

KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Development and Finance Agency (Sedfa)
Company Registration Number 2003/002883/07
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Finance and Procurement Department Supply Chain Management Request for Bids (RFB)

Bid Number	08/KBP/2024/2025
Bid Publication Date	07 November 2025
Bid Submission Date	01 December 2025 @ 11:00 am Sedfa Head Office Byls Bridge Building 14, Block D 11 Byls Bridge Boulevard, Cnr Jean Avenue & Olievenhoutbosch Road Centurion, 0157
Bid Description	APPOINTMENT OF A PANEL OF MAINTENANCE COMPANIES TO PROVIDE VARIOUS BUILDING MAINTENANCE SERVICES FOR A PERIOD OF 36 MONTHS WITHIN GAUTENG, FREE STATE, MPUMALANGA AND NORTHERN CAPE PROVINCES FOR KHULA BUSINESS PREMISES (PTY) LTD (KBP THE SUBSIDIARY OF SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa)).
Bid Validity Period from Date of Publication	120 days
Bid Non- Compulsory Briefing Session	20 November 2025 @ 10:00 am
Address for Compulsory Briefing Session	Microsoft Teams
Bid Contact Person	Elizabeth Loape Email: eloape@sedfa.org.za
Evaluation Method: Points System	80/20
Fraud Hotline <i>to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by</i>	0800 724 666 (For anonymous reporting)

Small Enterprise Development and Finance Agency (SOC) LTD • Registration Number 2024/614733/30 • NCR Number 20821

Board Members: Ms N Makanda (Chairperson) • Mr KT Bonakele • Mr W Carrim • Ms X Daku • Ms NP Lubisi • Mr PL Makape
Ms K Mogorosi • Ms C Motale • Mr S Mpakama • Ms DM Ntsika • Mr L Ntuane • Mr A Xabadiya

Mr N Mbatha (ACEO) • Ms C Williams (ACFO) • Ms B Ndlovu (Acting Company Secretary)

<i>any SEDFA employee or person involved in this bidding process</i>	
For complaints	procurement_complaints@SEDFA.org.za

Special Conditions and Requirement of Contract

APPOINTMENT OF A PANEL OF MAINTENANCE COMPANIES TO PROVIDE VARIOUS BUILDING MAINTENANCE SERVICES FOR A PERIOD OF 36 MONTHS WITHIN GAUTENG, FREE STATE, MPUMALANGA AND NORTHERN CAPE PROVINCES FOR KHULA BUSINESS PREMISES (PTY) LTD (KBP THE SUBSIDIARY OF SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa)

1. INTRODUCTION AND BACKGROUND

- 1.1. As of 01 October 2024, **sefa**, Seda, and the Cooperative Banks Development Agency (CBDA) have officially merged to form Sedfa. The incorporation of Sedfa stems from the signing of the National Small Enterprise Amendment Act 2024 (No. 21 of 2024) by President Cyril Ramaphosa on 23 July 2024, and its subsequent gazetting on 30 September 2024. Sedfa is a development finance institution, listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority. Sedfa complies with both the Public Finance Management Act 1 of 1999 and the Companies Act 71 of 2008.
- 1.2. As a development finance institution, Sedfa provides both financial and non-financial support to Micro-Small and Medium Enterprises (MSMEs) with the objectives to:
 - 1.2.1. Design and implement development support programs for small enterprises;
 - 1.2.2. Promote service delivery network that enhances the contribution of small enterprises to the South African economy;
 - 1.2.3. Foster economic growth, job creation, and equity in historically disadvantaged communities;
 - 1.2.4. Support, promote, and develop cooperative banks and cooperative financial institutions; and
 - 1.2.5. Strengthen the capacity of service providers to support and enable small enterprises to compete successfully both domestically and internationally.

2. PURPOSE

- 2.1. The purpose of this Request for Proposal (RFP) is to appoint a panel of maintenance service providers who are registered with relevant authorities to be listed on the panel of general building maintenance companies to undertake maintenance work on a as and when required basis. The properties are in different locations namely, Johannesburg, Pretoria, Brakpan, Vereeniging, Bloemfontein, Kimberley, Upington, Odendaalsrus and Secunda.
- 2.2. **Khula Business Premises (Pty) Ltd** requests proposals from reputable, competent, and experienced companies in Johannesburg, Pretoria, Brakpan, Vereeniging, Bloemfontein, Kimberley, Upington, Odendaalsrus and Secunda.

3. BID SUBMISSION REQUIREMENTS

3.1. **Bids must be submitted in a sealed envelope and marked as follows:**

3.2. **Khula Business Premises (Pty) Ltd** will only consider bid documents/tenders from entities or companies who are based in the cities/towns listed above.

3.3. Bids must be submitted in a sealed envelope and marked as follows:

ATTENTION: Sedfa SUPPLY CHAIN MANAGEMENT

DESCRIPTION OF THE BID: APPOINTMENT OF A PANEL OF MAINTENANCE COMPANIES TO PROVIDE VARIOUS BUILDING MAINTENANCE SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITHIN GAUTENG, FREE STATE, MPUMALANGA AND NORTHERN CAPE PROVINCES FOR KHULA BUSINESS PREMISES (PTY) LTD (KBP) THE SUBSIDIARY OF THE SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa).

