



Supplier Park Development Company SOC Ltd t/a

Automotive Industry Development Centre

Your partner in becoming globally competitive

AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE – BID DOCUMENT

BID NUMBER: AIDC_T08_2023/24

ISSUE DATE: 02 February 2024

BID TITTLE: INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB GRADING OF 4GB OR HIGHER FOR EXISTING CANTEEN IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.

BRIEFING SESSION DATE: 12 February 2024

BRIEFING SESSION TIME: 10:00AM

CLOSING DATE: 26 February 2024

CLOSING TIME: 11:00AM

BID VALIDITY PERIOD: 90 DAYS

Compulsory Briefing Session: Yes, ☒ No ☐

Briefing Session Venue: Automotive Supplier Park, 30 Helium Road, Rosslyn 0200

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

OVERALL PROJECT COST (excluding VAT)	R _____
VALUE ADDED TAX (VAT)	R _____
TOTAL BID PRICE (as indicated on BOQ. (All APPLICABLE Taxes Included)	R _____

1. NOTICE TO BIDDERS

This original published document:

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

2. STANDARDS APPLICABLE TO THIS DOCUMENT

- a) CIDB
Standard for uniformity in engineering and construction works contracts, August 2019
- b) SANS 10403: 2003
Formatting and compilation of construction procurement documents.
- c) JBCC
The JBCC Principal Building Agreement (Edition 6.2 - May 2018)
- d) The contents of this document, as presented.
- e) SANS 10845 - 3
Standard conditions of tender.

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THE TENDER

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PART T1: TENDERING PROCEDURES

T1.1 TENDER NOTICE AND INVITATION TO TENDER

T1.1 TENDER NOTICE AND INVITATION TO TENDER

BIDS ARE HEREBY INVITED EXPERIENCED SERVICE PROVIDER TO DO INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB GRADING OF 4GB OR HIGHER FOR EXISTING CANTEEN IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.

Tender No	Project Description	CIDB Grading	Compulsory Meeting Date	Closing Date
BID NO: AIDC_T08_2023/24	INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB GRADING OF 4GB OR HIGHER FOR EXISTING CANTEEN IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.	4GB OR HIGHER	12 February 2024	26 February 2024

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

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

Duly completed bid documents and supporting documents together with the bid document must be sealed in an envelope clearly marked: **"BID NO: AIDC_T08_2023/24 INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB GRADING OF 4GB OR HIGHER FOR EXISTING CANTEEN IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA."** with the name of the bidder shall be placed in the bid box at AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE at 30 HELIUM STREET, ROSSLYN, before **11:00** on the closing date.

Procurement Enquiries: **SCM Department** at Tel: (012) 564 5001, Email: aidctenders@aidc.co.za

T1.2 TENDER DATA

T1.2 TENDER DATA

The conditions of tender are the standard conditions of tender as contained in SANS 10845-3 Construction procurement, Part 3: Standard conditions of tender that apply to this tender.

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

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

Clause Number	
	<p>The conditions of tender are those contained in the published Annexure F of the CIDB standard for uniformity for construction procurement, Board Notice 136 Government Gazette No 38960 of 10 July 2015, and as amended from time to time (see www.cidb.org.za)</p> <p>The standard conditions of the tender makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.</p> <p>Each item of data given below is cross-referenced to the clause in the above-mentioned standard conditions of tender.</p>
F.1.1	The Employer is: SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD t/a AIDC 30 HELIUM STREET, ROSSLYN
F.1.2	<p>For this contract the single volume approach is adopted.</p> <p>The tender documents issued by the Employer have been compiled under the headings as outlined in the CIDB standard for uniformity in construction procurement and therefore comprise:</p> <p>THE TENDER</p> <p>Part 1 Tendering Procedures</p> <p>T1.1 Tender Notice and Invitation to Tender</p> <p>T1.2 Tender Data</p> <p>Part 2 Returnable Documents</p> <p>T2.1 List of Returnable Documents</p> <p>T2.2 Returnable Schedules</p> <p>THE CONTRACT</p> <p>Part 1 Agreement and Contract</p> <p>C1.1 Form of Offer and Acceptance</p> <p>C1.2 Contract Data</p> <p>Part 2 Pricing Data</p> <p>C2.1 Pricing Assumptions</p> <p>C2.2 Pricing Schedule</p>

