



drdar

Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF 36 MONTHS

SCMU8-26/27-0031

LOCATION: CHRIS HANI DISTRICT –DORDRECHT

Directorate: Supply Chain Management DEPARTMENT OF AGRICULTURE Block H Bathandwa Ndondo Office Park Komani Hospital Queenstown 5320 Contact: Name: Ms K. Mbuqwa Telephone: 045 807 7016/083 382 9352	Directorate: Corporate Services DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM Block H Bathandwa Ndondo Office Park Komani Hospital Queenstown 5320 Contact: Name: Ms N. Msi Telephone: 045 807 7035/ 082 871 4791
Closing Date: 19 May 2026	Time: 11:h00
Tenderer: _____	
CSD Number: _____	
LOGIS Number: _____	
Preference Points Claimed: _____	
Proposed Period for Completion: _____	
Total of the prices inclusive of applicable taxes: R _____	

The Tender

EASTERN CAPE PROVINCIAL GOVERNMENT

DEPARTMENT OF AGRICULTURE

**PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF
36 MONTHS**

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PART 1: TENDERING PROCEDURES

1.1

Tender Notice and Invitation to Tender

EASTERN CAPE PROVINCIAL GOVERNMENT

DEPARTMENT OF AGRICULTURE

PROVISION OF OFFICE ACCOMMODATION FOR DORDRECHT OFFICE FOR A PERIOD OF 36 MONTHS

T1.1 Tender Notice and Invitation to Tender

1.	<p>The Department of Agriculture , Eastern Cape Provincial Government invites all suitable service providers to bid for provision of provision of office accommodation for DORDRECHT office for a period of 36 months</p> <p>The works/service will consist out of the following: all suitable service providers to bid for provision of office accommodation for DORDRECHT office for a period of 36 months</p> <ol style="list-style-type: none"> 1. The service provider must be the rightful owner of the property to be leased. 2. The property that is to be leased must meet all the requirements for occupancy by group of people as per the required specifications. 								
2.	<p>Tender documents (soft copies) will be available on 24 April 2026 during working hours after 08:00 as of till the day before the tenders close, documents will be emailed on request.</p>								
3.	<p>The compulsory clarification meeting will be held in DORDRECHT Drdar Office at Department of Agriculture Dordrecht Offices, 27 Voortrekker Street, Dordrecht on the 08 May 2026 @11:00</p>								
4.	<p>The completed tender document and any supporting documentation shall be placed in a single sealed envelope clearly marked "CONTRACT NO: SCMU8-26/27- 0031:PROVISION OF OFFICE ACCOMMODATION FOR DORDRECHT OFFICE FOR A PERIOD OF 36 MONTHS</p> <p>and deposited in the tender box at: Supply Chain Management, Block H, Bathandwa Ndondo Office Park, Komani Hospital, Queenstown, not later than 11:00 on 19 JUNE 2026, when the tender box will close.</p> <p>Tenderers should ensure that tender documents are delivered timeously to the correct address. If the tender is late, it will not be accepted for consideration.</p>								
5.	<p>Tenders will be opened in public immediately after closing time where the name of the tenderer, the financial offer, preference points claimed and proposed period for completion will be read out loud.</p>								
6.	<p>All submitted certificates must be valid for 90 days after the Tender Closing Date.</p>								
7.	<p>In terms of Preferential Procurement Regulation of 2022 the 80/20 preference point system is applicable.</p>								
8.	<p>The Department is targeting specific goals in accordance to the Supply Chain Management Policy 2023 with reference to the Preferential Procurement Regulations 2022 The tenderers must submit verification documentation in proof of the preferential points claimed on SDB 6.1, according to table below:</p> <table border="1" data-bbox="268 1890 1490 2040"> <thead> <tr> <th data-bbox="268 1890 331 1926">No</th> <th data-bbox="331 1890 612 1926">Specific Goals</th> <th data-bbox="612 1890 778 2040">Preference Points allocated out of the 20</th> <th data-bbox="778 1890 1490 1926">Documentation to be submitted by bidders to validate their claim for points</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No	Specific Goals	Preference Points allocated out of the 20	Documentation to be submitted by bidders to validate their claim for points				
No	Specific Goals	Preference Points allocated out of the 20	Documentation to be submitted by bidders to validate their claim for points						

