

NATIONAL LOTTERIES COMMISSION

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF HANDYMAN SERIVCES FOR THE NATIONAL LOTTERIES COMMISSION MPUMALANGA PROVINCIAL OFFICE FOR A PERIOD OF TWO (2) YEARS

BID PROCESS	BID REQUIREMENTS
RFP Number	RFP/2023 – 028
RFP Issue Date	29 March 2023
Closing Date and Time	21 April 2023 @ 11h00
RFP Validity Period	90 (Ninety Days)
Compulsory Briefing Session	12 April 2023 @ 10:00 National Lotteries Commission 25 Rood Street Sonheuwel Dorp Nelspruit 1200 Tel: 013 813 4810 or 012 432 1470
RFPs are to be delivered to the following address on the stipulated closing date and time:	The bid document must be submitted via USB only at the below address Tender Box:- Senior Manager Supply Chain and Facilities National Lotteries Commission 25 Rood Street Sonheuwel Dorp Nelspruit 1200 Tel: 013 813 4810 or 012 432 1470 RFP enquiries must be emailed to: maureen@nlcsa.org.za

SECTION 1: INTRODUCTION AND BACKGROUND AND SCOPE OF REQUIREMENTS

1. INTRODUCTION AND BACKGROUND

The National Lotteries Commission (NLC) is a public entity established in terms of the Lotteries Amendment Act (No 32 of 2013) to regulate the National Lottery as well as other lotteries, including society lotteries. The NLC evolved out of the National Lotteries Board, established in terms of the Lotteries Act No 57 of 1997. Amongst other things, the NLC is charged with the primary responsibility to manage the National Lottery Distribution Trust Fund (NLDTF) into which the proceeds of the National Lottery are deposited and subsequently distributed for good causes.

The NLC Nelspruit office has been operational since 2018 with minimal challenges throughout the years. The facility requires regular maintenance to ensure that its life span is retained to its original state. The facilities management plan spans both minor and major maintenance services with a scope of works that varies depending on the complexity and/or defects at the facility. Corresponding duties will focus on both the facility and occupants of the building to work together in a way that benefits operations. The NLC in its office buildings have the following objective:

- Effective building operations
- Sustainable ground maintenance
- Project management
- Real estate management
- Employees safety and security
- Environmental and sustainability management

It is with the above that the NLC requires a qualified contractor for general building routine, preventative and reactive maintenance for the Nelspruit office in Mpumalanga. In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced service providers to submit proposals for the provision of handyman maintenance services for the NLC Mpumalanga Provincial Office in Nelspruit.

2. PURPOSE & SCOPE OF WORK

The work to be carried out shall consist of, but not be limited to, the following general activities:

- **Preventive Maintenance** - Work which must be done to **preserve and extend the useful life** of various elements of your physical property and avoid emergency situations.
- **Programmed Maintenance** - Work which is important and is completed to the greatest

extent possibly within time and budget constraint. Programmed maintenance is grouped and scheduled to make their completion as efficient as possible. Sources of programmed maintenance will include:-

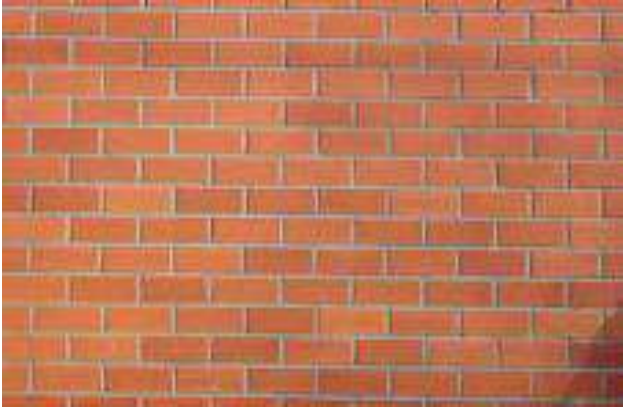
- ✚ Routine Work includes those tasks that need to be done on a regular basis to keep the physical property in good shape.
 - ✚ Inspections are the other source of programmed maintenance.
 - ✚ Inspections are visual and operational, examinations of parts of the property to determine their condition.
- **Requested Maintenance** - Work which is **requested by residents or others** does not fall into any category above and should be accomplished as time and funds are available. The following are the scope requirements for the service provider:
 - General reactive maintenance of fixtures and fittings (cupboards, benches, desks, drawers, doors) throughout the above identified property as requested by the Provincial Manager.
 - Replacement works associated with the above fixtures and fittings.
 - Repair and replacement work to minor partitioning, floor covering, ceiling and any internal structures as well as fixtures and fittings.
 - General handyman duties through the identified properties on request of the Provincial Manager.
 - Preparation and submission of service/activity reports.
 - Attendance for urgent and emergency works needed to general infrastructure.
 - Other minor works not specifically identified but necessary for the effective completion of the specified tasks and procedures; and
 - Provide quotes for works on request of the Provincial Manager.