	<p>Part 3 Scope of Works C3.1 Scope of Works</p> <p>Part 4 Site Information C4 Site Information</p> <p>Appendices Annexure A BoQ Annexure B Local Content Annexure C SHEQ Specification Annexure D Concept/Drawing Annexure E POPIA Compliance Document Annexure F Value Added TAX 9VAT) Declaration by Bidder Annexure G Reporting Unethical Conduct</p>
F.1.4	<p>The Employer's Agent is: Name: Supplier Park Development Company SOC LTD t/a AIDC</p> <p>Tel: 012 564 5001 E-mail: aidctenders@aidc.co.za</p>
F.2.1	<p>Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <p>a) CIDB registration</p> <p>Only those tenderers who are registered with the CIDB or are capable of being registered prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a 4GB of construction work, are eligible to have their tenders evaluated.</p> <p>Tenderers registered as potentially emerging enterprises but with a CIDB contractor grading designation lower than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, are not eligible to have their tenders evaluated.</p> <p>Joint Ventures are eligible to submit bids provided that:</p> <ol style="list-style-type: none"> (1) every member of the joint venture is registered with the CIDB; (2) the lead partner has a contractor grading designation in the 3GB or HIGHER class of construction work; and (3) the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 4GB or HIGHER of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.
F2.2.1	<p>The bidder accepts that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.</p>
F.2.3	<p>The bidder to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
F.2.4	<p>The bidder treats as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>
F.2.6	<p>The bidder Acknowledges receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.</p>

F.2.7	Bidder to attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.
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F.2.10	<p>F.2.10.1 bidder to include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable before the closing time stated in the tender data.</p> <p>F.2.10.3 The bidder to provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.</p> <p>F.2.10.4 The bidder to state the rates and prices in Rand unless instructed otherwise in the tender data.</p>
F.2.11	<p>Bidder shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.</p>
F.2.12	<p>Alternative tenders are not applicable for this tender.</p>
F.2.13	<ol style="list-style-type: none"> 1.1. The Supplier Park Development Company (SOC) Ltd trading as AIDC considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to AIDC. All information contained in any subsequent documentation shall be marked "COMPANY CONFIDENTIAL". 1.2. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration. 1.3. All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document. 1.4. All the documentation submitted in response to this invitation to bid must be in English. 1.5. The service provider should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by AIDC regarding anything arising from the fact that pages are missing or duplicated. 1.6. Please make proper division and reference/index your bid document and bid supporting documents attached. 1.7. Tender responses should be submitted as follows: 1 HARD COPY (1 x ORIGINAL + 1 x USB MEMORY STICK) in a sealed envelope/package endorsed, "AIDC_T08_2023/24", with the service provider's details on the back of the envelope or on the front. The sealed envelope/package must be placed in the bid box at the Main Entrance Gate, Automotive Supplier Park, 30 Helium Road, Rosslyn X2, by the closing date and time. 1.8. The closing date, company name and the return address must also be endorsed on the back of the properly sealed envelope (or side of a properly sealed package). If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the AIDC's Bid Box. The courier must accept responsibility for ensuring that the bid documents are properly deposited into the bid box and the AIDC accepts no responsibilities in this regard. 1.9. All bid documents must be submitted in hard copy in the bid box. Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids OR BID DOCUMENTS NOT PROPERLY SEALED will not be considered.

