever arch file as Supplier Park Development Company SOC LTD t/a AIDC will not take any responsibility for any loss of documents as a result of not being properly secured upon submission.**

T2.2 RETURNABLE SCHEDULES

T2.2 Returnable Schedules	
FORM A	CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING
FORM B	RECORD OF ADDENDA TO TENDER DOCUMENTS
FORM H	DECLARATION OF GOOD STANDING REGARDING TAX
FORM I	DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
FORM J	REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE
FORM L	AUTHORITY OF SIGNATORY
FORM N	PROOF OF GOOD STANDING WITH COMPENSATION COMMISSIONER
FORM P	REGISTRATION WITH CIDB

1. Failure to fully complete the **mandatory** returnable documents shall render such a tender offer unresponsive.
2. Tenderers shall note that their signatures appended to each returnable form **represents a declaration that they vouch for the accuracy and correctness of the information provided**, including the information provided by candidates proposed for the specified key positions.
3. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. **If subsequently any information is found to be incorrect such discovery shall be taken as willful misrepresentation by that tenderer to induce the contract.** In such event the Employer has the discretionary right under contract condition 9.2 to terminate the contract.

C2. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

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

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

1. GENERAL CONDITIONS

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

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

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

(Delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

Bidder must attach supporting documents listed below and complete below where it reads (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly to claim points for specific goals will receive a score of zero for that goal.

The specific goals allocated points in terms of this tender	Supporting evidence for meeting preferential procurement targets (bidder to provide the below supporting evidence to claim allocated points for each specific goal)	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE status contributor level 1, 2, 3 or 4.	Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.	5	
Locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.	SBD 6.2 - Declaration Certification and annexure C are completed and included in the tender document.	5	
≥ 51% owned by black people living in rural or underdeveloped areas or townships.	Tenderer must submit the Township proof of address (e.g., Council/Local Authority signed letter, other Proof of physical address, lease agreement or utility account) of which the owner resides. Submitted proof of address must be as per CSD township location address as registered.	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT
FOR DESIGNATED SECTORS**

SBD 6.2

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 and Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2022, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (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), Annex D (Imported Content Declaration: Supporting Schedule to Annex C) and Annex E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2022 (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 SANS 1286:2017 as follows:

$$LC = [1 - \frac{x}{y}] * 100$$

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 3.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if this declaration certificate and Annex C of the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
2. The stipulated minimum threshold(s) for local production and (refer to Annex A of SANS 1286:2017 or http://www.dtic.gov.za/industrial_development/ip.jsp) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold.

Industrial lead Acid Batteries	50%
Polyvinyl chloride (PVC) hoses and pipes	100%
Fan belts	100%

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

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 are 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 SANS 1286:2017):

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 SANS 1286:2017)

Local Content Declaration by Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/person with management responsibility (Close Corporation, Partnership or Individual)

In respect of bid no:

Issued by (procurement authority/name of institution):

NB

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.

- 1 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.dti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (Full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
- 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 SANS 1286:2017; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SANS 1286:2017	

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 have been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.
- (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 SANS 1286:2017, 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, 2022 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

Signature: _____

Date: _____

Witness no. 1 _____

Date: _____

Witness no. 2 _____

Date: _____

DECLARATION OF INTEREST

SBD4

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors/trustees / shareholders/members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....
.....

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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

FORM I: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Notes to tenderer:

1. This tender document must form part of all tenders invited.
2. This form 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 tender of any tenderer may be disregarded if that tenderer 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;
 - 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 this tender.

Item	Question	Yes	No
4.1	<p>Is the tenderer 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?</p> <p>(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).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the tenderer 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)?</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court of law outside 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:	<input type="checkbox"/>	<input type="checkbox"/>

4.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.7.1	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

Capacity under which Tender is Signed

Name of Tenderer

FORM A: CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING

PROJECT: SERVICE AND MAINTENANCE OF DIESEL GENERATORS AT THE AUTOMOTIVE SUPPLIER PARK, ROSSLYN (NORTH OF PRETORIA)

This is to certify that I,
representative of (tenderer)
Telephone number
e-mail
attended the clarification meeting on (date)

I further certify that I am satisfied with the description of the works and the explanation given by the AIDC Representative at the clarification meeting and I fully understand the extent of the works to be done as specified for the execution of this contract.