	1	An EME or QSE which is at least 51% owned by black people	5	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) 	
	2	Located in the Province where the services will be rendered / item delivered.	2	<ul style="list-style-type: none"> • Municipal rates account OR • Letter from councilor confirming residence OR • Lease Agreement 	
	3	An EME or QSE which is at least 51% owned by women	7	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) 	
	4	An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	4	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) 	
	5	An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority. 	
	<p>A trust, consortium or joint venture must obtain and submit documented proof for each party of such trust, consortium or joint venture.</p>				
9.	<p>All tenderers must be registered on the National Treasury Centralized Suppliers Data Base, the CIDB before the closing date of tenders and provide the information.</p> <p>Invalid or non-submission of the following documents will render the Bidder disqualified:</p> <ul style="list-style-type: none"> ➤ Tax compliance status and company directors of bidders will be verified on CSD for all price quotations and bids. Therefore, Hard copies of Tax Certificate are no more required. ➤ CK documents must be attached in the bid. ➤ Copy of CIDB contractor grading certificate ➤ JV Agreement (if Applicable) ➤ Proof of CSD registration (active & recently updated) 				
10.	Building inspection will be performed by the DRDAR evaluation team before the award of the tender.				
11.	The tender with the lowest price or any tender offer will not necessarily be accepted.				
13.	All tenders must be submitted on the official forms – (not to be re-typed). Telephonic, telegraphic, e-mail or facsimile will not be accepted.				
14.	Failure to supply all supplementary information, certificates and documentation may result in the tender being rendered non-responsive.				
15.	This tender is subject to the National Treasury General Conditions of Contract (July 2010) and, if applicable, any other Special Conditions of Contract (SCC).				
16.	<p>Administrative enquiries should be directed to:</p> <p style="text-align: center;">Ms K Mbuqwa Telephone No.: 045 807 7016 /083 382 9352 Khutala.Mbuqwa@drdar.gov.za</p>				
17.	<p>Technical enquiries should be directed to:</p> <p style="text-align: center;">Ms N. Msi Telephone: 045 807 7035/ 082 871 4791 nonzwakazi.msi@ecagriculture.gov.za</p>				

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU8-26/27-0031	CLOSING DATE:	19 June 2026	CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF OFFICE ACCOMMODATION FOR DORDRECHT OFFICE FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM					
SUPPLY CHAIN MANAGEMENT OFFICES, Block H, Bathandwa Ndondo Office Park					
Komani, 5319					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. K Mbuqwa		CONTACT PERSON	Ms N Msi	
TELEPHONE NUMBER	045 807 7016/083 382 9352		TELEPHONE NUMBER	045 807 7035/ 082871 4791	
FACSIMILE NUMBER	045 807 7058		FACSIMILE NUMBER		
E-MAIL ADDRESS	khutala.mbuqwa@ecagriculture.gov.za		E-MAIL ADDRESS	nonzwakazi.msi@ecagriculture.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA _____
SPECIFIC GOALS CLAIMED	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		ALL SUPPORTING DOCUMENTATION FOR THE GOALS CLAIMED ATTACHED	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[ALL DOCUMENTATION REQUIRED FOR THE CLAIM OF PREFERENCE POINTS AS PER THE SPECIFIC GOALS DETAILED IN THE EVALUATION CRITERIA.]					
1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

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

DATE:

1.2

Bid Rules

EASTERN CAPE PROVINCIAL GOVERNMENT

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF 36 MONTHS

TENDER RULES AND REQUIREMENTS:

1. Bid Documents

The Bidder shall satisfy himself that the documents received are correct, complete and sufficient to be the basis of a *bona fide* tender. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Should a Bidder not accept that the documents issued can form the basis of a *bona fide* bid, the Deputy Director SCM nokude.mquqwana@ecagriculture.gov.za shall be requested to correct the discrepancy, ambiguity, missing or illegible information prior to the submission of bids? The submission of a *bona fide* bid shall absolve the Employer, Deputy Director SCM, from any liability whatsoever for any error in a bid due to the foregoing.

Furthermore, no request for the revision of the Bid Sum as a result of such error shall be considered by the Employer after the closing date and hour set for the submission of bids.

2. Submission of Bids

Clearly marked bids in sealed envelopes shall be submitted at the place and **before the closing time** stated in the Bid Notice.

Electronic, faxed, or telegraphic bids will not be accepted.

3. Deposit on Documents

The deposit on bid documents will not be refunded.

4. Notice to Bidders

Should any additions or alterations to the documents as issued to bidders be deemed necessary prior to the date for submission of bids, these will be issued to bidders in the form of Notices to Bidders and these will form part of the bid document.

The Notices to Bidders shall be completed where applicable by bidders, signed, dated and returned with the bid documents.

5. Completion of Bid Documents

Bidders will only be considered on receipt of this bid document correctly completed with all insertions in black ink.

Bidders are required to complete and sign, where applicable, all forms to be completed by bidder.

Bidders are required to indicate the detail of their offer at the space provided in the PRICING SCHEDULE (SBD 3.1) and Contract Form (SBD 7.1) included in this document.

No unauthorized alteration shall be made to the document. Mistakes made by the bidder in the completion of the **SERVICES PARTICULAR SPECIFICATIONS OR PRICING SCHEDULE**, forms, etc. shall not be erased nor erasing fluid used. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialed by the bidder.