1.10	Amended bids may be made, in an envelope clearly marked "Amendment to bid no "AIDC_T08_2023/24" ", to represent the original document as the "replacement bid" and should be placed in the bid box before the closing date and time. An amendment bid without original bid documents deposited in the AIDC's Bid Box will not be considered. In such a case, only the amended bid document will be assessed per the bid criteria of this tender bid request. Under no circumstances will the AIDC be using or can the service provider rely on any information as contained in the original bid documents, once replaced.
1.11	The service provider is responsible for all the costs that they might incur related to the preparation and submission of the bid document.
1.12	AIDC reserves the right not to accept the lowest bid price of any bid in part or whole. It normally awards the contract to the service provider who proves to be fully capable of handling the contract in terms of outputs and services that are advantageous to the aims, goals, and objectives of the AIDC.
1.13	AIDC also reserves the right to award to a company that is BBBEE (Broad Based Black Economic Empowerment) compliant or may award this bid on the conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
1.14.	AIDC also reserves the right to cancel or award this bid as a whole or in part based on the Preferential Procurement Regulation, 2022 paragraph 13. <ul style="list-style-type: none"> AIDC reserves the right, at its sole discretion, not to award or consider bidders with (or who had) litigation against AIDC or have been blocked for poor performance on AIDC's vendor database.
1.16	This bid is subject to the Preferential Procurement Policy Framework act, 2000 and the Preferential Procurement Regulations, 2022, the Join Building Construction Contract (JBCC) and, if applicable, any other special conditions of the contract.
1.17	Responses to this tender received from a service provider will be valid for 90 days counted from the closing date of the tender.
1.18	The successful bidder will be required to fill in and sign a written contract form (SBD7).
1.19	Respondents are to note that the Local Content commitments made by the successful respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local Content obligations, non-compliance penalties shall be applicable. Breach of Local Content obligation also provide SPDC SOC LTD t/a AIDC cause to terminate the contract in certain cases where material non-compliance with Local Content requirements is not achieved.

F.3.1
1 The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation and the AIDC shall appoint an evaluation panel of not less than three persons.

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

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

Stage 1 - Administration criteria

Administration criteria evaluation.

Refer to T2.1 checklist for returnable documents.

Stage 2 - Evaluation for mandatory (compliance) criteria

PART B: Evaluation for mandatory – (Compliance Requirements) –	All documents to be submitted
Bidders copy of CIDB Valid registration Grading with 4GB OR HIGHER (Submit proof of registration for CIDB on-line validation) and Fully Completed Form with CRS Number (Form P: Registration with CIDB) NB: AIDC shall validate submission using CIDB online platform.	Disqualified if not submitted
Project key Personnel: 1. Site Manager: Any of the following valid qualifications: National N Diploma, National Diploma or Degree in Built Environment 2. Electrician with Wireman's license 3. Project Safety officer (Construction Health and Safety Officer) registered with SACPCMP – Valid Certificate. (Attach Valid & Certified copies not older than six (6) months)	Disqualified if not submitted
Joint Venture (where applicable) ➤ A structured and duly signed joint venture agreement – if applicable	Disqualified if not submitted

Stage 3 - Functionality and Capability Requirements

FUNCTIONALITY & CAPABILITIES	TYPE OF COMPULSARY EVIDENCE/SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
NB: The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & BBEE as per preferential system.		100		70
<p>1. TECHNICAL APPROACH AND METHODOLOGY</p> <p>The bidder's methodology or approach shall cover the following mandatory topics.</p> <p>1.1. Construction:</p> <ul style="list-style-type: none"> • Carpentry and Joinery • Floor Screeds, Coverings and Finishes • Floor and Wall Tiling Work • Electrical Work • Plaster Work • Paint Work <p>Technical Methodology with all the Above mentioned items = 25 points</p> <p>If any of the above items is not Addressed = 0 points.</p>	Technical approach and methodology in a form of a report.	25		
<p>2. WORK PLAN / PROGRAMME</p> <p>The bidder should propose the preliminary construction plan that is aligned with the overall project time frame of 3 months. The content outlines must be appropriate and in accordance with project scope and shall cover but not limited to the following:</p> <ul style="list-style-type: none"> • Work Plan Inclusive of (Activities, Sequencing and Time Frames) = 10 Points • No work plan submitted = 0 Point <p>Total Points = 10</p>	Submitted indicative Work Plan.	10		
<p>3. HEALTH, SAFETY AND RISK PLAN</p> <p>Health, safety and risk plan should be submitted in line with the project and AIDC SHEQ specification and shall cover the following mandatory topics (Safety procedure and Risk mitigation):</p> <p>A. <u>Health & Safety</u></p> <ol style="list-style-type: none"> 1. Detailed Method statement. 2. Public and Environmental Issues. 3. Personal protective equipment (PPE) and inspection records and registers. 	Detailed Health, Safety and risk Plan and project risks linked to project scope.	10		