Signature of Representative: _____

Name and Signature of AIDC SCM Representative: _____

Name and Signature of AIDC Project Manager: _____

FORM B: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tenderoffer, amending the tender documents, have been taken into account in this tender offer:

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

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

FORM H: DECLARATION OF GOOD STANDING REGARDING TAX

ATTACH VALID TAX COMPLIANCE STATUS (TCS)

The Tax Compliance Status (TCS) must be submitted together with the tender. Failure to submit the above-mentioned documentation will result in the invalidation of the tender.

In tenders where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Compliance Status (TCS) PIN.

FORM J: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE
--

The tenderer shall provide a printed copy of the Active Supplier Listing on the National Treasury Central Supplier Database. (www.treasury.gov.za). Tenderers who are not registered on the Central Supplier Database should attach proof of their application for registration (refer to Tender Data Clause 4.1). In the case of a Joint Venture, a printed copy of the Active Supplier Listing must be provided for each member of the Joint Venture.

Name of Contractor:

.....

Central Supplier Database Supplier Number:

.....

***Affix Proof of the National Treasury Central Supplier Database to this page
(Full CSD required, not summary)***

FORM L: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Name:

Contact number:

Office address:

.....

Signatories for close corporations and companies shall confirm their authority by attaching to this form **a duly signed and dated original or certified copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

"By resolution of the board of directors passed on (date)

Mr.
.....

has been duly authorized to sign all documents in connection with the Tender for Contract Number/Name

.....and any Contract which may arise there
from on behalf of

.....

.....
(BLOCK CAPITALS) SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

.....

SIGNATURE

AS WITNESSES: 1. NAME

SIGNATURE

2. NAME

SIGNATURE

**ATTACHED HERETO THE DULY SIGNED AND DATED ORIGINAL OR CERTIFIED
COPY OF AUTHORITY OF SIGNATORY ON COMPANY LETTERHEAD**

FORM N: PROOF OF GOOD STANDING WITH COMPENSATION COMMISSIONER
--

Notes to tenderer:

1. Discovery that the tenderer has failed to make proper disclosure may result in termination of contract.
2. The tenderer shall attach to this Form evidence that he is registered and in good standing with the compensation fund or with a licensed compensation insurer who is approved by Department of Labor in terms of section 80 of the Compensation for Injury and Disease Act 1993 (COLD) (Act 130 of 1993).

Affix certified Proof of Good Standing with Compensation Commissioner to this page

FORM P: REGISTRATION WITH CIDB

The tenderer shall provide a printed copy of the Active Contractor's Listing off the CIDB website. (www.cidb.org.za). Tenderers whose CIDB registration expires within 21 days after close of tender should attach proof of their application for re-registration (refer to Tender Data Clause 4.1). In the case of a Joint Venture, a printed copy of the Active Contractor's Listing must be provided for each member of the Joint Venture.

Name of Contractor:

Contractor Grading Designation:

CIDB Contractor Registration Number:

Expiry Date:

PART C1: AGREEMENT AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

C1.1: FORM OF OFFER AND ACCEPTANCE

Project Title:	
Tender No:	

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

THE APPOINTMENT OF CONTRACTOR FOR THE ANNUAL SERVICE AND MAINTENANCE OF DIESEL GENERATORS FOR THE PERIOD OF 24 MONTHS AT THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand (in words):	
Rand in figures:	R

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is:	O R	Natural Person of Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are:
--	--------	--

AND WHO IS (if applicable):

Trading under the name and style of:

AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.
---	---

SIGNED FOR THE TENDERER:

Name of Representative	Signature	Date

WITNESSED BY:

Name of Witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents..... ☐

The official alternative..... ☐

Own alternative (only if documentation makes provision therefore) ☐

SECURITY OFFERED:

- a) the Tenderer accepts that in respect of contracts up to R1 million, a payment reduction of 10% of the contract value (excluding VAT) will be applicable and will be deducted by the Employer in terms of the applicable conditions of contract
- b) the Tenderer offers to provide security as indicated below:
- | | |
|---|--|
| i. cash deposit of 10 % of the Contract Sum. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| ii. payment reduction of 10% of the value certified in the payment certificate. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| iii. cash deposit of 5% of the Contract Sum and a payment reduction of 5% of the value certified in the payment certificate. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| iv. fixed construction guarantee of 5% of the Contract Sum and a payment reduction of 5% of the value certified in the payment certificate. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

Other Contact Details of the Tenderer are:

Telephone No..... Cellular Phone No.

