



FORM C

TENDER DETAILS	
Tender Number:	HO/KZN/CAM/15/03/24
Request for Tender:	REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A CONTRACTOR FOR THE REFURBISHMENT OF PRASA BOARDROOMS FOR A CIDB GRADING OF 4 GB OR HIGHER IN KWAZULU NATAL REGION OFFICE FOR A PERIOD of 3 MONTHS.

I / We _____
(Insert Name of Tendering Entity)

of _____

(Full address)

Conducting business under the style or title of:

Represented by:

in my capacity as:

_____ being duly authorized thereto by a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case may be, dated _____, a certified copy of which is annexed hereto, hereby offer to undertake and complete the above-mentioned work (hereinafter called "the WORKS") at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of tender documents for the sum of

R _____ (All applicable taxes included)

_____ (amount in words),

(i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.

(ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than building work are incorrectly extended arithmetically, the unit rate will be treated as decisive.

(iii) In tenders for building work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorized to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
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_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP document.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen's Compensation, Securities and Insurance within **30 (thirty)** working days of notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the WORKS within _____

(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is

made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.

Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the penalty is out of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds well until _____ **(a minimum period of 90 Business days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive) if requested by PRASA. A retention will be kept by PRASA.

I/ We declare that being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.

The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above will constitute a material breach of contract and provide PRASA with cause for cancellation.

THUS, DONE and SIGNED at _____ on this _____ day of _____			
DULY AUTHORISED SIGNATORY(IES)		WITNESSES	
1.	_____	1.	_____
2.	_____	2.	_____
3.	_____	3.	_____



ANNEXURE 3 – KWAZULU NATAL REGION

BILL OF QUANTITY

The Scope of this project is set out to include the following outlined items:

Item	Description	Unit	Quantity	Rate	Amount
1.	Removal of Existing Items				
1.1	Remove existing partition	M2	65		
1.2	Remove existing damaged carpet tiles and install new to match existing	M2	15		
1.3	Remove existing doors and replace with partitioning	No.	3		
1.4	Remove existing double door emergency exit.	No.	1		
2.	Aluminium Shopfronts: Frames are to be natural anodized aluminium sections, constructed and installed according to the manufacturer's specification. All joints between shop front window and walls to be silicone sealed.				
2.1	Aluminium Shopfront 1200 x 2400mm high consisting of head and bottom rails and mullions and glazed with 6.38mm laminated safety glass with Prasa Branding	M2	65		
2.2	Aluminium Shopfront glazed and Single door size 800mm x 2400mm	No	11		
2.3	Aluminium Shopfront at 1100mm wide passage inclusive of glazed and frosted Double door size 1100mm x 2400mm	No	2		
3.	"Rhino Drywall" Steel stud	M2	130		

	partitioning with 12,5mm taper edge "Rhino board" on both sides and with joints butt jointed and finished with "Rhino tape" and suitable jointing compound, with bottom track plugged and top track fixed to underside of ceiling.				
4.	Flooring				
4.1	Supply material and lay 1st grade as per sample tiles on floor (use 10x6mm notched trowel) (joints 5mm wide) use only tylon cm11 tile adhesive, tal professional or type approved by project manager.	M2	10		
4.2	Supply and install silver strip skirting for wall partition.	M	100		
5.	Walls Finishes				
5.1	Supply and apply two coats paint of professional superior low sheen.	M2	550		
5.2	Supply materials. lay 1" grade 200 x 200mm white ceramic glazed wall tiles use 3mm spacers. Item include walls, reveals. soffits, sills and top of shower walls. Use white grout. use Only tylon cm 11 or tal professional adhesive.	M2	2		
6.	Ceiling				
6.1	Supply and install 1200 x 600 x 12,5mm vinyl faced ceiling panels	M2	15		



	laid on tees and adjustable hanger system.				
7.	Doors				
7.1	Supply and install double door – emergency exit with full lockset (double emergency push bars and vertical bolts).	No	1		
7.2	Supply and install Grade 304 Stainless Steel Rack and Cam Pinion door closer with sliding track arm. Non handed with a maximum 180 degree non hold opening as standard. Power adjustable by spring, latching and damping action.	Each	7		
8.	Electrical Finishes				
8.1	Supply and install new LED light fitting 1200x600mm inclusive tube.	Each	25		
8.2	Supply and install new LED light fitting 600x600mm inclusive tube	Each	3		
8.3	Supply and install red house wire 1.5 mm per 100m roll for LED light fitting.	Each	1		
8.4	Supply and install black house wire 1.5 mm per 100m roll for LED light fitting.	Each	1		
8.5	Supply and install earth house wire 1.5 mm per 100m roll for LED light fitting.	Each	1		
8.6	Supply and install red house wire 2.5 mm per 100m roll for socket outlet.	Each	1		
8.7	Supply and install black house wire 2.5 mm per 100m roll for socket outlet.	Each	1		



8.8	Supply and install earth house wire 2.5 mm per 100m roll for socket outlet.	Each	1		
8.9	Supply and install red house wire 4 mm for stove isolator switch	M	30		
8.10	Supply and install black house wire 4 mm for stove isolator switch.	M	30		
8.11	Supply and install earth house wire 4 mm for stove isolator switch.	M	30		
8.12	Supply and install 2x4 stove isolator switch 32A PVC single phase white.	Each	1		
8.13	Supply and install socket outlet 16A, 220V for power skirting	Each	24		
8.14	Supply and install Power skirting double duct grey	M	70		
8.15	Supply and install PVC conduit 20mm inclusive all accessories	M	100		
8.16	Supply and install new PVC light single lever switch one way, 100x50mm for lighting.	Each	11		
8.17	Issuing of COC after completion of work	Each	2		
9.	Airconditioning Units				
9.1	Supply and install wall mounted air-conditioner back-to-back 18000BTU complete air conditioning unit with condenser	No	4		
9.2	Surfix cable 2.5mm ² × 2 core plus earth.	M	45		
9.3	Surfix cable 2.5mm ² × 4 core communication cable	M	45		
9.4	Supply and install galvanized brackets with all accessories	No	4		