<ul style="list-style-type: none"> • Health & Safety plan covering all 3 requirements mentioned above = 5 Points • Health & Safety plan not covering all 3 requirements mentioned above = 0 Points <p>B. <u>Risk assessment</u></p> <p>Risk assessment associated with the following work must be identified, to cover the following risks assessment:</p> <ol style="list-style-type: none"> 1. Working without PPE. 2. Working without approval of construction of work by department of labour. <ul style="list-style-type: none"> • Risk assessment addressing all 2 requirements mentioned above = 5 Points • Risk assessment not addressing all 2 requirements mentioned above = 0 Point <p>Total points = 10</p>				
<p>3. EXPERIENCE OF KEY PERSONNEL</p> <p>Experience of the key staff (This criterion covers the general trades experience, of each key staff member as provided on PART B: Evaluation for mandatory)</p> <ul style="list-style-type: none"> • Site Manager CV (Built Environment Experience Specifically Construction related work experience): <p>3 years or more = 5 points < 3 years = 0 points</p> <ul style="list-style-type: none"> • Safety Officer CV (Construction Health and Safety Officer) experience: <p>3 years or more = 5 points < 3 years = 0 points</p> <ul style="list-style-type: none"> • Electrician (Wireman's license) <p>3 years or more = 5 points < 3 years = 0 points</p> <p>Total points = 15</p>	<p>Attach CV of Key Personnel</p>	<p>15</p>		
<p>4. Company Experience</p> <p>Contractor's experience with respect to general building works over the past 10 years</p>	<p>Submit Valid reference letters/ completion certificates</p>	<p>40</p>		

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

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

Stage 4

Preference Point System Evaluation:

The Department will apply the 80/20 preference point system in accordance with Regulation 4 of the Preferential Procurement Regulations, 2022 (as published in the Government Gazette No. 47452 on 04 November 2022), effective from 16 January 2023.

The points will be allocated as follows:

PREFERENCE POINT SYSTEM	POINTS
Price	80
Specific Goals (refer to SBD 6.1 requirements below)	20
Total points for Price and Preference Points	100

Bidders who fail to submit valid B-BBEE credentials and claim points on SBD 6.1 will forfeit their preference points.

F.2.13.6	A two-envelope system will not be followed for this tender
F.2.16	The tender offer validity period is for 90 days
F.2.18	The tenderer will be required to submit fully priced Bills of Quantities/ Pricing Schedule as provided in the tender documents
F.3.13.1	<p>The tender offer will only be accepted if:</p> <p>a) The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (No. 12 of 2004) as a person prohibited from doing business with the public sector.</p>