Fax No

Postal address

Banker Branch

.....

Branch Code Account number

.....

Registration No of Tenderer at Department of Labour

CIDB Registration Number:

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part 1 Agreement and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work.
- Part 4 Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the Tenderer, provided that the Employer notifies the Tenderer of the tracking number within 24 hours of such submission. Unless the Tenderer (now Contractor) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

FOR THE EMPLOYER:

Name of Signatory	Signature	Date

Name of Organisation:	Supplier Park Development Company SOC LTD t/a AIDC
Address of Organisation	Supplier Park Development Company SOC LTD t/a AIDC Automotive Supplier Park 30 Helium Road, Rosslyn, 0200

WITNESSED BY:

Name of Witness	Signature	Date

C1.2 CONTRACT DATA

C1.2: CONTRACT DATA

C1.2.1. JBCC SMALL AND SIMPLE WORKS CONTRACT

- 1.2.1.1. The JBCC small and simple works contract (Edition: Edition 1.0, year published: May 2020, Joint Building Contracts Committee) Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011- 3154140), Master Builders Association (011- 205-9000; 057-3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051-4474909; 011-4860684; 053-8312003;) or may be purchased from the JBCC.
- 1.2.1.2. Possession of the site is to be given on the date in the schedule providing the employer with construction guarantees in accordance with the provisions of 3.1.
- 1.2.1.3. The period for the commencement of the works after the contractor takes possession of the site is ten (10) working days.
- 1.2.1.4. For the works as a whole:
The date for practical completion is **24 Months** after contractual commencement date.

C1.3 TENDER DRAWING REGISTER

C1.3.1 TENDER DRAWING REGISTER

C1.4 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
(ACT NO 85 OF 1993)

C1.4 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)

THIS AGREEMENT made at

on this the day of in the year

between SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC (hereinafter called "the Employer") of the one part, herein represented by

in his capacity as

and

(hereinafter called "the Mandatory") of the other part, herein represented by

in his capacity as

WHEREAS the Employer is desirous that certain work will be repair and maintenance of diesel generators at the Automotive Supplier Park, Rosslyn (North of Pretoria) and has accepted a Tender by the Mandatory for the construction, completion and maintenance of such Works and whereas the Employer and the Mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Mandatory with the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993);

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 The Mandatory shall execute the work in accordance with the Contract Documents pertaining to this Contract.
- 2 This Agreement shall hold good from its Commencement Date, which shall be the date of a written notice from the Employer or Employer's Agent requiring him to commence the execution of the Works, to either
 - (a) the date of the Final Approval Certificate issued in terms of Joint building Contracts Committee (hereinafter referred to as "the JBCC"),
 - (b) the date of termination of the Contract in terms of JBCC
- 3 The Mandatory declares himself to be conversant with the following:
 - (a) All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of The Act:
 - (i) Section 8 : General duties of employers to their employees;
 - (ii) Section 9 : General duties of employers and self-employed persons to persons other than employees;
 - (iii) Section 37 : Acts or omissions by employees or Mandatory, and
 - (iv) Subsection 37(2) relating to the purpose and meaning of this Agreement.
 - (b) The procedures and safety rules of the Employer as pertaining to the Mandatory and to all his subcontractors.

All the requirements, regulations and standards of the COVID-19 Occupational Health and Safety Measures in Workplaces, COVID-19 (C19 OHS), 2020.

- 4 In addition to the requirements of JBCC and all relevant requirements, the Mandatory agrees to execute all the Works forming part of this Contract and to operate and utilize all machinery, plant and equipment in accordance with the Act.

- 5 The Mandatory is responsible for the compliance with the Act by all his subcontractors, whether or not selected and/or approved by the Employer.

The Mandatory warrants that all his and his subcontractors' workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act, 1993, which cover, shall remain in force whilst any such workmen are present on site. A letter of good standing from the Compensation Commissioner to this effect must be produced to the Employer upon signature of the agreement.