9.5	Supply and install 20mm PVC drainpipe.	M	45		
9.6	Supply and install refrigerant copper piping complete with all accessories	M	45		
10.	Furniture				
10.1	Supply Meeting room tables: Work top finish: 22mm Particle board with Iceberg White Decon Edging: Matching PVC flat edge 2mm, recessed for plug points. Leg frame: Metal Leg, 12- 14-seater, Size 4800 x 1600mm	No	4		
10.2	Supply Ergonomic high back-office Chairs: Back: Black netting	No	56		
10.3	Supply sink cabinet manufactured from Supa wood with granite top. Top to be cut out for drop-in sink and supply cupboard with 5 doors in the lower and 3 in the top with 1 shelf and standard handles and hinges. Apply silicone between sink and top (the cabinets should be lockable) (2.8 m length x 0.6 m "de x 0.8 m high). This item includes 530x1200mmm single bowl stainless-steel drop-in sink and heavy duty sink tap.	No	1		
10.4	Supply and install hydro boil size 5l complete. item includes piping and fittings, and to supply waterpoint. Item includes electrical work.	No	1		
10.5	Supply and install 28L Microwave oven. Colour: Mirror finish. Size: 385mm(L) x 517mm(W) x 297mm(H)	No	1		



10.6	Supply and install 170L Refridgerator. Colour: Matt Dark Grey. Size: 608cm(L) x 504cm(W) x 1,420cm(H)	No	1		
11	Plumbing				
11.1	Supply and install water supply pipes 22mm against wall, in wall, underground or in roof including fittings complete. (connect from existing water network)	M	20		
11.2	Supply material and install 50mm PVC waste pipe, item include all necessary fittings, all bends and junctions shall be of access type.	M	2		
11.3	Supply all necessary fittings and couple new 110mm PVC sewer pipe to existing sewer pipes to comply with national building regulations sabs 0400. Item includes excavations	M	10		
12	Signage				
12.1	Supply and install wall mounted internal office signage in all rooms	No	6		
13.	Access Control System				
13.1	Supply and install a server for access control system	Complete	1		
13.2	Intergrade and commission the new offices to the existing XMP Babylon Access Control Platform	Complete	1		
13.3	Intergrade and commission the new offices to the existing Lenex access Control Platform	Complete	1		
13.4	Supply and install readers including cabling and magnet, Maglock, and accessories	Each	12		
14.	CCTV System				



14.1	To upgrade License from ACC 5 to ACC 8	Complete	1		
14.2	To Add 25 x ACC 8 Licenses ENT	Complete	1		
14.3	Supply and install Internal Dome Camera	Each	15		
14.4	Supply and install External IR Bullet Camera	Each	10		
14.5	Supply and install network switches 24 port	Each	1		
14.6	Supply and install cat 5 cable	M	500		
15.	Voice recorders				
15.1	Supply and install noise reduction voice activated voice recorders with 360-degree Meeting Microphone	No	4		
16.	Supply and install a 15 compartment Steel Cellphone Locker- comprising of combination locks for each compartment therein.	No.	4		
17	Supply and install Bolted Heavy-duty shelving, four tiers with Solid Pine Decking. (2000mm H x 2000mm W x 600mm D)	No	10		
18.	Allowance for making good, removal of waste and disposal.	item	1		
19.	Contractor to allow for all works to be carried out under JBCC contract 6.2 May 2018, conditions. All works as per general standard conditions of contract.	Sum	1	1200	1200



20.	Safety file: Provide risk assessment safety file according to PRASA requirements. Ensure all insurances including liability cover are in place prior to commencement of works. Safety file to be always kept on site during work execution.	No	1		
SUBTOTAL Amount (Excl. VAT)					
Allow for Preliminaries					
Allow 10% Contingency amount					
SUBTOTAL Amount, Including Contingencies					
VAT @ 15%					
Grand Total Amount					

Notes:

- All Paint Specs and Colours as per Prasa Blueprint Documents **(Attached as Annexure) or Similar**
- All Signage as per Prasa Blueprint Document **(Attached as Annexure) or Similar**
- All Samples and equipment to be installed, must be approved my PM before installation.
- All works must be confirmed on Site with Prasa Project manager before the start of all sections of works.
- All works to be made good (repair plaster, tiles and paint etc). For all of the works and in all areas worked



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SBD 6.1

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

1.2 To be completed by the organ of state

- 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
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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

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

Where

P_s = 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

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

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 the 80/20 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 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 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 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.)

The specific goals allocated points in terms of this tender	Acceptable Evidence	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 contributor status of at least level 2	BEE Certificate / Affidavit (In case of a JV consolidated scorecard will be accepted)	4	
51 % Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/	4	
EME or QSE 51% Black owned	Audited annual financial/BBBEE Certificate/Affidavit	4	
51% Women owned	Certified copy of ID document of the owners	4	
51% Youth owned	Certified copy of ID document of the owners	4	
TOTAL		20	



DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>NAME _____</p> <p>DATE _____</p>