PART T2: RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

T2.1 CHECKLIST FOR RETURNABLE DOCUMENTS

Documents required for this BID	Comments	Submitted (Yes /No) FOR OFFICE USE ONLY
Mandatory Documents		
C2.1 Pricing Instructions	Filled and signed – ZAR currency only. BoQ total cost to be transferred to page 1.	
SBD 4 (Bidder’s Disclosure)	Disqualified if declaration not completed in full, submitted and signed.	
Other Returnable Documents		
SBD 6.1 (Preferential Points Claim Form) The preferential procurement targets will be followed out of 20 points. Points will be awarded for specific goals related to this tender. The total points obtained will be used to evaluate 80/20, where 80 points are assigned to price and the remaining 20 points are assigned to a specific goal. Bidder must attach supporting documents as listed on SBD 6.1 and complete in full to claim points (Table 1 to be completed by the tenderer for points), a bidder who fails to complete in full or complete incorrectly SBD 6.1 to claim points for specific goals will receive a score of zero for that goal.	To be fully completed to claim points. Bidders who fail to complete the SBD 6.1 correctly and fail to provide proof substantiating their claim for allocated points for each specific goal, will forfeit such points.	
SBD 6.2 (Local Production & Content) and Annexure C. Local Production and Content will apply on below items and percentages. The stipulated minimum threshold(s) for local production and (refer to Annex A of SANS 1286:2017 or http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement) Electrical and telecom cables 90% Carpentry and Joinery 100% Ceilings, Partitions and Access Flooring 100% Floor Coverings, Upholstery and Wall linings 100% Turnstiles and handrails 100% Metalwork 100% Tiling 100% Glazing 100% Paints 100% Cement 100%	To be fully completed to claim points. Bidders who fail to complete the SBD 6.2 and Annexure C correctly, will forfeit the points allocated for Local Production and Content.	
Proof of Valid or Letter of intent for Public Liability insurance to the value of R5 000 000 million	To be submitted by the bidder as part of bid submission. Validity to be verified at the award stage.	
POPIA Compliance - Personal Information Processing Form	Must be duly completed and signed	
Value Added Tax (VAT) - Notice of Registration issued by SARS. VAT compliance requirements can be obtained from the following SARS link: https://www.sars.gov.za/types-of-tax/value-added-tax/obligations-of-a-vat-vendor/	Bidders to submit SARS VAT Notice of Registration. Bidders who are not registered for VAT must declare that their turnover does not exceed the VAT threshold over a 12-month period failing which they would have to register for VAT. Tax status to be verified at the award stage.	

BIDDERS TO ENSURE THAT THEY COMPLY WITH THE BELOW REQUIREMENTS:

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

T2.2 RETURNABLE SCHEDULES

T2.2 Returnable Schedules

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

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

(Delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 preference point system will apply and

that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Supporting evidence for meeting preferential procurement targets (bidder to provide the below supporting evidence to claim allocated points for each specific goal)	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE status contributor level 1, 2, 3 or 4.	Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.	10	
≥ 51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months (BEE & CSD Report to correspond with ID information).	5	
Locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.	SBD 6.2 - Declaration Certification and annexure C are completed and included in the tender document.	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

the preference(s) shown and I acknowledge that:

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

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

SBD 6.2

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

Before completing this declaration, bidders must study the General Conditions, Definitions and Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2022, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), Annex D (Imported Content Declaration: Supporting Schedule to Annex C) and Annex E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2022 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content, will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SANS 1286:2017 as follows:

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

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 3.1 below.

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

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

Description of services, works or goods

Stipulated minimum threshold

Electrical and telecom cables	90%
Carpentry and Joinery	100%
Ceilings, Partitions and Access Flooring	100%
Floor Coverings, Upholstery and Wall linings	100%
Turnstiles and handrails	100%
Metalwork	100%
Tiling	100%
Glazing	100%
Paints	100%

Cement	100%
Furniture	100%
Plates	100%

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

Yes / No

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information are accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SANS 1286:2017)

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

In respect of bid no:

Issued by (procurement authority/name of institution):

NB

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

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

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
- the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017 ; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017 , the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

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

The local content percentages for each product has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2022 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

Signature: _____

Date: _____

Witness no. 1 _____

Date: _____

Witness no. 2 _____

Date: _____

DECLARATION OF INTEREST**SBD4****1. PURPOSE OF THE FORM**

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

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

2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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.

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

Notes to tenderer:

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

Item	Question	Yes	No
4.1	<p>Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:		
4.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

Signature

Date

Capacity under which Tender is Signed

Name of Tenderer

FORM A: CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING**PROJECT: INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB OF 4GB OR HIGHER FOR IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.**

This is to certify that I,

representative of (tenderer)

Telephone number

e-mail

attended the clarification meeting on (date)

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

Signature of Representative: _____

Name and Signature of AIDC SCM Representative: _____

Name and Signature of AIDC Project Manager: _____

FORM B: RECORD OF ADDENDA TO TENDER DOCUMENTS

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

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

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

FORM H: DECLARATION OF GOOD STANDING REGARDING TAX**ATTACH VALID TAX COMPLIANCE STATUS (TCS)**

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

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

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

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

Name of Contractor:

.....