All information is to be provided on the forms provided in Bid Document. Should the provided space be insufficient, additional information should be attached to the back of the appropriate form.

Failure to comply with any of the foregoing clauses may invalidate the bid.

Bids may also be rejected if they show any additional items not originally included in the bid documents, irregularities of any kind in either the bid form or other documents, or if the amounts tendered in the bid form are obviously unbalanced and the bidder, after having been called upon to adjust same in a

reasonable manner, **fails to do so within a period of seven days (07) of having received notification to that effect.**

6. Signing of Bids

The bid must be signed by a person duly authorized to do so. In the case of a bid being submitted on behalf of a Company, Close Corporation, Partnership or Joint Venture, such bid shall be accompanied by a certified copy of a resolution of the Board of Directors of such Company, Close Corporation or other suitable authority in the case of a Partnership or Joint Venture, in terms of which the nominee is authorised to sign on behalf of the business entity.

A bid submitted by a corporation must bear the seal of the corporation and be attested by its CEO. Bidders submitted by joint ventures of two or more firms must be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorized to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning.

The joint venture documentation is also to clearly state that all its parties will remain severally and jointly bound for the duration of the defects liability period, as well as setting out how matters will be dealt with that may arise as latent defects once the joint venture has dissolved. If due to any unforeseen reasons the joint venture dissolves during the defects liability period, the agreement must clearly state how the liability will be dealt with in terms of honoring all the responsibilities it may still have with regards to the due performance of all contractual issues that could arise.

7. ALLOWANCE FOR CONTRACT PRICE ADJUSTMENT

There will be **no allowance for Contract Price Adjustment.**

8. SCHEDULE OF QUANTITIES

Bidders shall note that all quantities in the schedule are provisional and substantial alterations to individual quantities could occur.

Should the bidder be in doubt as to the description of any items, or the meaning of any measurement or payment clause, clarification shall be obtained in writing and this correspondence shall be submitted with the bid.

The department will not consider claims submitted on the basis of misunderstanding of or omissions from the description of scheduled items or measurement or payment clauses.

9. BID ALL INCLUSIVE

Bidders shall allow in their bid for all costs of supply, delivery and installation to the site and warranty in accordance with the bid documents. Bidders shall also allow for the payment and recovery of all taxes, levies and other duties. No claims for additional payment in this respect will be considered.

Prices and rates tendered in the schedule of quantities shall be exclusive of Value Added Tax (VAT). VAT shall be added in the summary and the total price shall be inclusive of VAT.

10. PERIOD OF VALIDITY OF BIDS

The period of validity of bids shall be **90 days** from the closing date for submission of bids.

Should the bidder withdraw or retract his bid within the period of validity, or should the bidder fail to take up the Contract when notified in accordance with the General Conditions of Contract, or fail to furnish approved sureties or insurances within the period specified, then he shall pay either the difference between his bid and a less favourable bid accepted, or if the Employer decides to invite fresh bids, all additional expenses which the Employer has to incur in this regard, as well as any difference between his bid and the accepted new bid. The Employer may, however, fully or partly exempt a bidder from the provisions of this sub rule if he is of the opinion that the circumstances justify the exemption.

11. INSURANCES

In accordance with Clause 7 of the General Conditions of Contract and Special conditions of Contract, the successful bidder will be required to provide to the satisfaction of the employer a copy of the insurance documentation showing that the insurance policies required in terms of the General Conditions of Contract have been taken out and provide proof of payment of the premiums for the insurances required.

12. FINANCIAL INVESTIGATION

The Employer reserves the right to appoint an accountant to report on the financial resources of any bidder. The bidder shall provide all reasonable help in such investigation and ensure that the necessary documentation is provided within seven days of being called upon to do so.

13. AMENDMENTS TO BID BY EMPLOYER

16.1 Arithmetical Errors

The Employer reserves the right to correct arithmetical or other errors in the extension of rates and totals in the bid. The bidder will be informed about the effect of any corrections on his bid sum prior to acceptance of the bid. **In no case will the BID SUM be adjusted when such errors are corrected.**

16.2 Imbalance in Tender Rates

In the event of there being any rate or rates which are declared to be unacceptable by the Employer for reasons which the Employer will indicate, the bidder will be requested -

- (a) to justify any specific rate or rates, i.e. to give a financial breakdown of how such rate or rates were obtained,
- (b) and subsequently to consider amending and adjusting such rate or rates while retaining the bid sum derived under sub-clause 15.1 unchanged and fixed. It must be understood that in the event of the **bidder refusing to adjust any rate or rates to the satisfaction of the Employer, such refusal may prejudice his bid.**

14. COST OF BID

Any expenses or losses, which may be incurred by the bidders in the preparation and submission of their bids, shall be for the account of the bidders.