- 6 The Mandatory undertakes to ensure that he and/or subcontractors and/or their respective employers will at all times comply with the following conditions:
- (a) The Mandatory shall assume the responsibility in terms of Section 16.1 of the Occupational Health and Safety Act. The Mandatory shall not delegate any duty in terms of Section 16.2 of this Act without the prior written approval of the Employer. If the Mandatory obtains such approval and delegates any duty in terms of section 16.2 a copy of such written delegation shall immediately be forwarded to the Employer.
 - (b) All incidents referred to in the Occupational Health and Safety Act shall be reported by the Mandatory to the Department of Labor as well as to the Employer. The Employer will further be provided with copies of all written documentation relating to any incident.
 - (c) The Employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of section 32 of the Occupational Health and Safety Act into any incident involving the Mandatory and/or his employees and/or his subcontractors.

In witness thereof the parties hereto have set their signatures hereon in the presence of the subscribing witnesses:

SIGNED FOR AND ON BEHALF OF THE EMPLOYER:

WITNESS 1 _____ 2 _____

NAME 1 _____ 2 _____

(IN CAPITALS)

SIGNED FOR AND ON BEHALF OF THE MANDATORY:

WITNESS 1 _____ 2 _____

NAME 1 _____ 2 _____

(IN CAPITALS)

PART C2: PRICING DATA

C2.1 PRICING INSTRUCTIONS

1 The prices and rates in the Pricing Schedule are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the scope of work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. These prices will be used as a basis for assessment of payment for additional work that may have to be carried out.

2 Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted.

3 The rates contained in the Pricing Schedule will apply irrespective of the final quantities of the different classes and kinds of work actually executed.

4 An item against which no price is entered will be considered to be covered by the other prices or rates in the Pricing Schedule. A single lump sum will apply should a number of items be grouped together for pricing purposes.

5 Where any item is not relevant to this specific contract, such item is marked N/A (signifying "not applicable")

6 The Pricing Schedule is not intended for the ordering of materials. Any ordering of materials, based on the Pricing Schedule, is at the Contractor's risk.

7 Where the initial contract period is extended, the monthly charge shall be calculated on the basis as set out in 14 but taking into account the revised period for completing the works.

8 All work is to be constructed using labor-intensive methods.

Payment for items which are designated to be constructed under labor-intensively, will not be made, unless they are constructed using labor-intensive methods. Any unauthorized use of plants to carry out.

work which was to be done labor-intensively will not be condoned and any works so constructed will not be certified for payment.

C2.2 PRICING SCHEDULE

C2.2.1 Pricing Schedule

Item No.	Description	In line with detailed Scope specification as detailed in this same document.			
a)	Diesel generator annual service as per scope of work	100kva	150kva	270kva	110 kva
1)	Year One (1)	R	R	R	R
2)	Year Two (2)	R	R	R	R
Total (A) Excl. VAT		R	R	R	R
b)	Diesel generators annual load tests	100kva	150kva	270kva	110 kva
1)	Year One (1)	R	R	R	R
2)	Year Two (2)	R	R	R	R
Total (B) Excl. VAT		R	R	R	R
c) Provision for Emergency (As-and-When)					
Item No	Description	UOM	QTY (Estimated for Evalaution)	Rate	Amount
	<u>Rental of Generator</u>				
	Supply and commissioning of generator including transportation In case of emergency As-and-When Required.				
1)	<u>Year 1</u>				
	a) 100kva	Day	10	R	R
	b) 150kva	Day	10	R	R
	c) 270kva	Day	10	R	R
	d) 110 kva	Day	10	R	R

2)	<u>Year 2</u>				
	a) 100kva	Day	10	R	R
	b) 150kva	Day	10	R	R
	c) 270kva	Day	10	R	R
	d) 110 kva	Day	10	R	R
3)	<u>Labor for emergency work and call out (As and when)</u> Emergency call outs (As and when) (estimated for evaluation)				
	a) Skilled Laborer for (Normal hour)	hr.	100	R	R
	b) Assistant (Normal hour)	hr.	100	R	R
	c) Skilled Laborer for (overtime, weekend, and public holiday)	hr.	100	R	R
	d) Assistant for (overtime, weekend, and public holiday)	hr.	100	R	R
Total (C) Excl. VAT					R
		Total (A+B+C) Excl. VAT		R	
	Add	Compliance with Health, Safety & Occupational File		R	
		Sub-Total 1		R	
	Add	Contingency @ 10 %		R	
		Sub-Total 2		R	
		VAT @ 15%		R	
		Grand Total		R	