BID NUMBER:

NAME OF THE BIDDER:

3.4. GENERAL BID REQUIREMENTS

- Bids documents **must** be initialled on every page.
- Number of sealed envelopes/files must comprise of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a USB.
- Submissions of the Bid responses **MUST** be made by depositing the Bid proposal into the Tender Box situated at **Sedfa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Information document under Bid Information.
- The bidder will bear all expenses associated with the preparation and submission of this Bid.

3.4.1. **SEDFA PHYSICAL ADDRESS**

11 Byls Bridge Boulevard,
Doringkloof,
Centurion,
0157

For more information, please visit the Seda and sefa websites: www.seda.org.za and www.sefa.org.za .

3.4.2. **NON-COMPULSORY BRIEFING SESSION**

No-compulsory briefing session will be held via Microsoft teams on the 20th November 2025. Meeting ID: 326 646 728 329 66 Passcode: Fk9ef9Q8

3.5. BID RESPONSES

3.5.1. BID FORMAT

- 3.5.2. Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in Appendix 1
- 3.5.3. Each section must be clearly marked, and the documents must be bound; and
- 3.5.4. The RFB comprises a number of sections and the bidder's proposal must include all the required information and documentation as outlined in this RFB.

3.5.5. GENERAL CONDITIONS OF CONTRACT

- 3.5.5.1. Completion of all Standard Bidding Documents (SBD by hand, attached in **ANNEXURE A**, and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:
- a. **SBD 1:** Invitation to Bid;
 - b. **SBD 4:** Declaration of Interest;
 - c. **SBD 6.1:** Preference Points Claim Form;
 - d. Valid Tax Compliant Status (TCS PIN issued by SARS);
 - e. In bids where Consortium, Joint Ventures and Sub-Contractors are involved, it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS;
 - f. Submission of a copy of a **valid construction B-BBEE certificate** issued through a SANAS Accredited Agency for bidders that are not EME , with the exception of Exempted Micro Enterprises (EMEs). These enterprises need to submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade, Industry and Competition (the **dtic**) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted.
 - g. National Treasury **Central Supplier Database (CSD) registration** (The bidder to attach a proof of registration); and
 - h. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents**, listing all Directors or Shareholders and certified copies of the Identity Documents (ID) of Directors or Shareholders (not older than three months).
- 3.5.5.2. The successful bidder and its staff shall comply with all the laws of the Republic of South Africa, as they relate to this bid;
- 3.5.5.3. The bidder's staff must be South African citizens and Sedfa reserves the right to validate citizenship;

3.5.6. **PRICE PROPOSAL**

- a) Bidders are required to complete and sign pricing proposals; and
- b) NB: Failure to complete and submit a pricing proposal will lead to disqualification of the bid.

3.6. **LATE BIDS**

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances;

3.7. **COUNTER CONDITIONS**

Bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid;

3.8. **BID DISTRIBUTION**

3.8.1. The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither Sedfa, nor any of their respective directors, officers, employees, agents, representatives, or advisors, accepts liability to any person or company for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. People contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located;

3.8.2. Recipients of this RFB document may only distribute it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

3.9. **PRESENTATIONS**

Sedfa reserves the right to require that any bidder provides a formal presentation of its bid proposal, at a date and time to be determined by Sedfa. All instructions and clarification regarding the purpose and scope of the presentation/demonstration shall be provided by Sedfa.

The bidder shall bear all expenses associated with the preparation of such presentations/demonstrations.

3.10. **EVALUATION PROCESS**

This bid will be evaluated in four (04) stages as follows:

- Stage 1 – Administrative Compliance Requirements (Initial Screening Process).
- Stage 2 - Mandatory Requirements.
- Stage 3.- Functionality Criteria.
- Stage 4 - Price and Preference (Specific Goals).

3.10.1. **STAGE 1: ADMINISTRATIVE SCM COMPLIANCE**

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB, stated Special Conditions of Contract in **ANNEXURE A.**

3.10.2. **STAGE 2: MANDATORY REQUIREMENTS**

All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for mandatory as outlined in **ANNEXURE B.**

3.10.3. **STAGE 3: FUNCTIONALITY EVALUATION**

- a. All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for functionality evaluation.
- b. Bids that score less than **70 points out of 100** on functionality shall not be considered further.
- c. Bids will be evaluated on Functional requirements as outlined in **ANNEXURE C.**

3.10.4. **STAGE 4: EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM**

3.10.4.1. Only bidders that have scored a minimum of **70/100** on functionality will be evaluated during stage 4 for pricing and specific goals;

3.10.4.2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system;

3.10.4.3. The applicable preference point system for this tender is the 80/20 preference point system; and

3.10.4.4. In terms of the 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 POINTS

4. POST AWARD CONDITIONS

- 4.1. Services will be rendered as detailed/ stated in the Scope of Work / Terms of Reference.
- 4.2. The successful bidder shall submit a monthly statement of all outstanding payments, credit notes issued, and payments made. Such statements shall also contain the order number, the details of the date of the transaction, the invoice number, remittance number and credit note details;
- 4.3. Sedfa shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees whilst on site or in the execution of their duties; and
- 4.4. All procurement related to this service, as outlined in this RFB, shall be conducted by Sedfa's Supply Chain Management department only.