18. DISQUALIFICATION OF BID

The bid of any bidder who has not conformed to these Bid Rules and the instructions reflected in the official Bid Notice or pricing instruction may be disqualified at the discretion of the Employer.

19. DELEGATION OF AUTHORITY BY EMPLOYER

The Employer may delegate any power vested in him by virtue of these Bid Rules to an officer or employee of the Employer.

20. BID RULES ARE BINDING

The bid rules as well as the instructions given in the official Bid Notice, Scope of works and Pricing Instruction, shall be binding on all bidders submitting bids for the services stated in the bid documents.

21. BID ACCEPTANCE

The Employer does not bind himself to accept the lowest or any bid. The Employer may award different items to different bidders.

22. ADJUDICATION OF BIDS

22.1 Bidders Qualifying for Adjudication

- (i) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity
- (ii) the tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin
- (iii) Bidder has complied with all the bid rules.
- (iv) The tender offer is signed by a person authorized to sign on behalf of the Tenderer;
- (v) The Tenderer or a competent authorised representative of the Service provider/ Consultant/Contractor who submitted the tender has attended the compulsory clarification meeting and site verification inspection;
- (vi) Bidder has compiled all the declarations. (SBD 4);
- (vii) 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 of 2004 as a person prohibited from doing business with the public sector;
- (viii) The Tenderer has not:
 - abused the Employer's Supply Chain Management System;
 - or failed to perform on any previous contract and has been given a written notice to this effect;
- (ix) Bidder has adequate resources available with regards to financial resources and personnel;
- (x) The Bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;
- (xi) Having completed and attached the agreement form with a manufacturer / supplier / importer / contractor to deal, repair equipment and execute services.
- (xii) Having submitted a balanced bid with respect to unit rates and sums.
- (xiii) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted
- (xiv) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated.
- (xv) **NOTE:** The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer.
- (xvi) The department reserves the right not to award the bid to the most favorable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favorable firm is too high; the bidder has been awarded a considerable number of projects by the department or provincial government; has performed unsatisfactorily in the past, etc.
- (xvii) Documents required for the specific goals:

No	Specific Goals	Documentation to be submitted by bidders to validate their claim for points
1	An EME or QSE which is at least 51% owned by black people	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration)' • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
2	Located in the Province where the services will be rendered / item delivered.	<ul style="list-style-type: none"> • Municipal rates account OR • Letter from councilor confirming residence OR • Lease Agreement
3	An EME or QSE which is at least 51% owned by women	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration)' • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
4	An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration)' • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
5	An EME or QSE which is at least 51% owned by people with disability	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)

		<ul style="list-style-type: none"> • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
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In order to ensure that the procurement point allocation for the financial components is not distorted by unreasonably low prices and to protect the integrity of the process, only bids that is considered to be reasonable, will be evaluated.

21.2 Procurement Points System

Bids will be adjudicated using the 80/20 or 90/10 point's formula

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included).

21.3 Financial Components

Max 80 points (80/20 formula)
Max 90 points (90/10 formula)

The points scored for the financial component will be calculated using the formula as set out in SBD 6.1

21.4 The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)* and SPECIFIC GOALS/ PPPFA Regulations of 2022

Criteria	Points
POINTS ON PRICE	80
SPECIFI GOALS	20
TOTAL	100

The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:

- (a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):

The financial offer will be scored using the following formula:

$$A = (1 - \frac{P - P_m}{P_m})$$

The value of value of W_1 is:

- 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R 50 000 000 or
- 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R 50 000 000.

Local Content – Not applicable on this Bid

22. PROJECT COMPLETION TIME FRAME

Building should be in a good standard within **30 days** of an receipt of an order.

23. PENALTY

The Bidder's attention is drawn to the forms which contain a declaration statement.

The Employer reserves the right to take legal action against bidders who tendered information that are later found to be incorrect.

If the Bidder fails to deliver any Services/works within the period specified in the contract, or within any extension thereof granted by the Employer, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. LEGAL ASPECTS

If, after the date of the Contract Agreement, the cost or duration of the services is altered as a result of changes in, or additions to any statute, regulation or by-law, or in the requirements of any authority having jurisdiction over any matter in respect of the Contract, then the agreed remuneration and time for completion shall be adjusted in order to reflect the impact of those changes.

PART 2 RETURNABLE DOCUMENTS

2.1

List of Returnable Documents

EASTERN CAPE PROVINCIAL GOVERNMENT

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

**PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF
36 MONTHS**

2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

1 Returnable Schedules required only for tender evaluation purposes

- Certificate of authority for joint ventures (where applicable)
- Record of Addenda to Tender Documents

2 Other documents required only for tender evaluation purposes

- Proof of registration on the CSD .
- Valid proof of ownership of the property
- Floor plan addressing the requirements must be attached to the bid document

3 Returnable Schedules that will be incorporated into the contract

- Preferencing Schedule SBD 6.1

4 Other documents that will be incorporated into the contract

- Declaration of Interest - SBD 4.S

Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms _____ authorised signatory of the company _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature. Name. Designation.
		Signature. Name. Designation.
		Signature. Name. Designation.
		Signature. Name. Designation.