Emergency call outs (As and when) standard rate

4)	<u>Contractor's Mark Up – Additional Material, Spares Etc</u> Mark up for purchased Additional Spares Etc	%	Rate Only
5)	Call out fee	<u>R</u>	Rate Only

PART C3: SCOPE OF WORK

C3.1 MANDATE

The Automotive Industry Development Centre (AIDC) serves to develop the automotive manufacturing sector to globally competitive standards of excellence, through a world-class value proposition which enables effective and sustainable socio-economic growth. The organization was established as a government support centre, to increase the local automotive industry's global competitiveness and to promote Gauteng as the automotive industry investment destination of choice.

The organization is the dedicated developmental agency of the Gauteng Growth and Development Agency (GGDA) in relation to the specific industrial, infrastructure and training needs required by the automotive and allied sector - in particular those based in the Gauteng province.

The AIDC is thus tasked by GGDA with special developmental-oriented projects aimed at retaining and attracting investments in the automotive and allied-related sector with a focus on enterprise development; support BBBEE SMME development, skills development and limited logistical infrastructure in line with the Gauteng provincial government's objectives of transformation, modernization and re-industrialization (TMR). The AIDC also undertakes projects related to the transport and energy sectors, as well as the development of the Auto City in the Northern

C3.2 BACKGROUND TO THE TENDER

C3.2.1 INTRODUCTION

The Supplier Park Development Company SOC Ltd trading as AIDC (hereinafter referred to as "AIDC") is a state-owned company (SOC) with all its shares held by the Gauteng Growth and Development Agency (GGDA), an agency of the Department of Economic Development of the Gauteng Province. The company was established to primarily provide support to the SA Automotive and Allied Industry, in its drive for global competitiveness.

The FMM department's mandate encompasses a range of functions required to ensure that buildings infrastructure perform as originally designed and constructed to support organizational requirements of the AIDC.

As per the Occupational Health and Safety Act, 1993 requirement, a safe working environment without risks to the health of occupants of buildings should be reasonably always maintained.

The department thus promptly needs to address/ close the gaps impeding the respective daily operation of our tenants by improving their facilities to acceptable standards and to sustain the usefulness and value of AIDC properties.

Power outages are often the result of harsh weather, such as high winds, lightning strikes, or ice buildup, cable theft, cable faults etc. Part of the disaster preparedness strategy, AIDC took it upon themselves to install standby generators at ASP as well as WEH to curb the risk of loss of production during power failure - Electrical power outages are unavoidable and can increase in both frequency and duration.

The installed standby generators are normally utilized for the purposes of supplying electrical power when the mains supply has failed, been switched off by the supplier for maintenance purposes or if the above-mentioned factors occur. Therefore, the service/maintenance is a key consideration for any generator to ensure that they operate at the maximum efficiency and to increase the reliability of our power systems.

The repair and maintenance shall comply with the following regulations:

- a) SANS 10400: The application of the National Building Regulations.
- b) The Occupational Health and Safety Act, Act No. 85 of 1993
- c) Applicable Local Municipal Regulations

C3.3 TENDER SCOPE OBJECTIVES

The aim is to request from potential service providers to submit a tender for the once-off annual maintenance, services and repairs of diesel stand-by generators within the AIDC premises (ASP, Winterveld, and Chamdor) to ensure long equipment life and satisfactory performance of the stand-by generators.

Bidders/ Service providers must be registered with CIDB Grading 3EB OR Higher.

C3.4 TENDER SCOPE

The Supplier Park Development Company SOC LTD T/A AIDC serves to develop the automotive manufacturing sector to globally competitive standards of excellence, through a world-class value proposition which enables effective and sustainable socio-economic growth. The organization was established as a government support centre, to increase the local automotive industry's global competitiveness and to promote Gauteng as the automotive industry investment destination of choice.