5. STAFF REQUIREMENTS

- 5.1. The successful bidder must ensure the following:
 - a. That the staff working under this contract are in good health;
 - b. That they are adequately trained prior to commencement of the contract;
 - c. That replacement staff is available should the need arise. The bidder is obliged to inform Sedfa of any removal and replacement and the replacement of staff can only be done with the formal approval of Sedfa;
 - d. Staff must be dressed appropriately and where required; and
 - e. The bidder's staff must be South African citizens and Sedfa reserves the right to validate citizenship.

6. RESOURCE REQUIREMENTS

The successful bidder must provide the necessary work tools to the bidder's employees working on the project.

7. SERVICE LEVEL AGREEMENT

- 7.1. The successful bidder will be required to enter into a Service Level Agreement with Sedfa; and
- 7.2. A performance measurement process will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.
- 7.3. Sedfa, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - a. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.

- b. If the Supplier fails to perform any other obligation(s) under the contract;
or
 - c. If the supplier, in the judgment of Sedfa, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 7.4. In the event Sedfa terminates the contract in whole or in part, Sedfa may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to Sedfa for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 7.5. Where Sedfa terminates the contract in whole or in part, Sedfa may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 7.6. If Sedfa intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days Sedfa may regard the intended penalty as not objected against and may impose it on the supplier.
- 7.7. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.

8. WARRANTY

- 8.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 8.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in GCC.
- 8.3. Sedfa shall promptly notify the supplier in writing of any claims arising under this warranty.

- 8.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 8.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SLA, Sedfa may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which Sedfa may have against the supplier under the contract.

9. SUPPLIER DUE DILIGENCE

- 9.1. Sedfa reserves the right to conduct bidder due diligence to shortlisted bidders prior to final award or at any time during the contract period. This may include site visits if applicable; and
- 9.2. Sedfa reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external service providers such as Credit Bureaus and the South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for Sedfa to conduct such vetting requirements, if and when required.

10. BID CANCELLATION

In the case of the cancellation of this RFB, Sedfa shall endeavour to inform all bidders, through the same medium used for the communication of the RFB.

11. MATERIAL CHANGES

- 11.1 Any material changes in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of Sedfa, and any failure to seek such approval from Sedfa shall result in Sedfa being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work; and
- 11.2 Sedfa shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any bidder", and as to what constitutes a "core member of a bidder" for purposes of such approval. Any request for such approval shall be made to Sedfa's Supply Chain Management in writing and shall provide sufficient reasons and information to allow Sedfa to make such a decision. Sedfa reserves the right to accept or reject any such request for approval.

12. FRAUD ALERT

- 12.1 Sedfa takes a zero-tolerance approach to fraud, corruption and bribery;
- 12.2 Sedfa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders);
- 12.3 Please note that under no circumstances will Sedfa ever require any payment to secure an award of an RFP or a tender. Individuals who claim that an upfront payment to an individual, third party or a Sedfa official, is a blatant attempt at defrauding bidders and such a scam must immediately be reported to the Sedfa Anti-Corruption line. Sedfa follows a fair, competitive and transparent procurement process in evaluating and awarding bids; and
- 12.4 Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on **0800 724 666**.

13. COMMUNICATION

- 13.1 Sedfa may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process;
- 13.2 All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only; and
- 13.3 Communication between the closing date and the award of the bid, between the bidder and other Sedfa officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited

14. CONTACT DETAILS

- 14.1 Main Contact
 - Name : Elizabeth Loape
 - Email : eloape@sedfa.org.za

NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of Sedfa's staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

15. SCOPE OF WORK / TERMS OF REFERENCE

The Scope of Work / Term of Reference is attached as **ANNEXURE E**.

16. ANNEXURES

Annexure A: Stage 1 - Administrative Compliance Requirements

Annexure B: Stage 2 - Mandatory Requirements

Annexure C: Stage 3 - Functionality Criteria

Annexure D: Stage 4 – Price and Preference Points

Annexure E: Scope of Work / Terms of Reference

Annexure F: Pricing Proposal

Appendix 1: Bid Proposal Template

ANNEXURE A

STAGE 1 - ADMINISTRATIVE COMPLIANCE REQUIREMENTS

Document Name	Template
National Treasury. Government Procurement: General Conditions of Contract, July 2010	 NT General Conditions of Contr
SBD 1	 SCM-Bid documents SBD 1.pdf
SBD 4	 Standard Bidding Document (SDB) 4_A
SBD 6.1	 SBD 6.1 SPECIFIC GOALS 80_20 PREFERI
GCC	 GCC

STAGE 1 - ADMINISTRATIVE COMPLIANCE

- a. The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative;
- b. The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report;
- c. Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ;
- d. The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
- e. The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further

