

**Tender documents available from: Department of Public Works  
Infrastructure, Old Magistrates Office, 21-23 Market  
Street, Kimberley 8300**

## PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

Project title:	<i>Upington and Surrounding Areas: Maintenance and Repairs of General Building works for 24 Term Contract</i>		
Tender / Quote no:	ID:3166216	Reference no:	19/2/4/2/2/2023-2025
Receipt Number:			

### 1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

**Note:** Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
Form of Offer and Acceptance (DPW-07 EC)	4 Pages	Yes
Bidder's Disclosure (PA-11)	3 Pages	Yes
Resolution of Board of Directors (PA-15.1) <i>(if applicable)</i>	2 Page	Yes
Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) <i>(if applicable)</i>	2 Pages	Yes
Special Resolution of Consortia or JV's (PA-15.3) <i>(if applicable)</i>	3 Pages	Yes
Preference points claim form in terms of the Preferential Procurement Regulations 2022 (PA – 16)	10 Pages	Yes
Fully completed Declaration of Designated Groups for Preferential Procurement (PA 40)	2 Pages	Yes
Registration on National Treasury's Central Supplier Database (CSD).	-	Yes
Particulars of Tenderer's Projects (DPW-09 EC)	2 Pages	Yes
Site Inspection Meeting Certificate (DPW-16 EC) <i>(if applicable)</i> .	1 Page	N/A
Record of attending compulsory virtual bid clarification / site inspection meeting <i>(if applicable)</i> .	1 Pages	N/A
Record of Addenda to tender documents (DPW-21 EC)	1 Page	Yes
Notice and Invitation to tender(PA.04EC)	10 Pages	Yes
Data provided by the tenderer in Part 2, DPW-05 contract data (GCC 2015) whichever applicable to be fully completed	19 Pages	Yes

\* In compliance with the requirements of the CIDB SFU Annexure G

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## 2. ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

**Note:** Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Any <u>additional</u> information required to complete a risk assessment ( <i>if applicable</i> )		

## 3. RETURNABLE DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

**Note:** Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Schedule of proposed sub-contractors (DPW-15 EC) ( <i>if applicable</i> )	1 Page	No
Particulars of Electrical Contractor (DPW-22 EC) ( <i>if applicable</i> )	1 Page	N/A
Mechanical / Electrical / Security Work material and equipment schedules ( <i>if applicable</i> )	Pages	No
Schedule for Imported Materials and Equipment (DPW-23 EC) ( <i>if applicable</i> )	1 Page	No

## 4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

(Insert a tick in the "Returnable document" column to indicate which documents must be returned with the tender)

**Note:** Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
Priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts)	10 Pages	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fully priced and completed sectional summary- and final summary pages with the tender.	Pages	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No

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## 5. ADDITIONAL INFORMATION THAT MAY BE REQUIRED FOR TENDER EVALUATION PURPOSES

Legal Status of Tendering Entity: If the Tendering Entity is:	Documentation to be submitted with the tender, or which may be required during the tender evaluation:
a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement – CK1
b. A profit company duly registered as a private company.  [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: i. Certificate of Incorporation – CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.
c. A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d. A profit company duly registered as a public company.	Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e. A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: i the Founding Statement – CK1; and ii the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f. A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or each of the Partners to the Partnership.
g. A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

Signed by the Tenderer:

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>

16	<b>PEST CONTROL</b>				
16.1	Eradication of Rodents, Rats and Mice by placing Rodents, Rats and Mice Bait station at strategic points	M <sup>2</sup>	100		
17	<b>EXPANDED PUBLIC WORKS PROGRAM</b>				
17.1	The provision of remunerations is based on official Labour rates of R21, 69/hr as the amount agreed by NMW from the Minister of Labour. The Bidder shall include Salaries of 2 x employees per year x 2 years = 4 employees (R21, 69 X 8hs/day x 21days = R3643.92/month).	No	4	3643.92	349816,32
18	<b>THE PROVISIONAL AMOUNT FOR HEALTH AND SAFETY REQUIREMENTS/COMPLIANCE</b>				
18.1	Health and Safety file	No	1	12000	12000
18.2	First Aid Box and training level 1 and appointment of first aid person	No	1	3000	3000
18.3	Health and Safety Signage, Danger tape/safety net	No	5	1000	5000
18.4	Classic 80/20 Poly-cotton 2 Piece Conti suit (Overalls)	No	4	250	1000
18.5	Safety Boot Ironman Oil/Acid/Cap ST/Midsole BLK	No	4	300	1200
18.6	Candy Stripes Workers Gloves – Wrist	No	4	100	400
18.7	SABS Approved Hard Hat	No	4	80	320
19	<b>THE PROVISIONAL AMOUT FOR TRANSPORT</b>				
19.1	Travelling from central point Upinton town to site for repairs and back to the central point in upington	km	150000	8.0	1200000
TOTAL					