Central Supplier Database Supplier Number:

.....

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

FORM L: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Name:

Contact number:

Office address:

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

PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

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

Mr.

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

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

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

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

SIGNATURE

AS WITNESSES: 1. NAME

SIGNATURE

2. NAME

SIGNATURE

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

FORM N: PROOF OF GOOD STANDING WITH COMPENSATION COMMISSIONER

Notes to tenderer:

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

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

FORM P: REGISTRATION WITH CIDB

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

Name of Contractor:

Contractor Grading Designation:

CIDB Contractor Registration Number:

Expiry Date:

PART C1: AGREEMENT AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

C1.1: FORM OF OFFER AND ACCEPTANCE

Project Title:	
Tender No:	

OFFER

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

INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB GRADING OF 4GB OR HIGHER FOR EXISTING CANTEEN IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.

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

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

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

Rand (in words):	
Rand in figures:	R

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

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

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

AND WHO IS (if applicable):

Trading under the name and style of:

.....

AND WHO IS:

Represented herein, and who is duly authorised to do so, by:

Mr/Mrs/Ms:

.....

In his/her capacity as:

.....

Note:

A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.

SIGNED FOR THE TENDERER:

Name of Representative	Signature	Date

WITNESSED BY:

Name of Witness	Signature	Date

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

The official documents..... ☐

The official alternative..... ☐

Own alternative (only if documentation makes provision therefore) ☐

SECURITY OFFERED:

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

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

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

.....

Other Contact Details of the Tenderer are:

Telephone No..... Cellular Phone No.

Fax No

Postal address

Banker Branch

 Branch Code Account number

 Registration No of Tenderer at Department of Labour
 CIDB Registration Number:

ACCEPTANCE

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

The terms of the contract, are contained in:

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

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

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

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

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

FOR THE EMPLOYER:

Name of Signatory	Signature	Date

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

WITNESSED BY:

Name of Witness	Signature	Date

C1.2 CONTRACT DATA

C1.2: CONTRACT DATA

C1.2.1 JBCC PRINCIPAL BUILDING AGREEMENT

The JBCC General Preliminaries (May 2018) published by the Joint Building Contracts Committee for use with the JBCC Principal Building Agreement (Edition 6.2 - May 2018) shall be deemed to be incorporated in the bills of quantities, amended as hereinafter described.

The JBCC Principal Building Agreement (Edition 6.2 - May 2018) Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011- 3154140), Master Builders Association (011-205-9000; 057-3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051-4474909; 011-4860684; 053-8312003;) or may be purchased from the JBCC.

The JBCC Principal Building Agreement makes several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the JBCC Principal Building Agreement.

C1.2.1 CONTRACT DURATION

The proposed works shall commence immediately on formal contracting.

The estimated project duration is **3 months**.

C1.3 TENDER DRAWING REGISTER

C1.3.1 TENDER DRAWING REGISTER

The following documentation is made available as part of the principal building agreement drawing register:

- | | |
|---|-------------------------|
| a) AIDC_BUILDERS PLAN - A0 -
LAYOUT_REV 1 | Builders Plan |
| b) AIDC_CEILING PLAN - A0 -
LAYOUT | Ceiling Layout |
| c) AIDC_FURNITURE LAYOUT -
A0 LAYOUT | Furniture Plan |
| d) AIDC_FLOOR FINISHES - A0 -
LAYOUT | Floor Finish Layout |
| e) AIDC_JOINERY
CARPENTRY_TAKE OUT -
COUNTER - A0 LAYOUT | Take out counter layout |
| f) AIDC_JOINERY CARPENTRY
RESTAURANT COFFEE -
STATION - A0 LAYOUT | Restaurant Layout |
| g) AIDC_JOINERY CARPENTRY -
BOOTH -A0 LAYOUT | Restaurant booth layout |
| h) AIDC_JOINERY CARPENTRY
RAISED BOOTH SEATING -
A0 LAYOUT | Raised booth Layout |
| i) AIDC_JOINERY
CARPENTRY_TILL POINTS -
A0 LAYOUT | Till points Layout |