3. DELIVERABLES

- Minor and major Plumbing works,
- Minor Electrical Works – Proof of Qualification required (Wireman's licence etc.),
- Minor and major Glazing works.
- Provision of Lock Smith.
- Domestic Water Filtration System.
- Minor and major Air-conditioning works
- Minor and Major Standby generator services
- Diesel Supply
- Garden maintenance and external cleaning services – Weekly
- Minor and major Fire detection system inclusive of fire extinguishers
- Waste Management

4. MAINTENANCE SCOPE OF WORKS / APPROACH

GROUND MAINTENANCE WORK, LANDSCAPING, ETC.		
LANDSCAPING	General maintenance of existing lawn, Walk property-pick up trash Mow lawn (trim); edges if needed Rake leaves (Fall, spring) Snow (Shovel, low) Treat (Walkways) Seasonal cleaning (Spring and Fall)	
PAVING	Existing paving: Sweep paving blocks Wash paving blocks Wash out the grout Repair grouting in-between the pavers Redirect water to flow away from the paving This will also prevent moss from growing from the paving Seal paving	 
MASONRY, BRICKWORK, PLASTERED WALLS, FACEBRICK, ETC.		
STOCK BRICK, PLASTERED WALLS	Plastered walls – Patch small holes as they occur and ensure that the correct material is used to patch the holes on cement slurry plastered walls If the cracks are large, uneven in width, or recessed, a structural assessment is required to carry a feasible structural integrity assessment as the problem may be structural.	

FACEBRICKS	Facebricks wall are to be inspected annually Clean facebrick with mild detergent Unclog weep holes Use and/or evenly apply bleach to banish moss, mold and mildew Clean and wash off pesky plant growth Use sealants to protect masonry from water damage Repoint aging facebrick	
WATERPROOFING, ETC.		
DAMP-PROOF COURSE	Derbigum – Roof concrete slabs Floated concrete surfaces are to be finished smooth without voids and/or protrusions. One-layer Derbigum SP4 waterproofing membrane, with 75mm side laps and 100mm end laps, sealed to primed surface to falls and crossfalls by torch-fusion finished with two coats bituminous aluminium paint. Waterproofing to be installed by an approved derbigum contractor under a ten-year guarantee. The weep holes allow water to escape from behind the wall, to also allow moisture to escape from your wall cavity and provide ventilation. With weep holes, you can relieve pressure on your concrete slab and avert a lot of problems. Clear weep holes to ensure excess water flows into the drainage system. Pour $\frac{3}{4}$ cup baking soda into the drain, sprinkling some of it down the weep hole, immediately follow with $\frac{1}{2}$ cup of vinegar. Cover the drainpipe opening and surrounding weep holes with a flat rubber plug or old rag and let it sit for about 20minutes.	 
WATERPROOFING, ETC.		
DAMP PROOF COURSE	SABS 250 MICRON DPC UNDERWALLS • Crumbling or blistering plaster due to salt crystallisation, Peeling or lifting plaster and paint - Apply a generous coat of Damp Seal and leave to dry for 24 hours. You can apply a second coat if required, again leave to dry. - Plaster Primer and paint over the treated area – make sure all cracks and joints are well sealed. Repaint your wall with your colour-matched paint.	

		
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FLOOR COVERINGS, ETC.

LAMINATED FLOORING	Laminated flooring: a relatively low – maintenance flooring choice Use microfiber mops every two months to mop laminated flooring Follow up with a dry, absorbent cloth 1 part rubbing alcohol + 3 parts water + a squirt of dish soap, applied using a lightly dampened cloth.	
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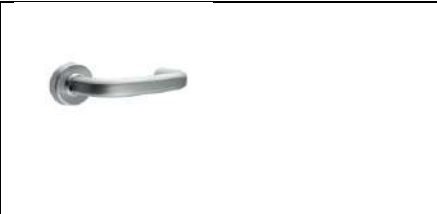
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FLOOR COVERINGS, ETC.

CARPET, ETC.	Commercial offices should have their carpets cleaned every 6 months to a year, depending on the number of employees and the conditions they walk in on the way to the building. • Keep outdoor areas clean • Provide walk-off and walk in mats • Vacuum regularly • Use desks and/or chair mats • Clean carpets • Prevent common stains • Encounter proper spot cleaning • Arrange for regular deep cleanings	
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ROOF COVERINGS, ETC.