ANNEXURE B

STAGE 2 : MANDATORY REQUIREMENTS

No.	Mandatory Requirements	Comply/Not Comply
1.	<p>Plumbing:</p> <ul style="list-style-type: none"> • The service provider must provide proof of membership with the respective trade or industry body e.g. The Institute of Plumbing South Africa (IOPSA) or Dept of Labour or any other recognized regulating body. • The service provider must provide proof of registration with CIDB grading 2SO or higher (please provide CRS No) 	
	<p>Electrical Works:</p> <ul style="list-style-type: none"> • The service provider must provide proof of membership with the respective trade or industry body e.g. Electrical Contractors Association South Africa (ECASA)/ Electrical Contractors Board (ECB)/ or Dept of Labour, or any other recognized regulating body. • The service provider must provide proof of registration with CIDB grading 2EB or higher (please provide CRS No) 	
	<p>General Building Works:</p> <ul style="list-style-type: none"> • The service provider must provide proof of membership with the respective trade or industry body e.g. Master Builders South Africa (MBSA)/ South African Forum of Civil Engineering Contractors (SAFCEC)/ Constructional Engineering Association (South Africa)/ Small Contractors Association of South Africa (SCASA), or any other recognized regulating body. • The service provider must provide proof of registration with CIDB grading 2GB or higher (please provide CRS No) 	
	<p>Paving and Asphalt Works:</p> <ul style="list-style-type: none"> • The service provider must provide proof of membership with the respective trade or industry 	

No.	Mandatory Requirements	Comply/Not Comply
	<p>body e.g. The Society for Asphalt Technology (SAT)/ South African Forum of Civil Engineering Contractors (SAFCEC), or any other recognized regulating body.</p> <ul style="list-style-type: none"> The service provider must provide proof of registration with CIDB grading 2SB or higher (please provide CRS No) 	
	<p>Roof Repairs and Waterproofing:</p> <ul style="list-style-type: none"> The service provider must provide proof of membership with the respective trade or industry body e.g. The Professional Roof Repair and Waterproofing Association (PRAWA)/ The Waterproofing Trade Association of South Africa (WTASA) Damp-proofing and Waterproofing Association of South Africa (DWASA) or any other recognized regulating body. The service provider must provide proof of registration with CIDB grading 2SN or higher (please provide CRS No) 	
	<p>Landscaping (Garden Maintenance):</p> <ul style="list-style-type: none"> The service provider must provide proof of registration with CIDB grading 2SH or higher (please provide CRS No) 	
	<p>Steel Security Fencing:</p> <ul style="list-style-type: none"> The service provider must provide proof of membership with the respective trade or industry body e.g. The South African Iron and Steel Institute (SAISI), or any other recognized regulating body. The service provider must provide proof of registration with CIDB grading 2SQ or higher (please provide CRS No) 	
2.	<p>A comprehensive company profile with the following:</p> <ol style="list-style-type: none"> Management Structure Ownership of the company Company years of experience Services offered by company 	

No.	Mandatory Requirements	Comply/Not Comply
3.	The bidder must provide a valid COIDA letter of good standing and/or Tender letter. The bidder must be registered in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA) 1993. The COIDA certificate MUST BE in line with services bidding for. (Attach copy of certificates), at the closing time and date of the RFP.	
4.	The Bidder's must be operating in the respective areas/provinces in location bidding for: Provide three copies of Utility Bill not older than 3 months OR Company Registration documentation outlining the physical address of the company. (Sedfa reserves the right to verify proof of address)	

Bidder (s) who failed to meet their requirement for the respective discipline bidding for comply will not be considered for further evaluation.

STAGE 3.- FUNCTIONALITY CRITERIA

ONLY BIDDERS WHO SCORED A MINIMUM OF 70 POINTS ON FUNCTIONALITY REQUIREMENTS WILL BE FURTHER EVALUATED ON PRICE AND SPECIFIC GOAL.

Plumbing

NO	REQUIREMENTS	WEIGHTING
1.	<p><u>COMPANY EXPERIENCE AND CORE BUSINESS ACTIVITY</u></p> <p>The bidder must demonstrate five years' experience of the field specified under the scope work (Annexure E)</p> <p>To substantiate the above, the bidder must submit at least three (03) signed contactable reference letters where similar work where successfully completed within the last five (05) years' of the field specified in both public and private sector.</p> <p>NB: Reference letters must be on company letterhead, signed, dated and must indicate the following information i.e., contract description and contact details.</p> <p><i>If Submitting Purchase orders and/or appointment letters MUST BE accompanied by completion certificates.</i></p> <p><i>UNVERIFIABLE REFERENCES MAY RESULT IN DISQUALIFICATION</i></p> <ul style="list-style-type: none"> • 0 years' experience in the specified field = 0 points • 1-2 years' experience in the specified field = 20 points • 3-4 years' experience in the specified field = 30 points • 5 or more years' experience in the specified field = 50 points 	50
2.	<p><u>CAPACITY (Plumbing)</u></p> <p>Number of artisans employed – please attach CVs with qualifications (Minimum of 2 artisans)</p> <ul style="list-style-type: none"> • 0-1 Artisan = 0 points • 2 Artisans = 25 points • 3 or more Artisans = 50 points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.