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Service/maintenance procedures/instruction Details to include but not limited to the following:

A. GENERAL SERVICE/MAINTENANCE:

- 1) Check calibration of all gauges.
- 2) Drain generator of lubricating oil and replace with new.
- 3) Drain all coolant from system and replace with a mixture of 60% clean fresh water and 40% inhibited ethylene glycol or to accord with manufacturer's instructions.
- 4) Perform all tasks as recommended by the manufacturer.
- 5) Check drive belts and fan for wear, tension and alignment, replace re-align as required.
- 6) Check and clean alternator ventilation arrangement.
- 7) Check operation of coolant heaters.
- 8) Drain sludge from fuel tank.
- 9) Inspect injectors and service as necessary.
- 10) Inspect condition of all hoses and belts.
- 11) Replace and tighten as necessary.
- 12) Inspect tube gauge and prime bearing housing.
- 13) Service and/or replace busy gear if necessary.
- 14) Inspect all points requiring greasing including alternator bearings and grease as required.
- 15) Ensure all electrical connections are clean and secure.
- 16) Operate the various isolators and switchgear to ensure correct operation.
- 17) Check level of oil in storage tank and report on level.
- 18) Run up generator at full load for a minimum of one hour.
- 19) Check the voltage and current of each phase in turn and that the voltage and frequency are being maintained, record and report.
- 20) Check security of engine base plate.
- 21) Check condition of oil supply pipework and storage tanks.
- 22) Check operation of oil transfer pumps.
- 23) Ensure battery cover is clear of the battery ventilation plugs.
- 24) Check engine for any damage and report on condition.
- 25) Clean engine of any dust or dirt.
- 26) Check injector pump drives for wear and tightness, connect if loose.
- 27) Check operation of sump heater, replace if defective.
- 28) Check operation of fuel transfer pump, report if not functional
- 29) Repairs and maintenance to finishes obligated by wear and tear, preventative maintenance etc. and only parts that are suitable in all respects, shall be used.
- 30) The timeous repairs and replacement of obsolete items to reduce breakdowns, down time, unplanned maintenance and consequently maintain optimal building infrastructure operation.
- 31) The provision of maintenance site registers, keeping accurate records of all maintenance activities, planned repairs and routine safety related operational tests for submission to the AIDC Facilities Manager.
- 32) The provision on request by AIDC facilities Manager computer generated reports detailing a history of callouts, repairs and break-down repairs.
- 33) To alert and advise the AIDC Facilities Manager in writing of any repairs and replacement required to existing assets deemed necessary. No repairs or maintenance work shall be undertaken without permission from the AIDC Facilities Manager or AIDC duly appointed consultants.

B. GENERATORS SPECIFICATIONS:

BUILDING F1 – CENTRAL HUB OFFICE			
	Diesel Motor	Electrical Generator	Generator Controller
Make	John Deere	Magna Plus Synchronous AC generator	Lovato gen-set unit
Type	DT(1675F)	432PSL6210	RGAM
Serial Number		656510-1204	
Size	8.2 L, 6 Cylinder Diesel Turbo	270 KVA	
Max Power		216 KW	
Max Load		390 Amp	24 mil Amp
Volts	24 Volt DC (Bat)	400 Volt AC	12 Volt DC
BUILDING C1			
	Diesel Motor	Electrical Generator	Generator Controller
Make	John Deere	Malo Marelli Generator	Lovato
Type	Power Tech	MJB 250 MA 4	RGAM-10
Serial Number	CD6068H765464	MR 20220	
Size	6.8 L 6 Cylinder Diesel Turbo	150 KVA	
Max Power			
Max Load		216 Amp	24 mill Amp
Volts	12 Volt DC (Bat)	400 Volt AC	12 Volt DC
WINTERVELD ENTERPRISE HUB			
	Diesel Motor	Electrical Generator	Generator Controller
Make	Deutz Diesel	Engga	Smart Gen
Type	WP 4D 1008200	EG 225 – 801	
Ser - Nu		152894	
Size		100 KVA	
Max Power			
Max Load		144 Amp	24 mill Amp
Volts	24 Volt DC (Bat)	400 Volt AC	24 Volt DC
CHAMDOR HUB			
	Diesel Motor	Electrical Generator	Generator Controller
Make	AKSA		Smart Gen
Type	APD 110C	AK480	
Ser - Nu		78394668	
Size		100 KVA	
Max Power			
Max Load		144 Amp	24 mill Amp
Volts	24 Volt DC (Bat)	400 Volt AC	24 Volt DC