IBR ROOF SHEETING	Periodically check and replace your screws and fasteners, Loose or broken fasteners should be removed completely, and new ones put in to replace them. <u>Uncoated IRB Roof Sheeting</u> Clean and prime before applying any suitable metal paint <u>Coated IBR Roof Sheeting</u> Required recoating <u>Rusted IRB Roof sheeting</u> Use rust converter and rust stripper to neutralise areas of rust	
RIDGES, FASCIA BOARDS, BARGE BOARD,	Paint where applicable Remove old and replace with new Fasten barge boards where they are loose	
ROOF COVERINGS, ETC.		
GUTTERS, DOWNPIPES, GULLEYS, ETC.	If gutters, downpipes can no longer flow correctly or are completely blocked and no water can flow through the gutters, cleaning once a year is recommended. In a place where there are trees, it is recommended to clean gutters every six months. This is because gutters quickly get dirty due to falling leaves, twigs, moss, dirt and soil. Cleaning gutters, downpipes, is best done at the end of autumn or at the beginning of spring 1. First, scoop all the loose waste with a garden scoop from the roof gutter. This is best when the material is slightly damp as this way the leaves and dirt all stick together and is easier to scoop. Spray it first with a garden hose. 2. You then flush the gutter with the garden hose. Place the hose in the gutter and then slowly move the nozzle towards the pipe. You can possibly remove stubborn waste with a sourer or wire brush. Be careful not to spray your roof full of mud. 3. Rinse the gutter well. Regularly clean out gutters, inspect your downspouts for clogs, Perform routine needed maintenance, Install gutter guard to protect your gutters from debris, And install downspout extensions, Paint where applicable, Remove old and replace with new, Fasten barge boards where they are loose	
CARPENTRY AND JOINERY, ETC.		

ROOF TRUSSES	Structural problems are common in roof trusses of older buildings. An informed layperson or building professional should inspect wood trusses annually and the entire structural system of a building every three years. A structural engineer should inspect the entire structural system at least once every ten years. When performing the annual inspection of roof trusses look for: Physical deformities, such as horizontal and vertical deflection (bending in one direction or another) and bowed members Loose or separated connections new cracks or splits in wood members (particularly at connections) Shrinkage checks (small cracks running parallel to the grain of wood) Moisture deterioration Fungus or insect infestation	
DOORS	Thoroughly clean doors twice a year with damp cloth. Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt. Make sure you dry the surface after washing it with water.	
CUPBOARDS	Thoroughly clean cupboards twice a year with damp cloth. Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt. Make sure you dry the surface after washing it with water.	
CEILING, PARTITIONING AND ACCESS FLOORING, ETC.		
SUSPENDED CEILINGS	1. 600 x 1200 x 15mm thick acoustic white square edged ceiling tiles, laid on 24mm wide x 38mm high pre-painted exposed grid tee suspension system, including all necessary hangers, grids and hold down clips. Ceiling perimeter to be finished with pre-painted wall angle, all in accordance with the manufacturer's recommendations and SABISA guidelines. <u>Ceiling wall trim:</u> Aluminium shadow wall trim, fixed to plastered brickwork with 5 x 25mm wall anchors at 450mm centres.	
GYPSUM PLASTERED BOARD, BULKHEADS, ETC.	2. Skimmed ceiling system with 9mm thick plasterboard fixed at right angles using 25mm drywall screws at 150mm centres to steel bracing comprising steel bracing at 400mm centres in one direction only. All joints to be covered with fiba tape and the entire surface plastered with 3mm to 6mm thick skimming plaster. <u>Cornice:</u> Cove moulded gypsum cornice, overall size 75 x 75mm high, fixed using a utility adhesive, all in accordance with the manufacturer's recommendations.	
IRONMONGERY, ETC.		
IRONMONGERY (EXTERNAL DOORS)	HANDLES: Handle (as pictured) on 150 x 45mm pressed backplate with Anodised Silver finish including Euro Profile cylinder upright lock case and 66mm Euro Profile double cylinder. HINGES: Two ball bearing butt hinge with Stainless Steel finish.	

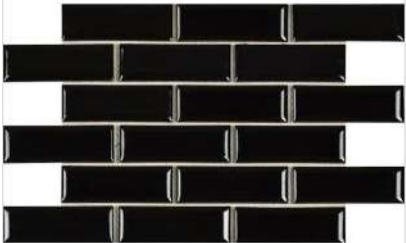
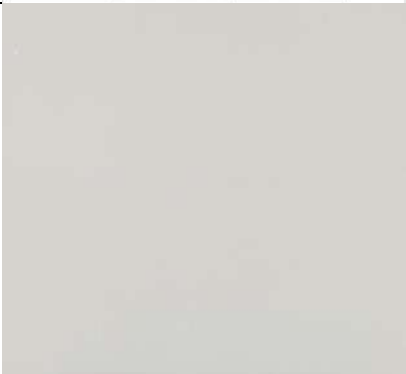
	DOORSTOP: Aluminium doorstop with Anodised Silver finish. DOOR CLOSER: Medium duty cam action overhead door closer with slide channel and hold open and necessary mounting brackets, etc. SIGNAGE: "Female/Male" engraved grade 304 Stainless Steel sign, size 150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws.	   
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IRONMONGERY,ETC.

IRONMONGERY (INTERNAL DOORS)	HANDLES: Handle (as pictured) on 152 x 76mm backplate with Anodised Silver finish including mortice latch. HINGES: Two ball bearing butt hinge with Stainless Steel finish. HOOK: Aluminium hat, coat, and robe hook with Anodised Silver finish. DOORSTOP: Aluminium doorstop with Anodised Silver finish. INDICATOR BOLTS: Aluminium indicator bolts with Anodised Silver finish. INDICATOR BOLTS (PARA): Aluminium helping hand disabled facility indicator bolt with Anodised Silver finish. PUSH PLATE: Anodised Silver 152 x 76mm push plate, size 152 x 76mm.	      
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METALWORK, STEELWORK, PLATEWORK, ETC.