Electrical Works

NO	REQUIREMENTS	WEIGHTING
1.	<p><u>COMPANY EXPERIENCE AND CORE BUSINESS ACTIVITY</u></p> <p>The bidder must demonstrate five years' experience of the field specified under the scope work (Annexure E)</p> <p>To substantiate the above, the bidder must submit at least three (03) signed contactable reference letters where similar work where successfully completed within the last five (05) years' of the field specified in both public and private sector.</p> <p>NB: Reference letters must be on company letterhead, signed, dated and must indicate the following information i.e., contract description and contact details.</p> <p><i>If Submitting Purchase orders and/or appointment letters MUST BE accompanied by completion certificates.</i></p> <p><i>UNVERIFIABLE REFERENCES MAY RESULT IN DISQUALIFICATION</i></p> <ul style="list-style-type: none"> • 0 years' experience in the specified field = 0 points • 1-2 years' experience in the specified field = 20 points • 3-4 years' experience in the specified field = 30 points • 5 or more years' experience in the specified field = 50 points 	50
	<p><u>CAPACITY (Electrical Works)</u></p> <p>Number of artisans employed – please attach CVs with qualifications (Minimum of 2 artisans)</p> <ul style="list-style-type: none"> • 0-1 Artisan = 0 points • 2 Artisans = 25 points • 3 or more Artisans = 50 points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.

General Building Works

NO	REQUIREMENTS	WEIGHTING
1.	<p><u>COMPANY EXPERIENCE AND CORE BUSINESS ACTIVITY</u></p> <p>The bidder must demonstrate five years' experience of the field specified under the scope work (Annexure E)</p> <p>To substantiate the above, the bidder must submit at least three (03) signed contactable reference letters where similar work where successfully completed within the last five (05) years' of the field specified in both public and private sector.</p> <p>NB: Reference letters must be on company letterhead, signed, dated and must indicate the following information i.e., contract description and contact details.</p> <p><i>If Submitting Purchase orders and/or appointment letters MUST BE accompanied by completion certificates.</i></p> <p><i>UNVERIFIABLE REFERENCES MAY RESULT IN DISQUALIFICATION</i></p> <ul style="list-style-type: none"> • 0 years' experience in the specified field = 0 points • 1-2 years' experience in the specified field = 20 points • 3-4 years' experience in the specified field = 30 points • 5 or more years' experience in the specified field = 50 points 	50
2.	<p><u>CAPACITY (General Building Works)</u></p> <p>Number of artisans employed – please attach CVs with qualifications (Minimum of 2 artisans)</p> <ul style="list-style-type: none"> • 0-1 Artisan = 0 points • 2 Artisans = 25 points • 3 or more Artisans = 50 points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.

Paving and Asphalt Works

NO	REQUIREMENTS	WEIGHTING
1.	<p><u>COMPANY EXPERIENCE AND CORE BUSINESS ACTIVITY</u></p> <p>The bidder must demonstrate five years' experience of the field specified under the scope work (Annexure E)</p> <p>To substantiate the above, the bidder must submit at least three (03) signed contactable reference letters where similar work where successfully completed within the last five (05) years' of the field specified in both public and private sector.</p> <p>NB: Reference letters must be on company letterhead, signed, dated and must indicate the following information i.e., contract description and contact details.</p> <p><i>If Submitting Purchase orders and/or appointment letters MUST BE accompanied by completion certificates.</i></p> <p><i>UNVERIFIABLE REFERENCES MAY RESULT IN DISQUALIFICATION</i></p> <ul style="list-style-type: none"> • 0 years' experience in the specified field = 0 points • 1-2 years' experience in the specified field = 20 points • 3-4 years' experience in the specified field = 30 points • 5 or more years' experience in the specified field = 50 points 	50
2.	<p><u>CAPACITY (Paving and Asphalt Works)</u></p> <p>Number of artisans employed – please attach CVs with qualifications (Minimum of 2 artisans)</p> <ul style="list-style-type: none"> • 0-1 Artisan = 0 points • 2 Artisans = 25 points • 3 or more Artisans = 50 points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.

Roof Repairs and Waterproofing

NO	REQUIREMENTS	WEIGHTING
1.	<p><u>COMPANY EXPERIENCE AND CORE BUSINESS ACTIVITY</u></p> <p>The bidder must demonstrate five years' experience of the field specified under the scope work (Annexure E)</p> <p>To substantiate the above, the bidder must submit at least three (03) signed contactable reference letters where similar work where successfully completed within the last five (05) years' of the field specified in both public and private sector.</p> <p>NB: Reference letters must be on company letterhead, signed, dated and must indicate the following information i.e., contract description and contact details.</p> <p><i>If Submitting Purchase orders and/or appointment letters MUST BE accompanied by completion certificates.</i></p> <p><i>UNVERIFIABLE REFERENCES MAY RESULT IN DISQUALIFICATION</i></p> <ul style="list-style-type: none"> • 0 years' experience in the specified field = 0 points • 1-2 years' experience in the specified field = 20 points • 3-4 years' experience in the specified field = 30 points • 5 or more years' experience in the specified field = 50 points 	50
2	<p><u>CAPACITY (Roof Repairs and Waterproofing)</u></p> <p>Number of artisans employed – please attach CVs with qualifications (Minimum of 2 artisans)</p> <ul style="list-style-type: none"> • 0-1 Artisan = 0 points • 2 Artisans = 25 points • 3 or more Artisans = 50 points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.