C. STANDBY POWER GENERATOR SWITCHGEAR:

- 1) Inspect switchboard for cleanliness and check that all switchgear access panels and doors are closed and secured. Where cleaning is necessary all external dust and dirt should be removed. Use cleaning cloths of material which is free from loose fiber and metallic threads. If brushes or blower nozzles are used, they must not contain any metallic materials.
- 2) Check that all switch room firefighting equipment is serviceable and available for use (only if applicable).
- 3) Make an internal inspection of fuse switches and isolators proceeding for individual switches as follows:
 - i. Check that switch interior is clean.
 - ii. Examine for evidence of arcing.
 - iii. Check fixed and moving contacts for burn or flash marks.
 - iv. Ensure that linkages and fixings are secure.
 - v. Inspect contact springs examining for breakage and check spring pressure (see individual switch manufacturer's instructions).
 - vi. Examine contact supports for damage or distortion.

D. BATTERIES SERVICE/MAINTENANCE - LEAD ACID UNSEALED:

Details Report on undertaking the following:

Inspect and check ventilation to battery room is adequate report if remedial action is required:

- 1) Execute capacity test in accord with manufacturer's instructions, record results.
- 2) Test and record specific gravity of electrolyte top up as necessary.
- 3) Inspect for leakage or excessive discharge through vents, replace defective units indicating such symptoms, check charging arrangements. Ensure vents are unobstructed.
- 4) Clean and check for tightness of all connections lightly coat with petroleum jelly.
- 5) Check condition of battery stands, clean and resurface if corroded to match existing undamaged sections.
- 6) Check labelling of positive and negative is present.
- 7) Note: Tools used for maintenance must be insulated to SABS standard on handling, protective clothing and eye shields must be worn.

E. OIL STORAGE TANKS:

- 1) Inspect external/internal surfaces and seams for signs of leaks, corrosion, pitted places or breakdown of coating.
- 2) Remove traces of water or sludge from inside of tank.
- 3) Fit new gasket when replacing manhole.
- 4) Check operation of low- and high-level alarms together with float control linkage.
- 5) Check accuracy of contents gauge and recalibrate if required against tank dip reading.
- 6) Check operation of oil shut off valve and associated linkage.
- 7) Clean oil strainers and renew gaskets.
- 8) Check bund enclosures and report condition.
- 9) Check the condition of insulation and make good if damaged.

REQUIREMENTS SUMMARY

- Compile/complete Service check list and hand to AIDC representative.
- Any additional repair works & faults finding during above service/maintenance shall be quoted separately.
- All service report to be signed by AIDC Maintenance representative as a symbol/sign of job done satisfactory & verification of material/spares replaced.
- Period to complete service/maintenance (Max 10 X Days from date of official issued AIDC order)

DURATION

NB: The service provider will be appointed to render services to the AIDC for Annual Service and maintenance of the diesel generators for a period of 2 years.

AIDC SITE PROCEDURE:

The following site procedures will apply:

- AIDC reserves the right of admission.
- In terms of section 14 of the Occupational Health and Safety Act It is your duty and responsibility to adhere to all OH&S requirements.
- Admission to this ASP site is strictly controlled as required by the Occupational Health and Safety Act.
- Obey all warning and information signs and pictograms - especially those relating to the use of protective clothing and equipment
- Report any accident or incident to the AIDC Facilities Team on 012 564 3010
- The site area may sometimes contain moving vehicles and equipment please proceed with caution to avoid accidents.
- Observe all fire precautions and fires may only be lit in designated areas.
- You will require to report and register your team at the AIDC maintenance Office (Helpdesk/clerk of works or project manager) prior to entering/leaving the ASP property.