ALUMINIUM	Clean glass and/or window panes twice a month to minimise streaks and ensure the glass dries evenly. Powder – finished aluminium does not corrode easily and as such, it is a very easy material to maintain to good effect with minimal effort. Clean aluminium frame once a month, as the powder coating protects the aluminium frame from scratches and abrasions. Avoid using abrasive sponges or cloths when scrubbing.	
STEELWORK	Perform and/or conduct bi-annual maintenance checks, the checks must be seasonal checks after episodes of severe weather conditions Make minor repairs Fill all holes and use primer and paint to repair scratches. Corrosion is likely to damage steel piles, regular maintenance is advise by Reinforcing of H-piling by welding steel plates onto flanges, reinforcing rods welded along the main axis of the repaired member across the damaged area.	
PLASTERWORK, ETC.		
SOFFITS OF SLABS	Inspect regularly for leakages Apply correct plaster to repair cracks and/or leakages	
PLASTERED WALLS	Inspect regularly for cracks and plaster peeling off Apply correct plaster to repair cracks	
TILING WORK, ETC.		

WALL TILING	Polished tile, fixed to internal wall plaster backing with TAL tile adhesive with joints continuous in both directions and grouted with tile grout, excess grout on the surface to be cleaned with water as work proceeds, all in accordance with the manufacturer's recommendations. (technical specification to be issued)		
FLOOR TILING	Porcelain tiles, fixed to internal floor screed with TAL tile adhesive mixed with TAL Bond® in lieu of water with joints continuous in both directions and grouted with TAL tile grout, excess grout on the surface to be cleaned with water as work proceeds. (technical specification to be issued)		
TILE SKIRTING	100mm Cut Tile skirting to match floor tile Trim: 12mm Aluminium tile trim fixed to substrate with an approved adhesive.		
PLUMBING AND DRAINAGE, ETC.			
	WC (WC): Low level pan colour White, 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxysilicone sealant. FV: 20mm BSP, exposed, lever operated, chrome toilet flushing valve with back entry flush pipe. URINAL (UR): 60cm urinal colour White, with back or top inlet and waste outlet including wall mounting brackets and connected to water supply, sealed with silicone sealant where urinal meets wall. URINAL DIVIDERS: 12mm compact high pressure laminate urinal screen colour Pastel Grey, overall size 450 x 750mm fixed to wall with 304 grade stainless steel brackets. UNDERCOUNTER BASIN (WHB): Undercounter wash basin colour White, fixed with 3 fixation brackets, and sealed with acetoxysilicone sealant fixed to undercounter. Height: 560mm x Width: 420mm x Depth: 210mm. BASIN MIXER (M): Deck mounted basin mixer, overall size 136.93 x 43.38 x 123.74mm, installed in accordance with the manufacturer's recommendations.	   	

		
PLUMBING AND DRAINAGE, ETC.		
	TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged and screw to wall with stainless steel screws. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high. SOAP DISPENSER (SD): Hand Cleanser and Sanitizer Dispenser - Cassette 1L colour White, overall size 235 x 116 x 114mm high. BIN: Plastic / Medium size colour White. Dimensions: 56.9cm (L) x 42.2cm (W) x 28.7cm (D) SANITARY BIN (bin FEMALE WCs): 12L Pedal-operated Dimensions: 46.3(D) x 14 (W) x 48cm (H). Colour – White MIRROR: 450mm x 650mm Bevelled edge mirror fixed to walls with mirror dome screws. BLINDS (ONLY WHERE APPLICABLE): 50mm Wood Grain venetian blind, colour Alu Oak, size (as per window reveal dimensions), reveal fixed in accordance with manufacturer's recommendations. BATHROOM SHELF (STAFF ABLUTIONS ONLY) (SH): White glass shelf, overall size 110 x 53 x 450mm high, plugged and screwed to wall with dome head screws, installed in accordance with the manufacturer's recommendations.	   
PARAPLEGIC	WC (WC2): Raised paraplegic CC WC with side lever and grab rails combo colour White 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxysilicone sealant. BASIN (WHB2): 50cm Medical basin with brackets colour White fixed with stainless steel screws and washers to plugs in wall with optional concealed wall brackets sealed with acetoxysilicone sealant where basin meets wall. BASIN MIXER (M2): Chrome finish Medical Pillar Tap with Blue/Red indices deck mounted basin mixer, overall size 63mm (h) x 41mm (d) x 79mm (l), installed in accordance with the manufacturer's recommendations. HAND DRYER (HD): Electric hand dryer, colour white. Power 550W, 20 000RPM Drying time – 5 to 10 Seconds TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged	   