C1.4 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993

(ACT NO 85 OF 1993)

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

THIS AGREEMENT made at

on this the day of in the year

between AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE (hereinafter called "the Employer") of the one part,
herein represented by

in his capacity as

and

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

in his capacity as

WHEREAS the Employer is desirous that certain works be INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB OF 4GB OR HIGHER FOR IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA. and has accepted a Tender by the Mandatory for the construction, completion and maintenance of such Works and whereas the Employer and the Mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Mandatory with the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993);

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

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

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

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

SIGNED FOR AND ON BEHALF OF THE EMPLOYER: _____

WITNESS	1 _____	2 _____
NAME	1 _____	2 _____

(IN CAPITALS)

SIGNED FOR AND ON BEHALF OF THE MANDATORY: _____

WITNESS	1 _____	2 _____
NAME	1 _____	2 _____

(IN CAPITALS)

PART C2: PRICING DATA

C2.1 PRICING INSTRUCTIONS

REFERENCE: PRINCIPAL CONTRACT BILLS OF QUANTITIES

(Returnable document)

PART 6.1

PRINCIPAL CONTRACT BILLS OF QUANTITIES

Pricing Instructions

C2.2 BOQ**PRINCIPAL CONTRACT BILLS OF QUANTITIES****(Returnable document)****Provisional**

Quantities in the tender document are provisional. The final scope of works will be determined and quantities be adjusted accordingly. The Employer will not be responsible for or pay for expenses or losses, which may be incurred by the Contractor in this regard.

(SEE ANNEXURE A – PROVISIONAL BILLS OF QUANTITIES)

PART C3: SCOPE OF WORK

C3.1 MANDATE

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

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

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

C3.2 BACKGROUND TO THE TENDER

C3.2.1 INTRODUCTION

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

AIDC, an entity of the Gauteng provincial government developed Buildings/ mini factories to accommodate tenants that may require manufacturing space for their operation within the Automotive Supplier Park. The Automotive Supplier Park (ASP) hosts different types of tenants ranging from manufacturing to logistics.

It remains AIDC's (Facilities Maintenance Management) core function to ensure that the facilities occupied by our tenants and service providers are safe and sound to be occupied, fully operational to ensure that they comply with the SANS 10400 regulation. The AIDC is embarking on a journey of carrying out the full refurbishment of the Existing Canteen situated at Building F3 within the Automotive Supplier Park in Rosslyn Pretoria.

The Automotive Supplier Park hosts 16+ tenants with a minimum of 1000 personnel on-site, which mostly utilises the main ASP canteen on daily basis.

The existing ASP Canteen area was designed to suit the ASP operational requirements and it performed well throughout the years and still does. However, our internal maintenance cycle has lapsed, and the canteen and its equipment are due for a major upgrade.

The AIDC Canteen building was operationalised in year 2004, over the past years the canteen has operated successfully serving and catering for the capacity of plus 50 People at a same time. The Canteen was originally designed for a capacity of 40 people in the park. Since the Start of the COVID Pandemic we saw the opportunity to upgrade the canteen in order to improve the canteen functionality, façade and appeal to the younger market.

C3.3 TENDER SCOPE OBJECTIVES

The aim of the tender is to request interested and experienced Building Contractor for the **INVITATION TO OPEN TENDER FOR BIDDERS WITH CIDB GRADING OF 4GB OR HIGHER FOR EXISTING CANTEEN IMPROVEMENTS AT THE AUTOMOTIVE SUPPLIER PARK IN ROSSLYN PRETORIA.**

C3.4 TENDER SCOPE

The Automotive Industry Development Centre (AIDC) had recently secured the services for Professional Interior Architect/Designer for the refurbishment design, inspection of existing infrastructure, implementation, supervision and producing documentation required for the full refurbishment of an existing canteen area, as a result, the following professional resource team milestone have already been achieved.