F. CALL OUT RESPONSE - TIMES

- a) The appointed contractor shall ensure at any time of the day or night, seven (7) days a week, inclusive of statutory holidays, for the duration of contract, that competent staff is available to timeously attend to call-outs including emergencies.
- b) The response times to emergency callouts including site investigations, making safe and completion of repairs, shall be within the time period as set below:

Call Out Response – Turnaround Time 4 Hrs	Emergency (Working Hours)	Emergency (After Working Hours)
	Repairs Completed Within 24hours	Repairs Completed Within 24hours

G. WORKMANSHIP

- a) The appointed contractor shall employ only competent personnel including artisans to perform service and maintenance of diesel generators work.
- b) The works shall be executed using the latest technology, trends, and best practices in accordance with building regulations to the satisfaction of AIDC. All remedial work or poor workmanship shall be rectified at the cost of the contractor.
- c) The appointed contractor shall remain responsible for completing maintenance of the services diesel generators.

C3.5 HEALTH AND SAFETY

C3.6.1 HEALTH AND SAFETY REQUIREMENTS AND PROCEDURES

Before starting work on site, the Contractor shall appoint a health and Safety Officer in writing and give a copy of the letter of appointment to the Employer.

The Health and Safety Specification is attached as Appendix B and must be referred to when compiling the Health and Safety Plan.

Construction Regulations, 2014

The Contractor shall be required to comply with the Occupational Health and Safety Act, 1993: Construction Regulations, 2014 (the regulations) as promulgated in the applicable Government Gazette. Non-compliance with these regulations, in any way whatsoever, will be adequate reason for suspending the Works.

The Contractor shall in terms of regulation 5(1) provide a comprehensive health and safety plan detailing his proposed compliance with the regulations, for approval by the Employer.

The Contractor shall at all times be responsible for full compliance with the approved plan as well as the Construction Regulations and no extension of time will be considered for delays due to non-compliance with the abovementioned plan or regulations.

Payment items are included in the Schedule of Quantities to cover the Contractor's cost for compliance with the OHS Act and the abovementioned regulations.

COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19OHS), 2020

The Contractor shall be required to comply with the COVID-19 Occupational Health and safety Measures in Workplaces act: COVID-19 (C19 OHS), 2020 for as long as the declaration of a national disaster published in Government Gazette 43096 on 15 March 2020 remain in force. Non-compliance with these regulations, in any way whatsoever, will be adequate reason for suspending the Works or termination of contract.

C3.6.2 PROTECTION OF THE PUBLIC

The site is accessible to the general public. The Contractor shall ensure that all personnel entering the construction site is fully informed about the dangers, dos and don'ts on the site. The Contractor shall ensure that non-construction personnel are protected within the guidelines of the OH&S Regulations.

C3.6.3 BARRICADES AND LIGHTING

All working space shall be securely barricaded at all times in accordance with the requirements of the applicable OH&S Regulations.

C3.6.4 TRAFFIC CONTROL ON ROADS

The Safety Officer shall take full responsibility for the traffic control in and around the site. The personnel on site shall be fully informed and trained by the Safety Officer regarding the construction traffic and general traffic control.

C3.6.5 MEASURES AGAINST DISEASE AND EPIDEMICS

Necessary measures must be adopted and implement occupational health and safety measures to reduce and eliminate the escalations of infections in workplaces against disease, epidemics and pandemics on site as and when directed by the Department of Labour.

C3.6.6 AIDS AWARENESS

All construction personnel shall be given an Aids Awareness briefing session by the Safety Officer.

C3.6.7 COVID-19 AWARENESS

All construction personnel shall be given a COVID-19 Awareness briefing session by the Safety Officer.

PART C4: SITE INFORMATION

C4.1 Project Location

Services will be rendered at the following sites:

Item	Site	Local Authority	Physical Location
01	Automotive Supplier Park, ASP	City of Tshwane	Helium Rd, Akasia X2, Rosslyn, Pretoria North
02	Winterveld Automotive Hub	City of Tshwane	Corner bushveld and Molefe Mankinta road, Winterveld, Pretoria.
03	Chamdor Automotive Hub	Mogale City	1 Jacobs St, Chamdor, Krugersdorp

**ANNEXURE A
SHEQ SPECIFICATION**

**ANNEXURE B
LOCAL CONTENT**

ANNEXURE C
GENERAL CONDITIONS OF CONTRACT (2010)

ANNEXURE D
REPORTING UNETHICAL CONDUCT