	and screw to wall with stainless steel screws. 6. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high. 7. SOAP DISPENSER (SD2): Elbow operated soap dispenser frame. High-grade stainless-steel satin finish. Dimensions: 295 (H) x 70(W) x 290(D) 8. DOGLEG GRABRAIL: Dog Leg grab rail colour Silver fixed to walls with fixation bolts.	
PLUMBING AND DRAINAGE, WATER SUPPLIES, ETC.		
COUNTERTOPS	12mm thick non-porous, homogeneous natural minerals and pure acrylic polymer solid surfacing sheet, joined inconspicuously with matching adhesive and bonded to substrate with an approved silicone, fabricated and constructed by an approved fabricator in accordance with the drawings, all in accordance with the manufacturer's recommendations. JOJO TANKS WITH PRESSURE BOOSTER PUMPS All jojo polyethylene products come with a 10-year guarantee, the tanks are manufactured with good-grade, quality virgin LLDPE, with a UV – stabilizer outer layer, designed to withstand African climate, the food-grade, black inner lining prevents algae growth and keeps water fresher for longer The pump must run at least once a week to stop the impeller from getting stuck (this is normally caused by sediment in the water) With the pump outlet facing you, remove the 3 x 6mm screws from the front casing Split the front cover from the pump Move the cover away from the pump and be careful not to damage the electric cord	 
ELECTRICAL WORKS, ETC.		
LIGHT FITTINGS	LED Baton Linear Luminaire. Lamp source: LED 49W, 6000Lm, 3000K, CRI>80 Dimensions: 1140mm. IP Rating of 20. Colour: White LED recessed Downlight. Lamp source: LED 28W, 3000Lm, 4000K, CRI>80 Dimensions: 238mm diameter. IP rating of 65. Colour: White LED Bulkhead. Lamp source: LED 24W, 2000Lm, 4000K, CRI>80 IP rating of 54. Colour: White.	 Optional surface mount version (BEKARONDO-MAXI only)

		
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ELECTRICAL WORKS, ETC.

SOLAR PANEL AND STANDBY GENERATORS, ETC.

The system component must go through a routine maintenance once or twice a year.

- Check the connections of wires
- Testing voltage / current through wires and PV modules
- Inspection components for moisture
- Greasing actuator gears and topping off hydraulic fluid on tracker components
- Testing of SCADA and meteorological system communications
- Confirming settings on the inverter
- Resealing of system components



ELECTRICAL WORK

ELECTRIC FENCE AND ELECTRIC GATE MOTOTRS, ETC.

Look for and remove sources of "load." Mow or trim under bottom strand to prevent grass and weeds from touching the fence; watch for fallen limbs or other objects on the fence or caught in insulators. (Tips: Listen for the rhythmic snap that indicates a voltage leak; follow your ears to find the source. Drag a long stick on the ground beneath the bottom strand as you walk the fence-line; it may knock away an interfering object you don't even see.

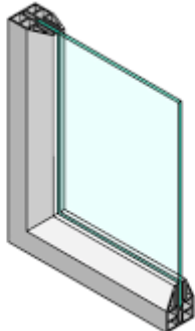
Check insulators. A broken insulator can allow the fence strand to touch the post--not an immediate problem with a nonconductive wood post, but if you're using steel T-posts a broken insulator can cause the fence to go dead when the strand touches the metal

Check connections. Ground-rod wires can get knocked or kicked away. Wires attaching the cable to the fence may come loose.

Check the charger. A spider's web built between terminals can cause it to spark.

Check insulated cable. Look for places where the cable may be abraded, for instance where it passes through a hole cut in metal barn siding.



	Check fence strands. Look for frayed spots in poly tape--if metal fibres in the weave become separated, tape can't conduct current. <u>Gate Motors</u> Check bearing for abnormal temperature and vibration, Check oil level of bearing, Identify any leakages, Check for abnormal sound, Check for unusual noise.	
GLAZING, ETC.		
WINDOW PANES	Clean glass and/or windowpanes twice a month to minimise streaks and ensure the glass dries evenly.	
PAINTWORK, ETC.		
VARNISH (SKIRTINGS)	Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an overcoating time of 18 hours.	
VARNISH (DOORS)	Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an over coating time of 18 hours.	
PAINT – METAL WORK	Polyurethane Enamel to interior new mild steel. Surface to be clean and dry. Remove surface contaminants using degreaser with bristle brush or Brillo pads. Rinse thoroughly with tap water until surface is water break-free. Remove rust and mill scale by abrasive blasting to ISO 8501 - 01:1988 - Sa2½ or by hand/mechanical wire brushing to St3 of the same standard. Allow to dry completely and prime within 4 hours of cleaning. Prime with one coat 75 Zinc Phosphate Epoxy Primer with an overcoating time of 4 hours and finish with two coats Polyurethane Enamel with 30 minutes drying time between coats, for a maintenance cycle of 8 years in a C1 - inland environment. (Colour: TBD)	
WALL PAINT	Low sheen acrylic emulsion paint (colour to later spec) to new cement plaster. Surface to be dry, sound, and clean and cured for a minimum of 14 days, with a moisture content measured with a Doser Hygrometer (or equivalent), of BD 2 scale - 8% or less. Prime with one coat Professional Plaster Primer with an overcoating time of 16 hours and finish with two coats colour with 16 hours drying time between coats. (Colour TBD)	

5. DURATION OF THE PROJECT

The appointment will be for a contract period of two (2) years after the signing of the SLA.