Landscaping (Garden Maintenance)

NO	REQUIREMENTS	WEIGHTING
1.	<p><u>COMPANY EXPERIENCE AND CORE BUSINESS ACTIVITY</u></p> <p>The bidder must demonstrate five years' experience of the field specified under the scope work (Annexure E)</p> <p>To substantiate the above, the bidder must submit at least three (03) signed contactable reference letters where similar work where successfully completed within the last five (05) years' of the field specified in both public and private sector.</p> <p>NB: Reference letters must be on company letterhead, signed, dated and must indicate the following information i.e., contract description and contact details.</p> <p><i>If Submitting Purchase orders and/or appointment letters MUST BE accompanied by completion certificates.</i></p> <p><i>UNVERIFIABLE REFERENCES MAY RESULT IN DISQUALIFICATION</i></p> <ul style="list-style-type: none"> • 0 years' experience in the specified field = 0 points • 1-2 years' experience in the specified field = 20 points • 3-4 years' experience in the specified field = 30 points • 5 or more years' experience in the specified field = 50 points 	50
2	<p><u>CAPACITY (Garden Maintenance)</u></p> <p>Number of artisans employed – please attach CVs with qualifications (Minimum of 2 artisans)</p> <ul style="list-style-type: none"> • 0-1 Artisan = 0 points • 2 Artisans = 25 points • 3 or more Artisans = 50 points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.

Steel Security Fencing:

NO	REQUIREMENTS	WEIGHTING
1.	<p><u>COMPANY EXPERIENCE AND CORE BUSINESS ACTIVITY</u></p> <p>The bidder must demonstrate five years' experience of the field specified under the scope work (Annexure E)</p> <p>To substantiate the above, the bidder must submit at least three (03) signed contactable reference letters where similar work where successfully completed within the last five (05) years' of the field specified in both public and private sector.</p> <p>NB: Reference letters must be on company letterhead, signed, dated and must indicate the following information i.e., contract description and contact details.</p> <p><i>If Submitting Purchase orders and/or appointment letters MUST BE accompanied by completion certificates.</i></p> <p><i>UNVERIFIABLE REFERENCES MAY RESULT IN DISQUALIFICATION</i></p> <ul style="list-style-type: none"> • 0 years' experience in the specified field = 0 points • 1-2 years' experience in the specified field = 20 points • 3-4 years' experience in the specified field = 30 points • 5 or more years' experience in the specified field = 50 points 	50
2	<p><u>CAPACITY (Steel Security Fencing)</u></p> <p>Number of artisans employed – please attach CVs with qualifications (Minimum of 2 artisans)</p> <ul style="list-style-type: none"> • 0-1 Artisan = 0 points • 2 Artisans = 25 points • 3 or more Artisans = 50 points 	50
TOTAL		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality in order to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.

ANNEXURE D

STAGE 4 – EVALUATION ON PRICE AND PREFERENCE POINTS (SPECIFIC GOALS).

1. Only bidders that have scored a minimum of **70 / 100** on functionally will be evaluated during stage 4 for pricing and specific goals.
2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.
 - a. The applicable preference point system for this tender is the 80/20 preference point system.
 - b. In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Company Experience (number of annual auctions)	80
Specific Goals	20
TOTAL	100 POINTS

Specific Goals for this tender and points that may be claimed are indicated per table below:

(Note to Tenderers: The tenderer must indicate how they claim points for each preference point system. Failure of the tenderer to submit the fully completed SBD 6.1 with the points claimed and supported by proof/documentation will result in points being forfeited)

Specific Goals Allocated and Points to claimed in terms of this tender	
Indicate the following to support this claim. Failure to provide the required information will result in being forfeited.	
Indicate Number of Full Time Employed Paid Employees:	_____
Total Annual Turnover or Revenue:	R _____

Specific Goals Allocated and Points to claimed in terms of this tender									
Size of Enterprise								Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise								8	
Small Enterprise								5.6	
Medium Enterprise								3.2	
Large Enterprise								0.8	
Sworn Affidavit/ BBBEE Certificate (Ownership aligned to B-BBEE Status Level)								2	
L1	L2	L3	L4	L5	L6	L7	L8		
2	1.75	1.50	1.25	1	0.75	0.25	0		
Black Women Owned (more/ \geq 30% owned)								4	
Target Group: Youth								2	
Spatial: Rural								4	
Spatial: Townships								2.4	
Spatial: City								0.8	

Supporting Document for Claiming of Specific Goals:

The bidder must also indicate point claims on SBD 6.1.

Size of Enterprise: Micro, Small, Medium enterprises: 8/20- leave as is split is as follows:

- Micro enterprises: maximum 8 points or 100% for micro-enterprises
- Small enterprises: 5.6 points or 70% of the 8 points
- Medium enterprises: 3.2 Points or 40%
- Large enterprises: 0.8 Points or 10%

Verification Method: Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records.