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.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Contractors Certificate of registration on CSD

[The tenderer shall submit the Contractor's Certificate of Registration on the CSD. Failure to submit the certificate with the tender document will lead to the conclusion that the tenderer is not registered on the National Treasury Central Suppliers Database and therefore not eligible to tender].

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this

tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
An EME or QSE which is at least 51% owned by black people	N.A.	5		
Located in the Province where the services will be rendered / item delivered.	N.A.	2		
An EME or QSE which is at least 51% owned by women	N.A.	7		
An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	N.A.	4		
An EME or QSE which is at least 51% owned by people with disability	N.A.	2		
Total	N.A.	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

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

SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of institution	State

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:
.....
.....

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

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 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

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.

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



PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

CLIENT CONSENT

I / We the undersigned: _____

Hereby acknowledge that my / our personal and in certain circumstances special personal information is required by the Department of Agriculture in order to process the support which the Department of Agriculture has been mandated to provide and I / we agree to provide such information requested from Department of Agriculture on the express understanding that:

1. This constitutes my consent as required in terms of Section 11 (1) (a) of the POPIA 2013.
2. The Department of Agriculture officials will access my / our personal information which has been furnished to them for the purposes of the support to be provided and matters ancillary thereto.
3. The Department of Agriculture is authorised to release my / our personal information to the South African Revenue Services, other state departments and designated service providers relevant to the support to be provided.
4. Department of Agriculture does not intend to share my / our personal information for financial gain.
5. I / we acknowledge that my / our contact details will be added to the Producer Farmer Register.
6. The Department of Agriculture will store my / our information in accordance with the POPIA prescripts.
7. The Department of Agriculture have implemented proper Data Privacy rules in respect of management of client information as well as proper internet usage rules and cyber security principles in order to minimize the risk of my / our information being exposed to cyber risks. I acknowledge that I have the opportunity to read through the rules and policies as published on the Department of Agriculture's website and understand that it is my own responsibility to protect my own internet and email connections against interceptions and viruses.
8. I / we confirm that:
 - I / we have had the opportunity to review the POPIA policies and rules of the Department of Agriculture.
 - I / we have had the opportunity to ask questions regarding my / our information, why it is collected and how it is processed and where it is stored and with whom it is shared.
 - I / we consent to the collection, processing and necessary sharing of my / our information by DOA to fulfil its mandate to render agricultural support to me / us.

SIGNATURE

PERSONAL INFORMATION ACT 4 OF 2013 CONSENT – DOA

DATE

The Contract

PART C1: AGREEMENT AND CONTRACT DATA

EASTERN CAPE PROVINCIAL GOVERNMENT

**DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM
PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF 36
MONTHS**

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number **SCMU8-26/27-0031**..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

Schedule of Deviations

1 Subject _____
Details _____

2 Subject _____
Details _____

3 Subject _____
Details _____

By the duly authorized representatives signing this schedule of deviations, the employer and the bidder agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the bid data and addenda thereto as listed in the bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidder and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the bid documents and the receipt by the bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the bidder:

NAME (PRINT) _____
CAPACITY _____
SIGNATURE _____
NAME OF FIRM _____
DATE _____

WITNESSES	
1	_____
2	_____
DATE:	_____

For the Employer

NAME (PRINT) _____
CAPACITY _____
SIGNATURE _____
NAME OF FIRM _____
DATE _____

WITNESSES	
1	_____
2	_____
DATE:	_____

PART C2 – PRICING DATA

C 2.1

Pricing Instructions

EASTERN CAPE PROVINCIAL GOVERNMENT

DEPARTMENT OF AGRICULTURE

PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF 36 MONTHS

PART C 2.1 PRICING INSTRUCTIONS

1 GENERAL

The quotation from the service provider shall be deemed to be full compensation for the work as specified. The offer includes the supply of all materials, labour, supervision, tools, equipment, services and deliverables necessary to carry out and complete the required services.

Further, the offer includes all transport, advertising, accommodation, safety, security, quality control, overheads, profit, risks, escalation and incidental costs incurred for the successful completion of the work.

The rates and prices submitted on the attached schedule are all-inclusive, and the Bidder will be required to submit a separate and detailed break-down schedule for each of the components as part of their Bid submission

DO NOT ALTER ANY FIGURES GIVEN IN THIS SCHEDULE. IF YOU WISH TO OFFER ALTERNATIVES, THESE MUST BE GIVEN IN A SEPARATE SUBMISSION

C 2.2

Bill of Quantities

A. DESCRIPTION – MEASUREMENTS AND QUANTITIES

SPECIFICATION

NO.	DESCRIPTION	QTY	MINIMUM DIMENSION	DETAILS OF OFFER	RATE / MONTH	ANNUAL AMOUNT
1.	State VET	01	Minimum of 12m ²			
2.	Control AHT	01	Minimum of 9m ²			
3.	Senior Agricultural Advisor	01	Minimum of 9m ²			
4.	Agricultural Advisors	02	Minimum of 16m ²			
5.	Animal Health Technicians	03	Minimum of 24m ²			
6.	Provisioning Admin Clerk and Reception Main Office	1	Minimum of 6m ² + Minimum of 15m ²			
7.	Cleaner	1	Minimum of 3m ²			
	TOTAL		94			

FACILITIES

8.	Toilets - with hand basins					
	1x Females with a she bin	2	Minimum of 6m ²			
	1x Males with urinary Cistern					
	1x Disability Toilet	01	Minimum of 4m ²			
9.	Kitchen with built-in cupboards, with sink (provided with cold and hot water)	01	Minimum of 6m ²			
10.	Storeroom	01	Minimum of 15m ²			
11.	Main Boardroom	01	Minimum of 30m ²			
12.	Sever Room with Air Conditioning	01	Minimum of 4m ²			

13.	VET Consulting Room / Clinic , with sink (provided with cold and hot water)	01	Minimum of 33m ²			
14.	Parking Area		Minimum of 70 m ²			
	Carports for GG Vehicles and officials	03				
15.	Servicing of air conditioners	Annually				
16.	Municipal rates, electricity & water	01				
17.	Gardening Services	Quarterly				
20	IT Requirements	Once off				
21	Servicing of airconditioners	Per office		Yearly		
22	Serving of fire extinguishers	As per the OHS Standar		Yearly		
	TOTAL					

PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF 36 MONTHS

The Contract

Reference no SCMU8-26/27 - 0031

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

NAME OF BIDDER:

SUMMARY OF PRICING SCHEDULE

Item 1: Provision of office accommodation: Year 01	R _____
Provision of office accommodation: Year 02	R _____
Provision of office accommodation: Year 03	R _____
SUB TOTAL	R _____
15% Value Added Tax	R _____
Total Bid Amount	R _____

Total Bid Amount in words:

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s) _____

- Period required for delivery _____

- *Delivery: Firm/not firm

- Delivery basis _____

SIGNED: _____ NAME OF SIGNATORY (IN CAPITALS): _____

SIGNED ON THIS THE _____ DAY OF _____ OF THE YEAR 2021

ON BEHALF OF _____

TELEPHONE NUMBER: (_____) _____ **FAX NUMBER:** (_____) _____

I/we choose domicilium citandi et executandi at

_____ in the Republic of South Africa.

C 3.1

PROVISION OF OFFICE ACCOMMODATION IN DORDRECHT FOR A PERIOD OF 36 MONTHS

A. DESCRIPTION REQUIREMENTS FOR THE ABOVE MEASUREMENTS & OFFICES

The Department of Agriculture (DOA) has the following business requirements:

- Minimum of 262m², Office space excluding the parking areas.
- Offices and boardroom to be fitted with air conditioner/s
- Air conditioner/s to be serviced by the service provider's half/yearly – cost of servicing to be indicated on the offer to bid
- Storerooms must have firewalls.
- The building must be electrified, municipal rates electricity and water are the responsibility of the service provider (must be included in the offer to bid).
- Minimum 2 plugs per office.
- Minimum 3 plugs on each opposite sides of the boardroom.
- Reception area of the building to be enclosed for office and open space to remain as waiting area.
- Building must accommodate physically impaired/ challenged people
- Covered parking bays that must accommodate at least 03(three)vehicles
- Open parking space for visitors and guard house
- The yard must be well fenced with lockable gates
- Windows and outside doors must be fitted with burglar bars; fire extinguishers must be installed in compliance with safety Regulations.
- The building must have network points.
- Storage room that is easily accessible and can be locked.

B. SPECIAL REQUIREMENTS FOR THE WINNING BIDDER

1. The Office Accommodation required is for an existing building, NOT a building to be or under construction.
2. Bidders must quote according to pricing schedule attached.
3. Total bid price must be inclusive of all costs e.g. VAT and etc, Only VAT registered bidders are allowed to claim VAT.
4. The awarded Bidder must within 30 days period before occupation make sure that everything is in place including the following:
5. Windows and outside doors must be fitted with burglar bars and windows must be fitted with blinds. Offices must have windows (natural lighting).
6. Fire extinguishers in compliance with safety regulations are installed and emergency exits.
7. All offices, passages and toilets must be fitted with ceramic tiles.
8. Offices must be painted white/cream
9. All offices and boardroom to have network points and plugs.
10. The building must be electrified in line with applicable regulations.
11. The building must have running water and backup system(water tank and pump)(Supply and Installation of 4750 litre UV-stabilized polyethylene (food grade) Water Tank complete with booster pump connected to freshwater supply and toilet supply lines. Interconnection via 25mm **polycop pipe**. Booster pump (60-80l/min with 4 bar pressure, Power ±0.75kW). Pump to be equipped with run-dry protection & non return valve, pressure controller, ON/OFF switch. Pump to be fully secured inside an anchored prefabricated galvanized steel bars lockable security cage (0.5m W x 0.7m L x 0.7m H). Quote to include concrete slab, valves, fittings and connection to electricity
12. Guard House/Room at entrance: Equipped with electricity plug point and lighting.
13. Garden Services are the responsibility of the landlord

C. IT Requirements (Data Network Cabling Specification) are as follows:

- CAT6 Ethernet Cable (Krome /Molex)
- Double Scatting with normal power plug and network point (flash mount) run parallel.
- Supply Server / Ethernet Switch Rack mounted on the wall and not easily accessible to the users.

- Brush Panel for neatness
- Patch Panel for cable termination
- Main Power Plug for the Server Rack

Number of Users and Network Points:

- Dordrecht office must have 10 Network Points.

Failure to ensure that the building is ready for occupation within 30 days before the occupancy date, to be indicated in the letter of award, will result in the withdrawal of the award.

C 4.1

CONDITIONS OF CONTRACT

List of Conditions of Contract

EASTERN CAPE PROVINCIAL GOVERNMENT

DEPARTMENT OF AGRICULTURE

GENERAL CONDITIONS OF CONTRACT

The contract shall be governed by the “National Treasury General Conditions of Contract (July 2010). These General Conditions are available for inspection at the offices of the Departmental Head Office at Bhisho, Deputy Director: Supply Chain Management (SCM).

B. SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract form an integral part of the Contract. The Special Conditions of Contract shall amplify, modify or supersede, as the case may be, the General Conditions of Contract to the extent specified below, and shall take precedence and shall govern. **The following Special Conditions of Contract will apply.**

SECTION	SUBJECT
4. Standards	4.1 The material standards shall confirm to the Scope of Works (Project Particular Specifications)
7. Performance Security	7.1 No Performance Security is Required
10. Delivery of works/services	<p>10.1 <i>The Bidder will deliver the Services as requested to the Department as specified in the Scope of works (Project Particular Terms of Reference) at the identified sites. A detail delivery note that include the full list of all the materials that are delivered shall be supplied by the service provider.</i></p> <p>10.2 <i>The Bidder will make delivery arrangements with the project leader for inspection of material to confirm compliance and verify the material and counting material.</i></p> <p>10.3 <i>The material will be sorted to the different items and stacked for easy counting.</i></p> <p>10.4 <i>The Bidder will complete the full project within the time frame stated after the acceptance letter is signed. (Maximum of 30 days is allowed to prepare the building)</i></p>
16. Payment	16.1 Payment will be made within a period of 30 days after the receivable of the invoice.
17. Prices	17.1 Prices charged by the supplier for services performed under the contract shall not vary from the prices quoted by the supplier in his bid.
21. Delays in the Bidders performance	<p>21.1 Delivery of the services and performance of services shall be made by the Bidder in accordance with the time schedule prescribed in the Bid Rules and Special Conditions of Contract (SCC) clause 10.4 in the contract.</p> <p>21.2 If at any time during performance of the contract, the Bidder or its supplier should encounter conditions impeding timely delivery of the performance of services, the Bidder shall promptly notify the Department in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder’s notice, the Department shall evaluate the situation and may at his discretion extend the Bidder’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 Except as provided under GCC Clause 25, a delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to</p>

	the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
22. Penalties	22.1 Subject to GCC Clause 25, if the Bidder fails to deliver any or all to perform the services within the period(s) specified in the contract, the Department shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed unperformed services using the current prime interest rate calculated for each day of delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 26.
23. Termination for default.	23.1 The Department, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part: (a) if the bidder/supplier fails to deliver any or all of the services within the period(s) specified in the contract, or within any extension thereof granted by the Department pursuant to GCC Clause 21.2; (b) if the bidder/supplier fails to perform any other obligation(s) under the contract; or (c) if the bidder/supplier, in the judgment of the Department, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
25. Force Majeure	25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the Bidder/supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure. 25.2 If a force majeure situation arises, the bidder/supplier shall promptly notify the Department in writing of such condition and the cause thereof. Unless otherwise directed by the Department in writing, the bidder/supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency.	26.1 The Department may at any time terminate the contract by giving written notice to the bidder/supplier if the bidder/supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the bidder/supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Department.
27. Settlement of Disputes	27.1 The parties may at any time, without prejudice to any other proceedings, agree to settle any claim or any dispute amicable with the help of an impartial third party. Amicable settlement may include any settlement technique as agreed to by the parties. 27.2 Amicable settlement shall become final and binding on the parties only to the extent that it is correctly recorded as being agreed to by the parties.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African Laws.
GENERAL ITEMS	1. The bid forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in a separate questionnaire or in a separate annexure. 2. The Preference Claim and other relevant forms, attached, shall be completed, signed and submitted with the bid. Documentary proof as substantiation of preferences claimed and to the satisfaction of the Department, should be handed in with the bid. 3. Where items are specified in detail, the specifications form an integral part of the bid document and bidders shall indicate in the space provided whether the items offered are to specification or not. Failure

	<p>to complete, will automatically disqualify the Bid for any further consideration.</p> <ol style="list-style-type: none"> 4. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified". 5. In cases where the items are not to specification, the deviations from the specifications shall be indicated. 6. The bid prices shall be given in the units shown. 7. All prices shall be quoted in South African currency. 8. Delivery basis: <ol style="list-style-type: none"> (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of bidding, shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station if the goods are required elsewhere. (b) Notwithstanding the provisions of paragraph 8(a), bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivered on site as specified. 9. No bids transmitted by telegram, telex, facsimile or similar apparatus shall be considered. 10. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the BID. 11. Bids should be submitted on the official forms and should not be qualified by the bidder's own conditions of bidding. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of bidding, when called upon to do so, may invalidate the bid. 12. The bid forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item but only on a photocopy of the page in question or on other forms obtainable from the relevant Institution. Additional offers made in any other manner may be disregarded. 13. Black ink shall be used to fill in bids. No unauthorized alteration shall be made to the document. Mistakes made by the Bidders in the completion of the pricing schedule, forms, etc. shall not be erased nor erasing fluid used. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialed by the Bidders. Bid may also be rejected if they show any additional items not originally included in the Bid documents, conditional or incomplete offers, irregularities of any kind in either the Bid form or the priced schedule, or if the rates and amounts quoted in the schedule are obviously unbalanced and the Bidders, after having been called upon to adjust same in a reasonable manner, fails to do so within a period of seven days of having received notification to that effect. 14. The Bidder shall satisfy himself that the documents received are correct, complete and sufficient to be the basis of a <i>bona fide</i> Bid. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Should a Bidder not accept that the documents issued can form the basis of a <i>bona fide</i> Bid the SCM Unit shall be requested to correct the discrepancy, ambiguity, missing or illegible information prior to the submission of Bid. The submission of a <i>bona fide</i> Bid shall absolve the Employer from any liability whatsoever for any error in a
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	<p>Bid due to the foregoing.</p> <p>15. The relevant consultant/contractor agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant Bid Adjudication Committee for a ruling and such ruling shall be final.</p> <p>16. In the event that the bidder is not the actual manufacturer and will be sourcing the product(s) from another company, an unconditional letter (or certificate: confirmation of supply arrangements between the bidder and his/her supplier) from the company(ies)/supplier(s) confirming supply arrangement(s) in this regard, has to accompany the bid at the closing date and time of bid. The said company/supplier must confirm that it has familiarized itself with the item description, specifications and bid conditions and if the bid consist of more than one item, it should be clearly indicated in respect of which item(s) the supportive letter has been issued. It must be indicated in the above-mentioned letter that all financial arrangements with regard to payment between the prospective bidder and manufacturer/company/supplier issuing such a letter has been finalized and terms and conditions mutually agreed upon. Non-compliance with the above-mentioned special conditions would automatically invalidate the bid for such products offered.</p> <p>17. The Bid must be signed by one duly authorized to do so. In the case of a Bid being submitted on behalf of a Company, Close Corporation, Partnership or Joint Venture, such Bid shall be accompanied by a certified copy of a resolution of the Board of Directors of such Company, Close Corporation or other suitable authority in the case of a Partnership or Joint Venture, in terms of which the nominee is authorized to sign on behalf of the business entity.</p> <p>The joint venture documentation is also to clearly state that all its parties will remain severally and jointly bound for the duration of the defects liability period, as well as setting out how matters will be dealt with that may arise as latent defects once the joint venture has dissolved.</p> <p>If due to any unforeseen reasons the joint venture dissolves during the defects liability period, the agreement must clearly state how the liability will be dealt with in terms of honoring all the responsibilities it may still have with regards to the due performance of all contractual issues that could arise.</p> <p>18. These conditions form part of the bid/ price quotation and failure to comply therewith may invalidate a bid/ price quotation.</p>
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