6. ADDITIONAL INFORMATION

Annexure A – Bill of Quantities

Annexure B – Pricing Schedule

Annexure C – Schedule of Maintenance

7. REPORTING REQUIREMENTS

The service provider will report to the NLC Supply Chain Management & Facilities (SCM&F) Department.

8. PRICE

Bidders are required to provide the proposed hourly rate as per Annexure B. Price quotations to be sourced by the appointed contractors for the material required to execute the services and be shared with the NLC. The NLC would pay for the costs of material to be purchase and the hourly rates.

9. SITE INSPECTION/INFORMATION SESSION

There will be a compulsory site inspection/information session at the below address and time: -

National Lotteries Commission
25 Rood Street
Sonheuwel Dorp
Nelspruit
1200

Tel: 013 813 4810 or 012 432 1470

Date and Time: 12 April 2023 @10h00

SECTION 2: TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

- 1.1 This document may contain confidential information that is the property of the Commission.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the Commission.
- 1.3 All copyright and intellectual property herein vests with the Commission.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official Commission

Purchase Order form has been received.

- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act of 2000 and PPR of 2022.
- 1.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to maureen@nlcsa.org.za, within five (5) days of the closing date.
- 1.10 Any supplier who has reasons to believe that the RFP specification is based on a specific brand must inform the Commission via email.

2. General rules and instructions

2.1 News and press releases

- 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the Commission.

2.2 Precedence of documents

- 2.2.1 This RFP consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the Commission may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the Commission.
- 2.2.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of the Commission as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.3 Preferential procurement reform

- 2.3.1 The commission supports B-BBEE as an essential ingredient of its business. In accordance with government policy, the commission insists that the private sector demonstrates its commitment and track record to B- BBEE in the areas of ownership

(shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

2.4 National Industrial Participation Programme.

2.4.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD).

2.5 Language

2.5.1 Bids shall be submitted in English.

2.6 Gender

2.6.1 Any word implying any gender shall be interpreted to imply all other genders.

2.7 Headings

2.7.1 Headings are incorporated into this RFP document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

2.8 Occupational Injuries and Diseases Act 13 of 1993

2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. the commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

2.9 Processing of the Bidder's Personal Information

2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation and NLC SCM Policy.

The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.

2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.

2.9.3 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA

manual.

- 2.9.4 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

3. National Treasury's Central Supplier Database

- 3.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 3.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 3.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 3.4 The CSD can be accessed at <https://secure.csd.gov.za/>

4. Confidentiality

- 4.1 Bids submitted for this RFP will not be revealed to any other bidders and will be treated as contractually binding.
- 4.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 4.3 The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 4.4 The Bidder shall notify the Commission in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

5. Communication

- 5.1 Specific queries relating to this RFP should be submitted bids@nlcsa.org.za, before the closing date.
- 5.2 In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.
- 5.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFP between the closing date and the date of the award of the business.
- 5.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The six (6) phase evaluation criteria will be considered in evaluating the proposals, being:

Stage 1: RFP Closing Date and Submission Instructions and Format

The deadline for RFP submission is **21 April 2023 @ 11:00 am** Standard South African Time. Any late RFP will not be accepted. Bids (USBs) are to be submitted to the commissions tender box at the following physical address:

National Lotteries Commission

25 Rood Street

Sonheuwel Dorp

Nelspruit

1200

Tel: 013 813 4810 or 012 432 1470

Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.

Submissions must be prominently marked with the full details of the tender namely Bidder's Name, RFP No and Title.

Stage 2: Administrative and Mandatory Compliance

2.1. Administrative Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation. The Administrative Compliance Evaluation will include the following: -

Evaluation Criteria	Supporting Document
Original signed standard bidding documents (SBD Forms). It is required that the bidder must provide correct information and declaration in the SBD Forms duly signed by the authorized person.	Fully Completed Standard Bidding Documents: -SBD 1 -SBD 6.1
Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)	POPIA Consent Form
BBBEE Certificate in terms of Codes of Good Practice	BEE Certificate/Sworn Affidavit and Shareholder Certificates
Registered with the Central Supplier Database (CSD). Recent Central Supplier Database (CSD) Summarized Report with SARS Tax Compliance Status	Tax Compliant CSD Report
CIPC Registrations Documents	CIPC CK Documents

2.2. Mandatory Compliance

A Valid letter of Good Standing from the Compensation Commissioner (COIDA)	Valid Certified COIDA Registration Certificate
A Valid Public Liability Insurance cover of a minimum of R1 million rand and above	Proof of insurance of R 1 million Rand and above or Letter of Intent
Proof of address for existence in the Mpumalanga Province	Proof of residence that reflects the Director's Name or Company Name should be submitted in a form of Lease Agreement OR Municipality Bill OR Local Councilor Confirmation of residence signed letter. For companies in rural areas, Tribal Authority Confirmation Letter of Residence, OR relevant confirmation letter for residence from Local Community/Council Leader
Registration with CIDB GB 2, EB 1, SO 1, ME 1, SF 1 or Higher	Proof of registration with CIDB GB 2, EB 1, SO 1, ME 1, SF 1 or higher. Please attach the certified copy of registration.