Enterprises are divided into the following categories:

SECTORS	SIZE OR CLASS OF ENTERPRISE	TOTAL FULL-TIME EQUIVALENT OF PAID EMPLOYEES	TOTAL ANNUAL TURNOVER
Construction	Medium	51-250	<170.0 million
	Small	11-50	<75.0 million
	Micro	0-10	<10.0 million

B-BBEE (Black Ownership): Maximum 2/20 points.

Verification Method: BBBEE certificate and or Sworn Affidavit:

L1	L2	L3	L4	L5	L6	L7	L8	L0
2	1.75	1.5	1.25	1	0.75	0.50	0.25	0

Black Women Owned (more/≥30% owned = 2/20

Verification Method: BBBEE certificate and or Sworn Affidavit:

Youth = 2/20 points which will be allocated follows:

Verification Method: BBBEE certificate and or Sworn Affidavit:

Spatial: Rural and Township and City-based enterprises: 4/20 points

- Rural = maximum 4 points or 100%
- Township= 2.4 or 60%
- City= 0.8 or 20%

Verification Method: Copy of Utility Bill, Lease Agreement, Title Deed, letter from Municipality outlining the physical address of the company and official letter with stamp from the local councilor.

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

The points scored by a bidder in respect of Specific Goals will be added to the points scored for price. Only bidders who have completed and signed the declaration part of the Specific Goal form and who have submitted the relevant

supporting documents will be allocated points. The points scored will be rounded off to the nearest 2 decimals.

Criteria for breaking deadlock in scoring

- a) If two or more tenderers score an equal total number of points, the contract will be awarded to the tenderer that scored the highest points for Specific Goals
- b) If two or more tenderers score equal total points in all respects, the award will be decided by the drawing of lots.

A contract may, on reasonable and justifiable grounds, be awarded to a tender that did not score the highest number of points.

SEDFA reserves the right to enter into negotiations with the preferred bidder.

SEDFA reserves the right to provide policy relating to the handling of information (Protection of Personal Information Act)

SCOPE OF WORK

APPOINTMENT OF A PANEL OF MAINTENANCE COMPANIES TO PROVIDE VARIOUS BUILDING MAINTENANCE SERVICES FOR A PERIOD OF 36 MONTHS WITHIN GAUTENG, FREE STATE, MPUMALANGA AND NORTHERN CAPE PROVINCES FOR KHULA BUSINESS PREMISES (PTY) LTD (KBP THE SUBSIDIARY OF SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa)).

1. The primary objective of this project is to restore and maintain the operational efficiency and compliance of the properties in accordance with government regulations and national building codes. Additionally, the project aims to ensure a safe and functional environment for both tenants and citizens accessing services, while promoting sustainability and cost efficiency through proactive maintenance services.
2. All work will be undertaken by certified contractors in coordination with the relevant government departments to minimize service interruptions. The project will be executed as and when the need arises to ensure continuity of operations and compliance with occupational health and safety standards
3. The functionality, safety, and service delivery capability of **Khula Business Premises** buildings are vital for effective public administration. Over time, the infrastructure experiences wear and tear due to high usage, aging systems, and environmental exposure. Without scheduled and strategic maintenance, these buildings may become non-compliant with safety regulations, pose risks to tenants and the public, and hinder the delivery of essential services.
4. This building maintenance project has been initiated to carry out both preventive and corrective maintenance on the properties as listed above. The facilities have been in operation for some years, and several key infrastructure elements such as electrical systems, plumbing, roofing, etc, require regular maintenance, and upgrades where necessary.
5. **Sedfa/ KBP** owned properties are in Johannesburg, Pretoria, Brakpan, Vereeniging, Bloemfontein, Kimberley, Uppington, Odendaalsrus and Secunda.

6. SERVICES REQUIRED

- 6.1 The scope of services or/ work will be defined for each specific project subject to the exact nature and scope of services required as well as performance measurements being undertaken for each project. **sedfa/ KBP** will invite proposals for various building maintenance work and services in the disciplines listed below as and when the need arises:

No:	Discipline	CIDB Class of works	Required CIDB Grades	Indicate Interest (X)
1.	Plumbing	SO	Grade 2 - or higher	
2.	Electrical works	EB	Grade 2 or higher	
3.	General Building Works (repairs, renovations, additions, painting, carpentry, drywalling etc)	GB	Grade 2 - or higher	
4.	Paving and Asphalt Works	SB	Grade 2 - or higher	
5.	Roof repairs and Waterproofing	SN	Grade 2 - or higher	
6.	Landscaping	SH	Grade 2 - or higher	
7.	Steel Security Fencing	SQ	Grade 2 - or higher	

6.2 The Bidders or/ Service Providers must indicate their location. Preference will be given to companies located / or closer to the city/ town in which sedfa properties are situated:

No:	Location	INDICATE INTEREST (X)
1.	Johannesburg (6), Pretoria (6), Brakpan (1) and Vereeniging (2).	
2.	Secunda (2)	
3.	Bloemfontein (3), Bethlehem (1), Odendaalsrus (1).	
4.	Kimberley (2) and Upington (1).	