- Stage 1 - Inception (100% complete)
- Stage 2 - Concepts and Viability (100% complete)
- Stage 3 - Design developments (100% complete)
- Stage 4 - Documentation and Procurement (100% complete)
- Stage 5 - Construction (0% Complete, pending contractors award)
- Stage 6 - Close out (0% Complete, pending contractors works)

C3.4.1 Scope of work

The aim of the tender is to request interested and experienced building contractor to submit a complete proposal for the Canteen Refurbishment at the Automotive Supplier Park.

The proposed contractors work shall include but not limited to the following.

- External Works (Minor Roadworks and Paving, etc....)
- Removal of Existing Works.
- Carpentry and Joinery (e.g., Suspended Ceiling, Paneling, Partitioning, Counters/Coffee Station, Restaurant Raised Booth Seating, Till Points, etc....)
- Metal Work (e.g., Aluminium Windows, Doors, Shopfront, etc...)
- Floor Screeds, Coverings and Finishes
- Floor and Wall Tiling Work
- Electrical Work
- Plaster Work
- Brick work
- Paint Work
- Glazing
- Turnstiles and handrails
- **Sundry building work in connection with installations by specialists appointed by the main contractor;**
 - a) Blinds supply and installation
 - b) Wallpaper supply and installation
 - c) Rope pendants and circular bulkheads supply and Installation.
 - d) Artwork and Decorative features
 - e) Joinery and booth seating supply and installation
 - f) Canteen Specialized Equipment and Loose Furniture supply & installation

Emphasis will be placed on quality of experience and expertise of the Contractor's team, and the extent that the team can provide the integrated knowledge and expertise required to facilitate decision-making processes and the proposed methodology, as well as Insight and understanding into the built environment. Successful bidder will be required to submit as part of the bid a project implementation methodology that shall include but not limited to the following:

- a. Project Implementation structure
- b. Organogram of personnel onsite
- c. Schedule of subcontractors to be appointed.
- d. Company profile
- e. Project implementation plan with clear milestone and target dates
- f. Environmental, Health and Safety Plan
- g. Safety File
- h. Quality Assurance Plan

C3.6 HEALTH AND SAFETY

REFERENCE: PRINCIPAL CONTRACT BILLS OF QUANTITIES

(Returnable document)

PART 5.1

HEALTH AND SAFETY MANDATORY AGREEMENT

PART C4: SITE INFORMATION

C4.1 PROJECT LOCATION

The project is located within the Automotive Supplier Park, Rosslyn. An industrial Area in the Pretoria North under the municipality of City of Tshwane in the Gauteng Province. The scope of works request is for the Building F3 (Canteen Area):

General Information of the above-mentioned Building:

A. Building F3 (Office, Retail & Clinic)

Building Location: Automotive Supplier Development Park (Rosslyn)

Building Area of Focus:

- Canteen Take away 55m²
- Coffee shop 55m²
- Main Canteen sitting 350 m²
- Food preparation Area and office 220m².

Local Authority: Tshwane Metro Municipality

Geographical location: 30 Helium Road, Rosslyn, Pretoria

Description of main use: Commercial Retail Centre

Structural System of the Building:

- Reinforced concrete surface bed (with epoxy finish in some sections).
- Load-bearing brickwork supporting the roof rafters
- Double volume space in the main cafeteria
- Reinforced concrete slab over stores and cleaners' ablutions.

Site Location:

A satellite image of the site location is shown in Figure 1 below.



Figure 1 - Site Location (Google Satellite Image)

PART C5

ANNEXURES

ANNEXURE A

BOQ

ANNEXURE B

LOCAL CONTENT AND PRODUCTION

ANNEXURE C

SHEQ SPECIFICATION

ANNEXURE D

CONCEPT/DRAWING

ANNEXURE E

POPIA COMPLIANCE DOCUMENT

ANNEXURE F

VALUE ADDED TAX (VAT) DECLARATION BY BIDDER

ANNEXURE G

REPORTING UNETHICAL CONDUCT