Stage 3: Technical Evaluation

Evaluation on Functionality

Bidder must score 80 points or more on the below criteria to qualify for evaluation of their price proposal as per the Preferential Procurement Regulations of 2022 using special goals; -

Category & Criteria Description	Weightings (%)	Scoring Matrix (0 to 5)
1. Company Experience	20%	
Written reference letters. Provide five (5) written reference letters for work previously performed from contactable / recent clients within the past five (5) years. References should be presented in a form of a written letter on an official letterhead from clients where similar services (General Building Maintenance) have been provided, the date on the letters must not be older than five (5) years from the date of closing of the bid and must be signed. Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provided. Letters from the same client will be regarded as one (1) letter. <i>(Appointment letters and purchase orders will not be considered as reference letters)</i>	20%	1 Relevant reference letter for General Building Maintenance = 1 2 relevant reference letters for General Building Maintenance = 2 3 relevant reference letters for General Building Maintenance = 3 3 relevant reference letters for General Building Maintenance = 4 5 and above reference letters for General Building Maintenance = 5
2. Capacity to deliver	20%	
The bidder must provide details of work of a similar nature (Building and construction work) undertaken by the bidder within the previous years. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the RFP. Bidders are required to submit their company profile of not more than 7 pages.	20%	Company profile with relevant company experience General Building Maintenance work 1 year = 1 Company profile with relevant company experience General Building Maintenance 2 years = 2 Company profile with relevant company experience in General

Company profile The bidder must provide a company profile that contains the entity's proposed organizational structure, its size, infrastructure, experience and achievements. The bidder must demonstrate that they have the capacity to render the required service by submitting a company profile detailing core staff, their experience in Building and Construction work and achievements that were successfully completed within the past years, relevant to the project (5 years).		Building Maintenance work for 3 years = 3 Company profile with relevant company experience General Building Maintenance work for 4 years = 4 Company profile with relevant experience in General Building Maintenance work for 5 years and above = 5
3. Members Experience	40%	
Considers the technical and professional skills of the project team. Abridged Curriculum Vitae (CV) of personnel involved with the implementation of the project, not longer than one page each, shall be included in an Appendix. 3.1 Project Manager/Leader The proposed Project Manager/Leader must demonstrate experience in Building and construction work, previous project management involvement experience and Build Environment Qualification (Civil Engineering, Architecture, Quantity Surveyor, Construction management or building and construction, Mechanical Engineering, Electrical Engineering or Facilities Management. The Key Project Manager must have at least Five (5) years' experience in Building and construction. Please provide the Abridged CV not longer than one page each, shall be included in as Appendix and attach certified copies of relevant qualification/s of the Key Project Manager/Leader involved on the implementation of the project, The project manager registration certificate with valid SACPCMP certificate	20%	1 years of experience in Built Environment Qualification specializing in General Building Maintenance = 1 2 years of combined experience in in Built Environment Qualification specializing in General Building Maintenance = 2 3 years of combined experience in in Built Environment Qualification specializing in General Building Maintenance = 3 4 years of experience in in Built Environment Qualification specializing in General Building Maintenance = 4 More than 5 years' experience in in Built Environment Qualification specializing in General Building Maintenance = 5 1 years of experience of the team members with trade qualifications as per the list at 3.2. = 1

3.2 Team Members Kindly attach certified copies of relevant qualification/s with all requirements listed below: • Trade tested Bricklaying, painting and Paving, • Trade Tested Plumber • Trade Tested Carpenter and • Wireman License (Electrician) • Trade Tested Air condition • Trade tested Fire Artisan/ Gas • Health and Safety officer (SAMTRAC) • Registration with health and safety body (valid) Abbreviated CV (not longer than one page each) of the team members (not more than three (3) team members).	20%	2 years of experience of the team members with trade qualifications as per the list at 3.2 = 2 3 years of experience of the team members with trade qualifications as per the list at 3.2 = 3 4 years of experience of the team members with trade qualifications as per the list at 3.2 = 4 More than 5 years of experience of the team members with trade qualifications as per the list at 3.2 = 5
4. Project Plan and Methodology	20%	
Considers the responsiveness to the TOR, the level of detail in the proposal, attention to project management and innovative approaches and ideas. Respondent's responsiveness to and understanding of the assignment (methodology and proposed work plan). 4.1 Project Plan / The bidder must provide a strategy on how the following factors will be handled and provide proof of registration for grading required.: - Clear project schedule with milestones. - Risk Management - Crisis Management - Response times	20%	- The bidder provides with the project plan including 1 factor with poor project plan proposed = 1 - The bidder provides with the project plan including 2 factors with average project plan proposed = 2 - The bidder provides with the project plan including 3 factors with fair project plan comprehensive, clear = 3 - The bidder provides with the project plan including 4 factors with fair project plan comprehensive, clear = 4

- OHS Plan		- The bidder provides with the project plan including 5 factors with fair project plan comprehensive, clear = 5
Total Weighting:	100	
Minimum qualifying score required:	80	

Stage 4: Evaluation on Price and Specific Goals as Per PPR2022

The 80/20 Principle based on Price and special goals for the NLC.

The following formula to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

4.2. A maximum of 20 points to be awarded to a tenderer for the specific goal specified for the tender as follows:

4.2.1 The evaluation of specific goal will include the following:

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
91% - 100%	8	8	Copies of ID's/ 3 months CIPC Report / CSD Recent Report
81% - 90%	7		
71% - 80%	6		
61% - 70%	5		
51% - 60%	4		
41% - 50%	3		
0% - 40%	0		
2. SMME's and B-BBEE Status Level of Contributor			
Level 1 - EME /QSE	8		B-BBEE Certificate / B-BBEE Sworn Affidavit
Level 2 - EME /QSE	7		

Level 1 - Generic / Level 3 EME / QSE	6	8	
Level 2 - Generic / Level 4 EME / QSE	5		
Level 3 - Generic / Level 5 EME / QSE	4		
Level 4 - 5 Generic / Level 6 EME / QSE	3		
Level 6 - 8 Generic and Non – Compliant / Level 7 - 8 EME / QSE and Non – Compliant	0		
3. Youth Ownership		4	Copies of ID's/ 3 months CIPC Report / CSD Recent Report
81% - 100%	4		
71% - 90%	3		
61% - 80%	2		
51% - 70%	1		
0% - 50%	0		

Stage 5: Due Diligence

The Commission reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction, the validity of the information provided by the Bidder.

Stage 6: Contract and Award

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery, or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiations.



SCM: **CONSENT** **REQUEST FORM**

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC's SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013) ("**POPIA**").

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B,

you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 2.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
 - 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 3.4 the biometric information of the person;
 - 3.5 the personal opinions, views or preferences of the person;
 - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - 3.7 the views or opinions of another individual about the person; and
 - 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about

the person.

Full names of the designated person on behalf of the Responsible Party

Signature of Designation person

PART B

I, _____ (full names), duly authorized, hereby:
Consent to the processing of my/our personal information for the application of
procurement of goods and services, in line with the NLC supply chain management
policy, in terms of section 11(1)(a) of POPIA.

SPECIFY GOODS AND SERVICES (Edit/Click on services not required):

- ☐ Product Information
- ☐ Product Updates
- ☐ Industry Newsletters
- ☐ Price Changes

Method of Communication will be via: Email/Postal

- ☐ Give my consent.

By Ticking the next box, I am aware that I am Digitally Signing this Consent
request Form:

☐

Full Name:

Date:

WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:	RFP 2023-028	ISSUE DATE:	29 MARCH 2023	CLOSING DATE:	21 APRIL 2023	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF HANDYMAN SERVICES FOR THE NATIONAL LOTTERIES COMMISSION MPUMALANGA (NELSPRUIT) PROVINCIAL OFFICE FOR A PERIOD OF TWO (2) YEARS						
BID RESPONSE DOCUMENTS USB MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
National Lotteries Commission							
25 Rood Street							
Sonheuwel Dorp							
Only USB submission will be accepted							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	SCM			CONTACT PERSON	SCM		
TELEPHONE NUMBER	012 432 1470			TELEPHONE NUMBER	012 432 1515		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	maureen@nlcsa.org.za			E-MAIL ADDRESS			
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES
☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES
☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐
 YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES
☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2.	TAX COMPLIANCE REQUIREMENTS
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2 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:

- 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.

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

- 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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

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

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

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

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Number of points allocated (Specific Goals) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
91% - 100%	8	8	
81% - 90%	7		
71% - 80%	6		
61% - 70%	5		
51% - 60%	4		
41% - 50%	3		
0% - 40%	0		
2. SMME's and B-BBEE Status Level of Contributor		8	
Level 1 - EME /QSE	8		
Level 2 - EME /QSE	7		
Level 1 - Generic / Level 3 EME / QSE	6		
Level 2 - Generic / Level 4 EME / QSE	5		
Level 3 - Generic / Level 5 EME / QSE	4		
Level 4 - 5 Generic / Level 6 EME / QSE	3		
Level 6 - 8 Generic and Non – Compliant / Level 7 - 8 EME / QSE and Non – Compliant	0		
3. Youth Ownership		4	
81% - 100%	4		
71% - 90%	3		
61% - 80%	2		
51% - 70%	1		
0% - 50%	0		

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. 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]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:
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.....
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