NB: Bidders that do not quote as per the requirements/ specification will be regarded as non-responsive, and such proposals/ quotations will be disqualified.

6.3 Sedfa's Roles and Responsibilities

- 6.3.1 Clearly define the scope of maintenance work and service expectations.
- 6.3.2 Provide the service provider with access to necessary areas and systems during project execution.
- 6.3.3 Monitor service provider performance and provide feedback.
- 6.3.4 Report issues or faults promptly to avoid further damage or disruption.
- 6.3.5 Ensure compliance with safety protocols and advice where necessary.

4 BID PROPOSAL FORMAT

All bidders must return their proposals categorized and indexed under the following sections:

5 SECTION 1: COMPANY PROFILE, EXPERIENCE & REFERENCES

The bidder must provide the information set out in the functionality requirements provided under this section should be the same as letters provided on Annexure C on Functionality Requirements.

6 SECTION 2: TEAM QUALIFICATION AND EXPERIENCE

The bidder must provide the information set out in the functionality requirements provided under this section should be the same as Curriculum Vitae provided under Annexure C on Functionality Requirements.

7 SECTION 3: PRICING PROPOSAL/SCHEDULE

Bidders are required to submit price proposal as outlined in the bid proposal Annexure F:

8 SECTION 4: ADDITIONAL INFORMATION

Any additional information pertinent to the proposal can be attached under this Section. An electronic editable copy of the Bid Proposal Template will be available on the Sedfa website: <http://www.Sedfa.org.za/publications/tenders>

BID PROPOSAL COVER PAGE

THE OBJECTIVE OF THIS RFB IS FOR THE APPOINTMENT OF A PANEL OF MAINTENANCE COMPANIES TO PROVIDE VARIOUS BUILDING MAINTENANCE SERVICES FOR A PERIOD OF 36 MONTHS WITHIN GAUTENG, FREE STATE, MPUMALANGA AND NORTHERN CAPE PROVINCES FOR KHULA BUSINESS PREMISES (PTY) LTD (KBP THE SUBSIDIARY OF SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa).

Bid Number	
MAAA Number	
Company name	
CSD Number	
Contact Person	
Telephone Number	
e-mail address	

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

Plumbing

Person/ Position	Hourly Rate	Call Out Fee

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Are the rates quoted firm for the full period of the contract?.....

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

Electrical Works

Person/ Position	Hourly Rate	Call Out Fee

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Are the rates quoted firm for the full period of the contract?.....

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

General Building Works

Person/ Position	Hourly Rate	Call Out Fee

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Are the rates quoted firm for the full period of the contract?.....

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

Paving and Asphalt Works

Person/ Position	Hourly Rate	Call Out Fee

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Are the rates quoted firm for the full period of the contract?.....

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

Roof repairs and Waterproofing

Person/ Position	Hourly Rate	Call Out Fee

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Are the rates quoted firm for the full period of the contract?.....

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

Landscaping

Person/ Position	Hourly Rate	Call Out Fee

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Are the rates quoted firm for the full period of the contract?.....

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

Steel Security Fencing

Person/ Position	Hourly Rate	Call Out Fee

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Are the rates quoted firm for the full period of the contract?.....

SECTION 1

COMPANY PROFILE, EXPRIENCE & REFERENCE LETTERS

Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in the bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule]

The bidder must provide the following information:

Client' Name	Transaction Description	Transaction Value	Project period		Description of service performed and extent of Bidder's responsibilities	Name, title, and telephone contact of client
			Start Date	End Date		

PRICING PROPOSALS

Bidders are required to submit price proposal as outline in the bid proposal as Annexure F

SECTION 4

ADDITIONAL INFORMATION

Any additional information that is considered pertinent to the proposal can be attached under this section.

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES
(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION CODE)**

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member Director Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:			
Trading Name (If applicable)			
Registration Number:			
Vat Number (If applicable)			
Enterprise physical address			
Type of entity (CC, (Pty) Ltd. Sole Proprietor, etc.)			
Nature of Business in Construction Sector	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p style="padding-left: 40px;">i. before 27 April 1994; or</p> <p style="padding-left: 40px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>		
Definition of "Black Designated Groups"	<p>"Black Designated Groups mean:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996.</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.</p> <p>(d) Black people living in rural and underdeveloped areas.</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011."</p>		

3. I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013:

- The Enterprise is _____ % **Black Owned**
- The Enterprise is _____ % **Black Female Owned**
- The Enterprise is _____ % **Owned by Black Designated Group** (provide Black Designated Group Breakdown below as per definition in the table above)
 - Black Youth % = _____ %
 - Black Disabled % = _____ %
 - Black Unemployed % = _____ %
 - Black People living in Rural areas _____ %
 - Black Military Veterans % = _____ %
- Based on the Audited Financial Statements Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was less than the applicable amount confirmed **by ticking the applicable box below.**

BEP	R 1.8 million	
Contractor	R 3.0 million	
Supplier	R 3.0 million	

If the turnover exceeds the applicable amount in the table above, then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

- 4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- 5. The affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & Stamp

Date: