



## INVITATION TO BID

**BID NUMBER:**                      **RFB NO: ARMD/2025/05**

**BID DESCRIPTION: THE PROVISION OF A SERVICE FOR THE LABORATORY UPGRADE IN THE ENGINEERING SERVICES AT ARMSCOR DOCKYARD IN SIMON'S TOWN**

### EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Issue Date	04/12/2025
Bid Collection Date (if necessary)	N/A
Briefing Session ( <i>indicate if it is compulsory or not</i> ) Date	16/01/2026 at 11:00 am (Compulsory)
Briefing Session Address and Venue	Armcor Dockyard, Simonstown
Bid Closing Date	29/01/2026 at 11:00 am

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BID SPECIFICATION (RFB)	

### PROPRIETARY INFORMATION

- For bids only advertised on Armscor Website, bid documents may ONLY be obtained from the Armscor Supply Chain Management Department.
- Bid documents obtained from Armscor may NOT be given to a third party.
- Bid proposals received from companies whose bid documents were NOT obtained from Armscor will NOT be considered.
- A-STD-0020: Armscor General Conditions of Contract
- A-WI-014: Armscor Security Instruction.
- A-GUID-1003: Industry Guide for Defining the Scope of Work.

*Bids must ONLY be submitted in hard copy; electronic bids submissions are NOT acceptable.*

*Kindly register on the National Treasury's Central Supplier Database (CSD) via [www.csd.gov.za](http://www.csd.gov.za)*

## RETURNABLE DOCUMENTS CHECKLIST

### 1. RFB RETURNABLES

- 1.1 Bidders shall submit the returnable documents together with the Bid on or before the closing time and date of the Bid.
- 1.2 Administrative documents
- 1.2.1 Armscor reserves the right to request the administrative returnable documents after the closing time and date in instances where the bidder has not returned the administrative returnable documents. Please note that Armscor is under no obligation to request such documents or information, if information is requested and not provided in terms of legislative requirements.
- 1.2.2 Bidders must submit the following administrative returnable documents together with the bid.

No.	Administrative Returnable Documents
1	KD17: BID CONDITIONS ACCEPTANCE FORM.
2	Valid proof of BBBEE status for the bidder and its sub-contractor(s).
4	KD 26: BIDDER'S DISCLOSURE.
5	Central Supplier Database Report.

- 1.2.3 Armscor reserves the right to verify all information submitted with the bid.

*Kindly note that any misrepresentations of facts will lead to disqualification of bid and also further steps be taken to recover the loss where applicable and list the company and its directors in the list of restricted bidders from doing business with the State with National Treasury,*

### 2. MANDATORY RETURNABLE DOCUMENTS

- 2.1. Bidders must return the mandatory documents together with the bid. Failure to submit mandatory documents will result in disqualification from further evaluation.

No.	Mandatory Returnable Documents
1	Refer to the Bid specification document.
2	Mandatory Evaluation Documents
3	Functional Evaluation Documents if applicable

### **3. EVALUATION RETURNABLE DOCUMENTS**

- 3.1. Bidders must return the evaluation returnable documents together with the bid. Failure to submit the evaluation returnable documents will result in forfeiting points as provided in the evaluation and may not necessarily result in disqualification from further evaluation.



Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents.

Item	List of Documents Required.	Submitted [Yes or No]	
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	SARS issued verification pin code and or proof of application endorsed by SARS.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copy of CIPC registration documents listing all members with percentage, see bidding structure for required documents.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s) or Sworn Affidavit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Designated sectors: Local production and content. (Where applicable) Annexures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Certified copy of Identity Document for the Company representative	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Copy of latest audited financial statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Bid conditions acceptance form on KD17	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD  
(ARMSCOR)**

Company registration: 1968/008611/06    Vat registration: 4500101169

**RFB NO: ARMD/2025/05: THE PROVISION OF A SERVICE FOR THE  
LABORATORY UPGRADE IN THE ENGINEERING SERVICES AT ARMSCOR  
DOCKYARD IN SIMON'S TOWN**

**1. INSTRUCTIONS ON SUBMISSION OF BIDS**

**1.1 Bid Closing at 11:00 am on 29/01/2026 (SOUTH AFRICAN TIME)**

- 1.2** Bids must be submitted in a sealed envelope(s) marked with bid reference number, bidder name and closing date. Original plus a copy and USB copy
- 1.3** The sealed envelope must be deposited in the bid box at **Armcor Dockyard, Cole Point Security gate, Simon's Town** before the bid closing date and time addressed to:

The Divisional Manager	Procurement & Logistics Armcor Dockyard
Postal address:	Armcor Dockyard Private Bag X3 Simon's Town, 7995
Delivery address:	Armcor Dockyard Tender Box Dockyard Security Entrance Cole Point Road
Simon's Town	

- 1.4** Bids dispatched by the courier service company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time.

*Armcor will not be held responsible for any delays where bid documents are handed to the Dockyard Reception or bids that are incorrectly labelled.*

- 1.5** Bid proposals received after the closing time and date will not be considered.

**2. ENQUIRIES**

- 2.1** All queries regarding this bid must be addressed in writing to the Procurement Division on **Dockyardbid-enquiries@armcor.co.za**. Questions/enquiries relating to this RFB should be received five (5) working days prior to the closing date. Queries received after this period will not be considered

### 3. BID VALIDITY PERIOD

- 3.1 Bid proposals to remain valid for acceptance for a period of 120 days counted from the closing date.

**NOTE:** Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022, as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at [www.armscor.co.za](http://www.armscor.co.za).

### BID AWARD RESULTS

**Result on bid awarding information is not sent to unsuccessful bidders. Particulars of successful bidders are also NOT published on the Armscor Acquisition Bulletin.**

### 4. OBJECTIVE CRITERIA

- 4.1 Armscor will not award the bid or order to any bidder based on the proven poor record or poor performance of the bidder in previous projects within the Armscor.
- 4.2 Armscor will not award order/s or contract/s to the bidders who are blacklisted or restricted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- 4.3 Armscor reserve the right not to award this bid to any bidder who fails the financial stability assessment.
- 4.4 Armscor reserves the right to award the bid in part or in full.
- 4.5 Armscor reserves the right to disregard bids that are abnormally low prices compared to the market.

## BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Primary email address	
Alternative Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier	

Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>Subcontractor Details:</b>	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	
<b>Other:</b>	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....

Name ID number

**BID CONDITIONS ACCEPTANCE FORM**

Bidders shall complete and sign this bid conditions acceptance form

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder: .....



AUTHORISED SIGNATURE

.....

SignatureDate

.....

Name in block letters

.....

Capacity

## SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact: -

**The Security Registration**

**Private Bag X337**

**PRETORIA**

**0001**

**E-mail:- register@armscor.co.za**

### ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. The pages of the KD17 document are numbered from one, and the final page bears the words "and last". Bidders should check the numbers of the pages as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
  - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
  - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
  - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
  - 2.4. indicate the prices quoted in the units shown and quote them per item;
  - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
  - 2.6. complete all appendices.
3. **Value-added tax, customs duties, ad valorem customs duties and surcharges**
  - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
  - 3.2. Where supplies are quoted which are subject to levying of any customs duty, ad valorem customs or excise duty or surcharge by the Department of

Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, ad valorem customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire (KD18).

**4. Security**

- 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
- 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

**5. Advance payments**

Bidders shall furnish the price without advance payment.

**6. Performance Guarantee**

Armscor reserves the right to request the successful bidders to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

**7. Commissions**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with these bids.

**8. Compliance with Arms Control and Non-Proliferation requirements**

Any bidder responding to this Request for Proposal (RFP) shall comply with the following when dealing with defence matériel:

- 8.1 All relevant South African legislation, including, but not restricted to, the following:
- a) National Conventional Arms Control Act, Act No. 41 of 2002, and its implementing Regulations; and
  - b) Non-proliferation of Weapons of Mass Destruction Act, Act No. 87 of 1993, as amended, and its implementing Regulations.
- 8.2 Defence export legislation of supplier countries, i.e. countries from which defence matériel is exported to South Africa as well as countries of origin of the matériel.
- 8.3 It is the responsibility of the bidder to, when applicable, register with the Directorate Conventional Arms Control (DCAC), Defence Secretariat, in terms of section 13 of the National Conventional Arms Control Act and with the South African Council for the Non-Proliferation of Weapons of Mass Destruction Act.
- 8.4 If a contract with Armscor is being entered into, the Contractor shall comply with arms control and non-proliferation requirements as prescribed by the contract-

## 9. Submission of a NCACC Permit

9.1 In terms of the National Conventional Arms Control Act (Act No 41 of 2002, Chapter II, section 13), no person may trade in conventional arms, unless that person is:

- a) Registered with the National Conventional Arms Control Committee (NCACC).
- b) Is in possession of a permit authorised by the NCACC and issued by the Directorate Conventional Arms Control (DCAC).

**NOTE: Local bidders who trade in Conventional Arms as set out above are required to submit a certified copy of a valid NCACC permit when submitting a bid.**

## 10. Tax Compliance

The conditions detailed in the Instruction for Application for Tax Compliance (KD 25) must be adhered to. Armscor Suppliers /Bidders must remain tax compliant for the duration of their contracts.

## 11. Defence Industrial Participation and National Industrial Participation

11.1 The DIP value threshold of foreign content is based on:

Any single agreement of which the foreign content exceeds USD 2 million; Multiple main agreements concluded within two years of each other, within the framework of a specific project or across different projects, for same and or similar products or services, awarded to the same Seller of which the aggregate value of the foreign content exceeds USD 2 million; Extensions or amendments to the main agreement within the active life of the agreement, which result in the aggregate foreign content value of the project exceeding USD 2 million; Where multiple suppliers are used to address a single Defence Acquisition for the same products or services and the value of the foreign content, in total, exceeds USD 2 million, each supplier shall incur pro rata 50% of the total DIP obligation.

11.2 Where a contract to the value of the equivalent of USD10 000 000 or more, is placed on a foreign company, a minimum of 30 % National Industrial Participation (NIP) shall be part of the foreign company's contractual obligations, in addition to the 50 % DIP. This condition is also applicable to all contracts placed on a local company, subcontracting a single foreign company to the aforesaid value or more.

## 12. Local production and content for designated sectors

12.1 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

12.2 If there is no designated sector, Armscor may include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content,

will be considered.

### 13. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

<b>Price (Pp):</b>	<b>80 Points</b>
<b>Specific Goals:</b>	<b>20 Points</b>
<b>Total:</b>	<b>100 Points</b>

The following formula must be used to calculate the points in respect of a bid up to a rand value of R 50 000 000, 00 (all applicable taxes included).

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 bid under consideration.
$P_t$	= Price of bid under consideration.
$P_{min}$	= Price of lowest acceptable bid.

### 14. Armscor reserves the right to:

- 14.1 not evaluate and award bids that do not comply strictly with this bid document.
- 14.2 make a selection solely on the information received in the bid and enter into negotiations with one or more of preferred bidder(s) based on the criteria specified in the evaluation of this bid.
- 14.3 contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the submitted bid shall be sought, offered or permitted.
- 14.4 award a contract to one or more Bidder(s).
- 14.5 accept any bid in part or full.
- 14.6 cancel this bid or any part thereof when necessary.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to Armscor and not necessarily on the basis of the lowest costs

KD17

BID NUMBER : ARMD/2025/05

CLOSING AT 11:00 ON : 29/01/2026

VALIDITY PERIOD: 120 DAYS

NAME OF BIDDER :

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
1.	PRELIMINARIES AND GENERAL				
2.	SECTION NO. 02 (DRAWING 1) Microbiology Laboratory				
3.	SECTION NO. 03 (DRAWING 2) Microbiology Oven Room				
4.	SECTION NO. 04 (DRAWING 3) Microbiology Store Room				
5.	SECTION NO. 05 (DRAWING 4) Chemistry Laboratory				
6.	SECTION NO. 06 (DRAWING 5) Chemistry Store Room				
7.	SECTION NO. 07 (DRAWING 6) SEM Laboratory				
8.	SECTION NO. 08 (DRAWING 7) Metallurgy Preparation Laboratory				
9.	SECTION NO. 09 Testing, Commissioning and handover 10% of Sections 2 -8 (Main Works) Note: The total for section 2 – 8 is less 10%				
TOTAL (excluding VAT)					
VAT					
TOTAL (including VAT)					

\*Note: Carry Forward the BOQ Final Summary Total to KD17 Price Schedule

1. Delivery address: .....

2. \* Period required for commencement of delivery, after receipt of order: .....

3. \* Rate of delivery: .....

4. \* Period required for completion of order, after receipt thereof: .....  
Date is compulsory if the envisaged delivery date is known or indicated on the tasking letter

- \* Must be completed by Bidder if not completed by Armscor

**ARMAMENTS CORPORATION OF SOUTH AFRICA LTD  
(ARMSCOR)**

**QUESTIONNAIRE**

**REPLIES**

1. What is the request for bids number? .....
2. Confirm compliance to price basis. ....
3. Indicate which of the following applies:
  - 3.1 The prices are fixed. ☐
  - 3.2 The prices are not fixed ☐
4. The delivery period shall be fixed.
5. Are you the accredited agent in the RSA for the manufacturer of the supplies quoted by you? Yes ☐ No ☐

**WHERE SUPPLIES OFFERED ARE TO BE IMPORTED OR ARE OFFERED EX BONDED WAREHOUSE, THE ATTACHED SECURITY QUESTIONNAIRE (KD 22) MUST BE COMPLETED AND THE FOLLOWING QUESTIONS ANSWERED:**

6. Is a special import permit required? .....  
If not, state your imports permit number.
7. What are the names and addresses of your overseas suppliers? (Give particulars in KD 22)  
.....  
.....  
.....
8. Foreign content:
  - 8.1 What amount in foreign currency must be remitted overseas?  
.....
  - 8.2 What is the rate of exchange used in converting the ZAR1,00 =  
..... amount into SA Rand and the date on which this is based? DATE: .....



9. Statutory costs:

9.1 Are the goods quoted on subject to customs duty, ad valorem customs or surcharge?

.....

9.2 If so, what is the amount payable in respect of

a) Customs duty .....

b) Ad valorem customs duty? .....

### PRICE BREAKDOWN

10. The following particulars must be furnished, failure of which may invalidate the bids.

- 10.1 FOB/FCA cost of item
- 10.2 Sea/Air freight
- 10.3 Insurance charges
- 10.4 Clearance charges
- 10.5 Customs duties
- 10.6 Ad valorem customs duties
- 10.7 Delivery costs from port/airport to your premises
- 10.8 Local content (excluding (10.10))
- 10.9 Delivery costs from your premises into store
- 10.10 Balance (detail to be submitted)

**TOTAL**

Amount	% of Total Price

.....  
DATE

.....  
BIDDER'S SIGNATURE

**ARMAMENTS CORPORATION OF S.A. LIMITED**  
**(ARMSCOR)**  
**PREVIOUS PURCHASES**  
**LAST TWO BIDS**

If any similar or identical equipment has been supplied to ARMSCOR,  
or to any of ARMSCOR'S subsidiaries or the South African National Defence Force,  
the completion of this form by bidders is compulsory.

Date of Bids	Organization	Order No.	Items Purchased	Unit Price	Motivation for Price Differences

<b>BIDDER:</b>	
<b>SURNAME AND INITIALS:</b>	
<b>DATE:</b>	
<b>SIGNATURE:</b>	

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED  
(ARMSCOR)**

**SECURITY QUESTIONNAIRE ON THE IMPORTED CONTENT OF BIDS**

1. In all cases where the supplies quoted are imported (either in full or in part), bidders shall furnish the following particulars (if space is insufficient, use additional pages):

1.1 COUNTRY OF ORIGIN:

Item No(s).	Country
.....	.....
.....	.....
.....	.....
.....	.....

1.2 NAME OF MANUFACTURER(S)/SUPPLIER(S)/STOCKIST(S):

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.3 NAME OF INTERMEDIARY (IES) (WHEN THERE IS NO DIRECT CONTACT WITH THE FIRMS LISTED IN 1.2):

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.4 NAME OF AGENTS RESPONSIBLE FOR SHIPPING AND CLEARANCE:

Item No(s)	Name
.....	.....
.....	.....
.....	.....
.....	.....

## 1.5 NAME OF BANK ARRANGING TRANSFER OF FUNDS OVERSEAS:

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.6 IS AN END-USER CERTIFICATE REQUIRED? YES ☐ NO ☐

If yes:- Item No. (s).

.....

.....

.....

.....

## 1.7 ARE THE ITEMS SUBJECT TO ANY SPECIAL EXPORT REQUIREMENTS?

YES ☐NO ☐

If Yes:-

Item No. (s)	Requirements
.....	.....
.....	.....
.....	.....
.....	.....

## 2. Failure to furnish the information requested may render the bid invalid.

.....

NAME

.....

DATE

.....

BIDDER'S SIGNATURE

**BROAD-BASED BLACK ECONOMIC EMPOWERMENT****ACRONYMS AND ABBREVIATIONS**

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off-The-Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off-The-Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

**1 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000**

1.1 The following preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022; Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

1.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)

1.3 Preference points for this bid shall be awarded for:

Price: 80

Specific Goals: 20

Total points for Price and Specific Goals must not exceed: 100

1.4 **Bidders who do not submit a valid proof as per paragraph 2.2 of KD24 (Principles) will score 0 points for Specific Goals.**

**2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS**

2.1 The preference points that will be awarded in terms of the Specific Goals with regards to procurement processes shall be as follows (one table will be applicable for each bid):

**Table 1: Specific Goals for Targeted Procurement**

No	Specific Goals for Targeted Procurement	Points for 80/20 PPS	
<b>RDP Programme: Promotion of SMMEs</b>			
1	EME or QSE entities which are at least 51% owned by black people	4 points	
2	EME or QSE entities which are at least 51% owned by black women	4 points	
3	EME or QSE entities which are at least 51% owned by black youth	4 points	
4	EME or QSE entities which are at least 51% owned by black military veterans	4 points	
5	EME or QSE entities which are at least 51% owned by black people living with disabilities	4 points	
<b>Total Points Per PPS</b>		<b>20 points</b>	

**Table 2: Specific Goals for General Procurement**

No	Specific Goals for General Procurement	Points for 80/20 PPS	
<b>RDP Programme: Promotion of SMMEs</b>			
1	EME or QSE entities which are 100% owned by black people	20 points	
2	EME or QSE entities which are at least 51% owned by black people	18 points	
3	EME or QSE entities which are at least 35% owned by black people	16 points	
4	EME or QSE entities which are at least 25% owned by black people	10 points	
<b>Total Points Per PPS</b>		<b>20 points</b>	

- a) General procurement may typically include but is not limited to commercial-off-the-shelf (COTS) items.

**Table 3: Specific Goals for Other Procurement**

No	Specific Goals for Other Procurement	Points for 80/20 PPS	
<b>RDP Programme: Promotion of South African Owned Enterprises</b>			
1	Entities which are BBBEE Level 1	20 points	
2	Entities which are BBBEE Level 2	18 points	
3	Entities which are BBBEE Level 3	16 points	
4	Entities which are BBBEE Level 4	10 points	
<b>Total Points Per PPS</b>		<b>20 points</b>	

**Table 4: Specific Goals for Procurement from Entities Located in Specific Province, Region or Municipality**

No	Specific Goals for Procurement from Entities Located in Specific Province, Region or Municipality	Points for 80/20 PPS	
<b>RDP Programme: Locality</b>			
1	Entities located within the specific locality	10 points	
2	Entities located outside the specific locality	0 points	
<b>RDP Programme: Promotion of South African Owned Enterprises</b>			
1	EME or QSE entities which are at least 51% owned by black people	2 points	
2	EME or QSE entities which are at least 51% owned by black women	2 points	
3	EME or QSE entities which are at least 51% owned by black youth	2 points	
4	EME or QSE entities which are at least 51% owned by black military veterans	2 points	
5	EME or QSE entities which are at least 51% owned by black people living with disabilities	2 points	
<b>Total Points Per PPS</b>		<b>20 points</b>	

**Table 5: Specific Goals for Procurement from Entities with Local Manufacturing Capabilities for Designated Sectors**

No	Specific Goals for Procurement from Entities with local manufacturing capabilities for designated sectors	Points for 80/20 PPS	
<b>Designated Sectors</b>			
1	Full compliance to the applicable minimum threshold for local content	10 points	
2	Non-compliance to the applicable minimum threshold for local content	0 points	
<b>RDP Programme: Promotion of South African Owned Enterprises</b>			
1	EME or QSE entities which are at least 51% owned by black people	2 points	
2	EME or QSE entities which are at least 51% owned by black women	2 points	
3	EME or QSE entities which are at least 51% owned by black youth	2 points	



4	EME or QSE entities which are at least 51% owned by black military veterans	2 points	
5	EME or QSE entities which are at least 51% owned by black people living with disabilities	2 points	
<b>Total Points Per PPS</b>		<b>20 points</b>	

**Table 6: Concurrent Application of Specific Goals**

No	Concurrent Application of Specific Goals	Points for 80/20 PPS	
<b>RDP Programme: Promotion of SMMEs</b>			
1	EME or QSE entities which are at least 51% owned by black people	5 points	
<b>RDP Programme: Locality</b>			
2	Entities located within the specific locality	5 points	
<b>Local Manufacturing Capabilities for Designated Sectors</b>			
3	Full compliance to the applicable minimum threshold for local content & production	5 points	
<b>RDP Programme: Promotion of South African Owned Enterprises</b>			
4	Entities which are BBBEE Level 2 or better	5 points	
<b>Total</b>		<b>20 points</b>	

**Table 7: Specific Goals for Income Generation, Disposal or Leasing of Assets**

No	Specific Goals for Income Generation, Disposal or Leasing of Assets	Points for 80/20 PPS	
<b>RDP Programme: Promotion of South African Owned Enterprises</b>			
1	Entities which are BBBEE Level 1	20 points	
2	Entities which are BBBEE Level 2	18 points	
3	Entities which are BBBEE Level 3	16 points	
4	Entities which are BBBEE Level 4	14 points	
<b>Total Points Per PPS</b>		<b>20 points</b>	

## **2.2 PRINCIPLES**

### **2.2.1 Valid proof of B-BBEE status is either of the following:**

#### **A) A B-BBEE sworn affidavit fully completed and**

- B) Deposed and signed in the presence of the commissioner of oaths (certified true copy not acceptable)
- C) Does not contradict itself (% black ownership matches compliance level)
- D) Commissioner of oaths credentials and signature are reflected.
- E) A B-BBEE certificate issued by either the CIPC or a SANAS accredited verification agency.
- F) An entity submitting an unincorporated joint venture / consortium must attach a consolidated B-BBEE certificate in the name of the joint venture / consortium issued by a SANAS accredited verification agency.
- G) B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

### **2.2.2 Local content and production**

- A) The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the department of trade, industry & competition via the link below.

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

- B) The bidder shall submit with the bid documents a completed annexure c, d & e and an exemption letter from the DTIC.

### **2.2.3 Locality**

- A) The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).
- B) In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.
- C) In an event where the bidder owns the property, the municipality bill must be in the name of the owner of the property.

#### **2.2.4 Sub-Contracting**

- A) It is a requirement of Armscor that subcontracting must be considered by a bidder. Therefore, where a contract from r10 000 000 (million) and above is awarded, Armscor shall endeavour to advance designated groups where applicable.
- B) A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contracted activities or work.
- C) A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

#### **2.2.5 Ownership**

In accordance with the provisions of the defence sector code, it is a requirement of Armscor that all suppliers that do business with Armscor should achieve at least 35% black equity ownership and will be included as a bid condition where applicable.

#### **2.2.6 Verification of bidders information**

The Armscor Transformation Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

Kindly note that any misrepresentations of facts will lead to disqualification of bid and also further steps be taken to recover the loss where applicable and list the company and its directors in the list of restricted bidders from doing business with the State with National Treasury,

**B-BBEE DECLARATION****1. Confirmation of the Bidder's Turnover**

Name of the Bidder		
Registration Number		
Financial Year End		
Turnover (As at the latest financial year end)	R	Period Starting (Day, Month, Year)
		Period Ending (Day, Month, Year)

**2. Confirmation of Subcontractors involved in the execution of the order:**

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

**\*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.**

**3. Confirmation of Suppliers involved in the execution of the order:**

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

**AUTHORISED SIGNATURE:**

.....

.....

Date:

.....

Name in block letters

.....

Capacity

## DEFENCE SECTOR B-BBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>

Definition of "Black Designated Groups	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>
--	--

3. I hereby declare under Oath that:

- a) The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- a) The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- b) The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- c) Black Designated Group Owned % Breakdown as per the definition stated above:
  - i) Black Youth % = \_\_\_\_\_%
  - ii) Black people living with disabilities % = \_\_\_\_\_%
  - iii) Black Unemployed % = \_\_\_\_\_%
  - iv) Black People living in Rural areas % = \_\_\_\_\_%
  - v) Black Military Veterans % = \_\_\_\_\_%
- d) Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less.

**ANNEXURE 1 TO KD24**

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition)	<input type="checkbox"/>
At Least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	<input type="checkbox"/>
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	<input type="checkbox"/>

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date



## DEFENCE SECTOR B-BBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
Definition of “Black Designated Groups	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined</p>

	in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
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Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

3. I hereby declare under Oath that:

- a) The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- e) The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- f) The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- g) Black Designated Group Owned % Breakdown as per the definition stated above:
  - i) Black Youth % = \_\_\_\_\_%
  - ii) Black people living with disabilities % = \_\_\_\_\_%
  - iii) Black Unemployed % = \_\_\_\_\_%
  - iv) Black People living in Rural areas % = \_\_\_\_\_%
  - v) Black Military Veterans % = \_\_\_\_\_%
- h) Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition)	<input type="checkbox"/>
At Least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	<input type="checkbox"/>

4. I know and understand the contents of this affidavit and I have no objection to

**ANNEXURE 2 TO KD24**

take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

**SARS: TAX COMPLIANCE STATUS**

**NOTE:** It is a condition of bids that the successful bidder **MUST** be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. **FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD25.**

1. In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
3. The Tax compliance PIN letter shall be submitted with the bids, with an authorisation letter for Armscor to use the PIN code for verification of tax compliance status of the bidder.
4. In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
5. In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bids.
6. Tax compliance is done via e-filing on the SARS website [www.sars.gov.za](http://www.sars.gov.za).

**NOTE:** Armscor Suppliers/ Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

## YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR

BID NUMBER:	RFB No: ARMD/2025/05	CLOSING DATE:	29/01/2026	CLOSING TIME:	11:00 am
DESCRIPTION	THE PROVISION OF A SERVICE FOR THE LABORATORY UPGRADE IN THE ENGINEERING SERVICES AT ARMSCOR DOCKYARD IN SIMON'S TOWN				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :

**ARMSCOR Dockyard Tender box, Colepoint security, Colepoint road, Simonstown**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	DockyardBid-Enquiries	CONTACT PERSON	DockyardBid-Enquiries
TELEPHONE NUMBER	<b>021 787 3149</b>	TELEPHONE NUMBER	<b>021 787 3149</b>
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>N/A</b>
E-MAIL ADDRESS	DockyardBid-Enquiries@armscor.co.za	E-MAIL ADDRESS	DockyardBid-Enquiries@armscor.co.za

## SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## 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.	

<b>1</b>	<b>BID SUBMISSION</b>
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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2</b>	<b>TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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 IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 3. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?      **YES** ☐      **NO** ☐

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

Full Name	Identity Number	Name of State institution

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



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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

#### 4. **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 consortium<sup>2</sup> 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.
- 3.5 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.
- 3.6 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

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<sup>2</sup> 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.

institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

# **ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED (ARMSCOR)**

## **INTELLECTUAL PROPERTY REQUIREMENTS**

### **1. INTRODUCTION**

#### **4.1 What is Intellectual Property?**

Intellectual Property (or “IP”) means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- a) Bills of Material (BOM's)
- b) Instructions,
- c) Reports,
- d) Specifications,
- e) Interface designs,
- f) Manufacturing processes,
- g) Material Specifications,
- h) Processes,
- i) Product designs,
- j) Re-engineering (maintenance/obsolescence),
- k) Software,
- l) Algorithms,
- m) Source Codes,
- n) System/integration designs,
- o) Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a “recipe”.

#### **4.2 How is IP manifested?**

IP is typically manifested and embodied in Data Items or Documents.

“Data items or Documents” means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

**NOTE:**

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

**4.3 What is Background IP?**

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”. “Background IP” belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

**4.4 What is Historic IP?**

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

**4.5 What is Foreground IP?**

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”. “Foreground IP” is new intellectual property that is created during the execution of the order.

**4.6 When is IP Shared or Jointly Owned or Co-owned?**

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

- a) Wholly owned by the DOD; or
- b) Shared or Jointly Owned or Co-owned between DOD or the contractor

**5. IP RECORDAL REQUIREMENTS**

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

### 5.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- a) Short IP description
- b) Original Supplier
- c) Cost of Establishment (If available)

### 5.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- a) Armscor IP Number (if available)
- b) Short IP description
- c) The next information is to be provided per order, on which Historic IP was established:
  - i) Order Number on which Historic IP was generated
  - ii) Master record index (MRI) reference
  - iii) Original Supplier
  - iv) Cost of Establishment
  - v) Percentage Ownership (DOD)
  - vi) Associated Milestone / Line item on the order under which the IP was established

### 5.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- a) IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- b) Short IP description
- c) Master record index (MRI) reference with version and date
- d) Original Supplier
- e) Cost of Establishment
- f) Percentage Ownership (DOD)
- g) Associated Milestone / Line item on the order under which the IP will be established.

**NOTE:** 1 The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

**NOTE:** 2 To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet

from Armscor's web site. After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

## **6. SAFEGUARDING OF IP**

### **6.1 IP Agreement**

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

### **6.2 Management and Safeguarding of IP**

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

### **6.3 IP Delivery**

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

### **6.4 IP Audits**

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

## **7. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM**

### **7.1 Background**

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website

([www.armscor.co.za/Downloads/Download.asp](http://www.armscor.co.za/Downloads/Download.asp)) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- a) “Background IP” provides a form to capture all background IP information
- b) “Historic IP” provides a form to capture all historic IP information.
- c) “Foreground IP” provides a form to capture all foreground IP information.

## 7.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

## 8. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please mark the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No  
☐ ☐

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No  
☐ ☐

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No  
☐ ☐

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No  
☐ ☐

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

**This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.**



WITNESSES:

- 1
- 2

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS:



**RFB NUMBER: ARMD/2025/05**

**THE PROVISION OF A SERVICE FOR THE LABORATORY  
UPGRADE IN THE ENGINEERING SERVICES AT ARMSCOR  
DOCKYARD IN SIMON'S TOWN**

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**SUMMARY:**

THIS DOCUMENT CONTAINS THE REQUIREMENT FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE LABORATORY REFURBISHMENT IN THE ENGINEERING SERVICES DIVISION AT ARMSCOR DOCKYARD IN SIMON'S TOWN

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Document Issue: 01

AMENDMENT HISTORY		
DOCUMENT ISSUE	DATE	CHECKED BY
01	03/12/2025	Mr. J. Relihan

**DISTRIBUTION PAGE**

<b>COPY NUMBER</b>	<b>DISTRIBUTION</b>
01 (Master Copy)	Mr J Relihan      Armscor Dockyard Procurement Secretariat

## DEFINITIONS

The following non-standard terms have been used in this document, which are explained as follows:

Client	ARMSCOR Dockyard
Contractor/Bidder/Service Provider	The company contracted by ARMSCOR to supply as per Specification and the bill of quantities (BOQ)
RFB	Request For Bid

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Annexure A: User Requirement Specification

Annexure B: OHASA Act Agreement

Annexure C: Armscor BOQ – Section 1 (Preliminaries and Generals (P&Gs) to section 8

Annexure D: Supporting Drawings

Annexure E: CIDB Annexures

## INTRODUCTION

### 1.1 Instruction to bidder

The Bidder must strictly adhere to the requirements stipulated in this Request for Bid (RFB). The onus rests on the Bidder to submit an unambiguous bid in order to enable Armscor to carry out a transparent and fair bid evaluation.

### 1.2 Scope

The scope of this RFB covers the requirement to appoint a service provider who will be responsible for the service for the laboratory refurbishment in the engineering services division. The scope includes amongst others material and equipment delivery, construction, installation, and commissioning at Armscor Dockyard in Simon's Town

## 2 DOCUMENTS

Armscor documents are available on the Armscor Website <https://www.armscor.co.za/>  
The following documents are applicable to this RFB to the extent specified herein:

### 2.1 Applicable Documents

N o	Document No	Title
1.	A-PROC-9053	Supplier Sourcing Procedure (BIDS)
2.	A-DOC-9046	Terms of Reference for the Bid Specification Committee
3.	A-DOC-9045	Terms of Reference for the Bid Evaluation Committee
4.	A-PRAC-4011	Transformation Practice
5.	A-POL-9009	SCM Preferential Procurement policy
6.	OHS Act	Occupational Health and Safety Act (Act 85 of 1993)
7.	PPPFA Regulation of 2022	Preferential Procurement Practise Regulations of 2022.
8.	A-STD-0010	Rules Applicable to Prospective Contractors
9.	A-STD-0020	Armscor General Conditions of Contract
10.	Signed URS dated Document Issue 01	User Requirement Statement for the provision of a service the laboratory upgrade in Armscor Dockyard



## 2.2 Reference Documents

No	Document No	Title
1.	A-DOC-9046	Terms of Reference for the Bid Specification Committee
2.	A-DOC-9045	Terms of Reference for the Bid Evaluation Committee
3.	A-TEMP-1019	Technical contract conditions Compliance statement issue 1
4.	AA-GUID-1014	Critical Criteria Guideline
5.	User Requirement ARMD-2025/05	URS for the appointment of a service provider to provide laboratory upgrade at Armscor Dockyard.
6.	Act 5 of 2000	Preferential Procurement Policy Framework Act (PPPFA) & Regulations
7.	Act 52 of 2003	Broad-Based Black Economic Empowerment Act, as amended
8.	Act 38 of 2000	Construction Industry Development Board Act

## 3 BID REQUIREMENTS

### 3.1 GENERAL

The bid shall address each and every requirement of the RFB in a comprehensive and logical way. The following information and communication are to be observed:

#### 3.1.1 Armscor Registration

In order to qualify as a potential supplier, prospective Bidders must be registered with Armscor as a supplier. Bidders that are not registered shall undertake to register before the bid submission closing date. Registration must take place prior to any contract placement.

#### 3.1.2 Communication

- a. All communication with Armscor shall be made to: The Procurement Division, E-mail address: DockyardBid-Enquiries@armscor.co.za.
- b. The Bidder shall appoint a single person for communication with Armscor. Communication shall not take place via an agent or representative other than a fulltime employee of the Bidder.
- c. All enquiries regarding the RFB shall be directed to the Procurement Secretariat and the RFB reference number shall be used in all correspondence.
- d. No direct contact or communication with Armscor or the Department of Defence personnel shall be allowed, unless through formally arranged meetings or briefing

sessions if and when required by the prospective Bidders.

### **3.1.3 Submission of Bids**

**Partial Bids:** Armscor shall only consider a bid for the total requirement. Partial bids shall not be considered.

### **3.1.4 Validity of Bids**

The validity of the bid shall be one hundred and twenty (120) days after the tender closing date.

### **3.1.5 Confidentiality of Information**

The information contained in this RFB, as well as the response received shall be treated as "Company Confidential" between Armscor and the Bidder submitting the response. The receiver of this RFB may not disclose any information in connection with this RFB to the media or any third party, or allow information to be disclosed without prior written approval of Armscor. The potential Bidder shall ensure that any confidentiality arrangements between themselves and Armscor apply *mutatis mutandis* to partners and/or subcontractors or agents of the Bidder.

### **3.1.6 Submission of Offer Documentation**

The original offer and two (2) copies thereof together with any supporting documentation such as brochures, handbooks and drawings shall be submitted to Armscor. The original must be marked as the original and each copy must be marked with a copy number. The original shall take precedence over any copy in the event of discrepancies.

## **3.2 MINIMUM REQUIREMENTS**

The following is the minimum prescribed requirements of the bid:

### **3.2.1 Covering Letter**

The covering letter shall give a brief introduction to the bid and briefly summarise the implementation methodology, time-scale and the total cost. The letter shall also state any other aspects the Bidder deems necessary and important. The Bidder shall use the company's official letterhead when providing the covering letter.

### **3.2.2 Appendices to be Completed**

The Bidder shall complete and submit the following with their tender offer:

**ANNEXURE B:** OHASA Act Agreement

**ANNEXURE C:** Armscor BOQ: Laboratory upgrade – Section 1 to Section 8

**ANNEXURE E:** CIDB Annexures

### 3.2.3 Forms to Be Completed

The Bidder shall complete and submit the following with their tender offer:

- **Commercial Bid:** All Armscor KD forms as per Armscor Procurement Secretariat requirements.

- 3.2.3 The Bidder shall **demonstrate**, as part of their bid and with the necessary **evidence**, that they have the necessary resources and appropriate expertise to supply the requested products and services should they be awarded the contract.

**Note:** ARMSCOR Dockyard retains the right to perform an audit to confirm the integrity of the content of the bids received.

### 3.3 REGISTRATION OF E-PORTAL BIDS

In the case where potential bidders have downloaded the bid documents or obtained it from a party that downloaded it from the E-portal or any other bid notification service provider, they are requested to inform the following :

E-mail address: DockyardBid-Enquiries@armscor.co.za.

By doing so, they will ensure that they are captured on the list of potential bidders and receive tender related correspondence such as bidders briefing minutes etc. Failure to register as such may invalid the bidders bid as their bid may exclude updated information issued by means of Bidders briefing minutes or updates.

### 3.4 BIDDERS CONFERENCE

A COMPULSORY bidder's conference shall be held at Armscor Dockyard, Simon's Town on **16/01/2026 at 11:00am**. Potential bidders are required to RSVP with at E-mail address: [DockyardBid-Enquiries@armscor.co.za](mailto:DockyardBid-Enquiries@armscor.co.za) by 15/01/2026

### 3.5 MANDATORY REQUIREMENTS

#### 3.5.1 Tax Clearance Certificate Requirements

**It is a condition of bid that the successful bidder must be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations (Not applicable to foreign companies).**

- a. In order to meet this requirement, the bidder is required to access SARS e- filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit offers.
- b. SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- c. The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armscor to use the PIN code for verification of tax compliance status of the supplier.

- d. In bids where Consortia /Joint Ventures are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- e. In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.
- f. Tax compliance is done via e-filing on the SARS website [www.sars.gov.za](http://www.sars.gov.za)
- g. Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

**NOTE: Armscor Suppliers/ Bidders and Subcontractors must remain tax compliant for the duration of their contracts.**

## 4 BID EVALUATION

### 4.1 Bid Evaluation Process

- a. Each received bid will be evaluated in three (3) stages. A bid that does not comply with the requirements of stage one (1) will be eliminated from the evaluation process.

Bids received will be evaluated in accordance with an approved value model that was developed in accordance with A-DOC 9046 and A-PROC-9053 and A-POL-9009.

- b. The bids will be evaluated against the evaluation criteria that are reflected in this RFB. Failure by a bidder to comply with any of the single critical criterion will result in immediate elimination from the evaluation process.

**STAGE 1**                      **CRITICAL CRITERIA**

**STAGE 2**                      **SPECIFIC GOALS**

**STAGE 3**                      **PREFERENCE POINT SYSTEM - 80 (PRICE) / 20 (SPECIFIC GOALS)**

### 4.2 Awarding Of Bids

- a. The awarding of bids will be in terms Preference Point System (PPS). All bids meeting the stated critical criteria will be evaluated in terms of the following PPS:
- b. The applicable PPS points are:

**Price:                              80 points**  
**Specific Goals:                20 points**

### 4.3 Stage 1: Critical Criteria

Should the bidder fail to comply with any one of the critical criteria, the bid will be eliminated from the bid evaluation process resulting in it not being eligible for the awarding of a bid.

#### Criterion: 1: Compulsory Bidders Briefing

<b>Criterion 1: Compulsory Bidders Briefing</b>	
<b><u>Requirement:</u></b> The Bidder shall attend the mandatory bidders briefing: (a) the bidder's briefing and (b) site inspection	<b><u>Compliance Evidence:</u></b> The Bidder shall complete and sign the attendance registers provided at: a) the bidders briefing and b) the site inspection.

#### Criterion: 2: Registration with CIDB

#### **Criterion 2: Registration with Construction Industry Development Board (CIDB)**



<p><b><u>Requirement:</u></b> The bidder shall be registered with the Construction and Industry Development Board (CIDB) as a General Building contractor grading designation of <b>3 GB or higher</b>.</p>	<p><b><u>Compliance Evidence:</u></b> The bidder shall submit with the bid a valid CIDB registration letter/status indicating a unique CIDB CRS number. The bidder's registration must be valid <b>3 GB or higher</b> at the closing date of the bid.</p> <p>If the bidder is a Joint Venture, then the bidders shall submit a combined valid CIDB registration letter/status indicating a unique CIDB CRS number. Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>1. every member of the joint venture is registered with the CIDB:</li> <li>2. the lead partner has a contractor grading designation in the <b><u>General Building</u></b> class of construction work or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status</li> <li>3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a <b><u>General Building</u></b> class of construction work or a value determined in accordance with Regulation 25 1 B) or 25 7 A) of the Construction Industry Development Regulations.</li> </ol>
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**Criterion: 3: Technical Competencies**

<b><u>Criterion 3: Technical Competencies</u></b>	
<p><b><u>Requirement:</u></b> The bidder shall allocate a Supervisor and are designated on site to work as:</p> <ol style="list-style-type: none"> <li>a) Site supervisor</li> <li>b) Health and safety officer</li> </ol> <p><b><i>Note:</i></b> The site Supervisor will oversee the laboratory upgrade from inception to testing and commissioning.</p>	<p><b><u>Compliance Evidence:</u></b> The bidder shall submit, with the bid, valid certificates/qualification:</p> <ol style="list-style-type: none"> <li>a) Minimum Diploma in Engineering and/or built environment</li> <li>b) Health and safety certificate</li> </ol> <p><b><i>Note:</i></b> both qualifications should be for the same person.</p>

Criterion: 4: Previous relevant laboratory upgrade experience

<b>Criterion 4: Previous relevant laboratory upgrade experience</b>	
<p><b>Requirement:</b> The bidder shall have relevant experience as per their portfolio to perform upgrades or refurbishment works in carpentry and/or joinery and two or more of the building services (HVAC, electrical wiring, plumbing and network lines).</p>	<p><b>Compliance Evidence:</b> The Bidder shall submit at least three (3) previous client reference letters or completion certificates (whereby one (1) of these reference letters show the work that have been completed within the previous five (5) years) signed by the duly authorized client representative or Principal Agent, with contact details, confirming the following:</p> <ul style="list-style-type: none"> <li>(a) The name of the bidder,</li> <li>(b) Client reference contact details</li> <li>(c) Confirmation of upgrades or refurbishment works in carpentry and/or joinery and two or more of the building services (HVAC, electrical wiring, and plumbing and network lines).</li> <li>(d) Project completion date.</li> </ul> <p>Should the completion certificates or reference letters not indicate upgrades or refurbishment works in carpentry and/or joinery and two or more of the building services (HVAC, electrical wiring, and plumbing and network lines), then the bidder shall submit additional supporting documents, issued by the client or principal agent, confirming upgrades or refurbishment works in carpentry and/or joinery and two or more of the building services (HVAC, electrical wiring, and plumbing and network lines).</p>

#### 4.4 Stage 2: Specific Goals

- a) Bid that comply with all the critical criteria shall be further evaluated in terms of the Specific Goals.
- b) The Specific Goal applicable for this RFB is Targeted Procurement as indicated below:

No.	Specific Goals for Targeted Procurement	80/20 preference points system
<b>RDP Programme: Promotion of SMMEs</b>		
1.	EME or QSE entities which are at least 51% owned by black people	4
2.	EME or QSE entities which are at least 51% owned by black women	4
3.	EME or QSE entities which are at least 51% owned by black youth	4
4	EME or QSE entities which are at least 51% owned by black military veterans	4

5	EME or QSE entities which are at least 51% owned by black people living with disabilities	4
<b>Total Points Per PPS</b>		<b>20</b>

**Note:** to qualify for the specific goal points (20), bidders shall submit with their bids the following evidence.

**c) Evidence required:**

- i. The Bidder shall submit with the Bid documents the BBBEE certificate (BBBEE certificate issued by a SANAS accredited verification agency), or CIPC BBBEE certificate and or completed BBBEE Sworn affidavit as a proof of compliance to claim preference points.
- ii. If the Bidder is an unincorporated Joint Venture (JV) or Consortium, the Bidder shall submit with the Bid, a consolidated proof of BBBEE status.
- iii. Should the bidder fail to submit the evidence above, then the bidder shall score no points for PPS.

#### **4.5 Compliance to CIDB Regulations**

The bidders shall take note and where applicable, submit with the bid documents the CIDB annexures for "standard for uniformity in engineering and construction works contract". The following are applicable:

- Annex A: Standard Tender Notice and Invitation to Tender
- Annex B: Form of Offer and Acceptance
- Annex C: Standard Conditions of Tender
- Annex F: Record of Addenda to Tender Documents
- Annex G: Compulsory Enterprise Questionnaire

#### **4.6 Special Requirements**

##### **4.6.1 Black Equity Ownership**

This special requirement will be negotiated with the preferred bidder and the bidder will not be disqualified.

- a) Minimum Black Equity Ownership of 35%: The Bidder shall at least have a 35% Black Equity Ownership.
- b) The bidder shall either submit a valid BEE Certificate (BBBEE certificate issued by SANAS accredited verification agency), CIPC BBBEE certificate or a completed BBBEE Sworn Affidavit as proof of compliance.
- c) Note for Joint Ventures: If the bidder is a Joint Venture (JV) or Consortium, the bidder shall submit with the bid, a consolidated proof of B-BBEE status.



- d) If the preferred bidder does not have a minimum of 35% Black Equity Ownership (BEO), Armscor will negotiate with the preferred bidder where they will commit to an equity they will meet and provide a transformation plan which will be monitored.

#### 4.6.2 Qualifications of installers

The requirements listed below will be triggered prior to tender award and the successful bidder shall ensure that all the required documents are submitted to the committee or project team members within **ten (10) working days** from the initial request, of which failure to do so shall result in awarding the tender to the second highest bidder in terms of the PPS points.

The successful bidder shall supply resource(s) capable of performing installations for each discipline and the resources must be qualified, registered with relevant bodies, and are authorized to issue a certificate of compliance (COC). The following shall be supplied:

##### a) General Building:

#	<u>General Building Works</u>	
4.6.2. (a)	<u>Discipline:</u>  General Building	<u>Requirement:</u>  The successful bidder shall supply a resource(s) with valid qualifications at an artisanal level, capable of conducting plumbing installations and issuing COCs.
	<u>Sub-disciplines:</u>  (a) Plumbing, drainage	<u>Compliance Evidence:</u>  <i>The successful bidder shall provide:</i>  a) Minimum N3 certificate in plumbing or equivalent b) Red seal trade certificate c) PIRB registration certificate

##### b) Mechanical

#	<u>Mechanical Works</u>	
4.6.2. (b)	<u>Discipline:</u>  Mechanical Engineering	<u>Requirement:</u>  The successful bidder shall supply a resource(s) with valid qualifications at an artisanal or technician level, capable of conducting mechanical installations and issuing COCs.
	<u>Sub-disciplines:</u>	<u>Compliance Evidence:</u>

	HVAC	<p><i>The successful bidder shall provide:</i></p> <p>a) Minimum N3 certificate in refrigeration mechanic or equivalent</p> <p>b) Red seal trade certificate</p> <p>c) SAQCC registration certificate</p>
--	------	---

**c) Electrical**

#	<b><u>Electrical Works</u></b>	
4.6.2. (c)	<b><u>Discipline:</u></b>  Electrical Engineering	<b><u>Requirement:</u></b>  The successful bidder shall supply a resource(s) with valid qualifications at an artisanal level, capable of conducting electrical installations and issuing COCs.
	<b><u>Sub-discipline:</u></b>  (a) Electrical Installations	<b><u>Compliance Evidence:</u></b>  <i>The successful bidder shall provide:</i> <p>a) Minimum N3 certificate in electrical</p> <p>b) Red seal trade test certificate</p> <p>c) Wiremen license (yellow card)</p>

**4.7 Additional Conditions**

In addition to Armscor's General Conditions of Contract: A-STD-0020, the successful bidder shall comply with:

- a. Conditions specified in the BOQ: Section 1 to Section 8
- b. Each laboratory will be treated as a mile stone, i.e.
  - i. First milestone – Microbiology Laboratory (BOQ Section 2 : Drawing 01)
  - ii. Second milestone – Microbiology Oven Room (BOQ Section 3 : Drawing 02)
  - iii. Third milestone – Microbiology Store Room (BOQ Section 4 : Drawing 03)
  - iv. Fourth milestone – Chemistry Laboratory (BOQ Section 5 : Drawing 04)
  - v. Fifth milestone – Chemistry Store Room ((BOQ Section 6 : Drawing 05))
  - vi. Sixth milestone – SEM Laboratory (BOQ Section 7: Drawing 06)

vii. Seventh milestone – Metallurgy Preparation Laboratory (BOQ Section 8: Drawing 07 )

- c. Upon awarding of the contract, the bidder shall provide proof of public liability insurance for the duration of the entire work to the value of R20 000 000.

## **5. REQUIREMENT STATEMENT**

### **5.1 Introduction**

This section provides the necessary information on the Specification for this contract.

### **5.2 Purpose**

The purpose of this Request for Bid is to appoint a Contractor (s) to provide laboratory upgrade/ refurbishment at Armscor Dockyard. The services include carpentry, electrical, plumbing, air conditioning and extraction hoods, supply, delivery, installation, and commissioning of the installed infrastructure at Armscor Dockyard, as set out in paragraph 5.4 of this document.

### **5.3 Background**

Armscor Dockyard serves as a critical facility for the South African Navy (SAN), providing third-line maintenance and repair services for naval vessels. The Dockyard Engineering Services Division (DES), operates as a specialised unit delivering scientific and engineering solutions tailored to the evolving operational and maintenance requirements of the SAN. DES focuses on delivering these services effectively, efficiently, economically, and holistically, employing a variety of advanced techniques and testing methods to ensure continuous performance evaluation and compliance. The current laboratories spaces consists of old worktop/benchtops and flooring, and therefore, needs an upgrade for the benchtops, cupboards, wall painting, floor painting, replacement of noisy extraction hoods with low noise extraction hoods, replacement of window blinds with proper anti-glare blinds, addition of sinks and eye wash stations.

### **5.4 User Requirement Specifications**

See Attached **ANNEXURE A – USER REQUIREMENT SPECIFICATION: PROVISION OF A SERVICE PROVIDER TO PROVIDE LABORATORY UPGRADE IN THE ENGINEERING SERVICES AT ARMSCOR DOCKYARD.**

#### **5.4.1 Main Requirements**

The laboratory upgrade/refurbishment will take place at the Simon's Town Dockyard facility, situated within the SA Navy base. The requirement is for the main contractor to complete all tasks as per the specifications in Annexure A and as listed in the BOQ annexures C. All tasks will be managed through a works authorization process (WA) after the order is awarded. The main requirements shall cover the following:

- a) Carpentry works
- b) Building works (partition, painting, plumbing)

- c) Electrical works
- d) Mechanical works
- e) Testing and commissioning (including training of client personnel where applicable)
- f) Compliance to client processes, order conditions and local regulations and/or standards.
- g) Certificates of Conformance (COC) sign-offs
- h) Supporting documentations (manuals, maintenance schedules, warranties, etc.)
- i) Post-installation authority inspections (i.e., Environmental health inspector, fire inspectors, etc.)

#### **5.4.2 Work Authorization**

- a) Work execution shall proceed on Works Authorisation (WA) basis. A formal and logical work methodology shall be employed to accurately quantify the costs of the work authorization.
- b) The contractor shall provide a detailed work packages with tasks grouped based on their similarities and sequence (i.e., procurement of extraction hoods or HVAC installations, etc.). The work package shall be provided with estimated resource, hardware, costs and schedule requirements amongst others.
- c) The contractor shall ensure that the work package covers all line items on the BOQ and the user requirements specification. This will ensure that the entire scope is effectively managed and completed. Work packages and/or tasks shall be activated on signing of a work authorization form.
- d) The individual work packages will be assigned work authorization and the completed package through authorisation can be claimed for payment after all deliverables have been achieved. This strategy allows for the contractor to claim portions of the total contract value.
- e) An approved works authorization will be treated as a fixed cost deliverable unless a deviation Process is required or the need to access contingency funds arise through a separately signed and approved work authorization.
- f) A budget plan shall be prepared to track and monitor performance against cash flow.

#### **5.5 Conditions of Acceptance**

- a) Inspection/Release/Acceptance Certificate (AK-FORM-0047) issued, signed and stamped by a representative of Armscor Dockyard Quality department.
- b) Payment will only be made once the Inspection/Release/Acceptance Certificate (AK-FORM-0047) is signed and stamped by Armscor QA representative.
- c) The contractor shall send an invoice claiming payment for a single or all work packages and/or work authorizations.
- d) For laboratory upgrade/refurbishment, all work packages submitted for payment shall only be accepted after successful testing, commissioning and staff training, submission

of operational and maintenance manuals (where applicable), COCs, warranties, compliance certificates (i.e., fire, health, calibration certificates).

- e) For **procurement of laboratory equipment**, all work packages submitted for payment shall only be accepted after successful installation, testing, commissioning and staff training, submission of operational and maintenance manuals, COCs (where applicable) and warranties.
- f) Where necessary, the documentation submitted for payment shall include works authorized through accessing the contingency funds and/or completing the order deviation form.
- g) Order deviation form is completed by the contractor when a specific line item changed during execution phase, where the work conducted does not reflect what is written on the line item for technical reasons. This if not completed may affect order administration (i.e., costs and line description) resulting in the assigned Quality representative reluctant to sign the work package for payment.
- h) **Important note:** The project management representatives of the client and the contractor remains liable to making sure that everyone benefits as much as possible from the project.

## 5.6 Supplementary Information

- a) All costs related to travel, subsistence allowances and accommodation shall be expected to be covered in preliminaries and general costs, **Annexure C, Section 1**.
- b) All costs related to establishing a site office, facilities and other related requirements essential during the construction phase shall be expected to be covered in preliminaries and general costs, **Annexure C, Section 1**.
- c) The contractor shall attend weekly progress meetings to report on potential risks, progress and milestones against plan. The progress meetings will be chaired by Armscor Project Manager and minutes will be recorded.

# **ANNEXTURE A**

## **USER REQUIREMENT SPECIFICATIONS (URS)**

**Provision of Services for the Laboratory Upgrade/ Refurbishment in the Engineering  
Division at Armscor Dockyard**

# **ANNEXURE A**

## **USER REQUIREMENT STATEMENT:**

**ARMD/2025/05**



MRS: 7103-04-URS/2025/05

## **USER REQUIREMENT STATEMENT**

### **PROCUREMENT OF SERVICES FOR LABORATORY UPGRADES IN THE ENGINEERING SERVICES AT ARMSCOR DOCKYARD**

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**SUMMARY:** THIS DOCUMENT OUTLINE THE USER REQUIREMENTS FOR THE  
LABORATORY UPGRADE IN THE ENGINEERING SERVICES AT  
ARMSCOR DOCKYARD SIMON'S TOWN

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**DATE OF ORIGINAL ISSUE: JULY 2025**



## AMENDMENT HISTORY

Doc Issue	Date	Checked by
01	JULY 2025	Mr F Sithole
01	SEPTEMBER 2025	BSC Members

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## 1. INTRODUCTION

This document stipulates the requirement for procuring the services of a service provider to upgrade the laboratories in the Engineering Services Division at Armscor Dockyard in Simon's Town.

## 2. BACKGROUND

Armscor Dockyard serves as a critical facility for the South African Navy (SAN), providing third-line maintenance and repair services for naval vessels. The Dockyard Engineering Services Division (DES), operates as a specialist unit delivering scientific and engineering solutions tailored to the evolving operational and maintenance requirements of the SAN. DES focuses on delivering these services effectively, efficiently, economically, and holistically, employing a variety of advanced techniques and testing methods to ensure continuous performance evaluation and compliance. The current laboratories spaces consists of old worktop/benchtops and flooring, and therefore, needs an upgrade for the floor, benchtops, cupboards, wall painting, floor painting, replacement of the window blinds with proper anti-glare blinds, addition of sinks and eye wash stations.

## 3. MANDATORY LABORATORIES SPECIFICATION

### 3.1 Microbiology Lab

#### 3.1.1 Background

Currently DES does not have a dedicated laboratory for conducting microbiology testing and therefore, a new area will be upgraded to fit the requirements for the microbiology Lab. There are three identified areas i.e. **the Micro lab, oven room and Micro storage room**, see Appendix 1

#### 3.1.2 Specification – Mandatory

- The bidder shall supply and install cut to size the following:
  - New fire protected cupboards for lab storage
  - Marble table top for analysis
  - Fire protected cupboards and able to contain spillages (spill containment trays).
  - Chemical resistant Benchtops for equipment and tables for analysis work
  - Desks for computer working space (3x).
- Sinks, eye wash stations and plumbing connections

- Air-conditioning system (x4)
- Electrical plug points for connections (x 7)
- Network line connection (10 network points)
- Wall and floor painting (floor paint must be resistant to solvent, epoxy or polyurethane)
- Installation of a bio-safety cabinet (from storage to Lab) and it must be calibrated after installation and COC must be provided.

## 3.2 Chemistry Laboratory

### 3.2.1 Background

The lab consists of a **Chem Store Room** and **Instrument Lab** which has old worktops, shelves, cupboards and loud extraction system.

### 3.2.2 Specification - Mandatory

- The bidder shall remove all identified old materials for storage/disposal, which includes benchtops and parts of equipment fume extraction system.
- The bidders shall supply and install cut-to-size the following:
  - New fire protected cupboards for lab storage
  - Fire protected cupboards and able to contain spillages (spill containment trays).
  - Fire and chemical resistant benchtops for equipment and analysis work space including storage shelves
  - Desks for computer working space
- Sink, eye wash stations and plumbing connection
- Ventilation system, air-conditioning system
- Replacement of the current equipment fume extraction system with low noise system and produce certificate of conformance
- Electrical plug points for connections (x22)
- Network points (x10)
- Wall paint and floor painting (floor paint must be resistant to solvent, epoxy or polyurethane)
- Replacement of old sun protection film for the lab and office windows with proper rolling anti-glare blinds

### 3.3 Metallurgical Laboratory

#### 3.3.1 Background

The lab consists of a **Mechanical Lab** and an **SEM Lab**, they both have old benchtops and cupboards

#### 3.3.2 Specification - Mandatory

- The bidder shall remove all identified old materials for storage/disposal, which includes benchtops and cupboards
- The bidder shall supply and install cut-to-size the following:
  - New fire protected cupboards for lab storage
  - Fire protected cupboards and able to contain spillages (spill containment trays).
  - Chemical resistant benchtops for equipment and analysis work space
  - Storage shelves for books
  - Desk for computer working space
- Additional lighting x3 Fluorescent
- Sink, eye wash stations and plumbing connection
- Electrical plug points connections (x13)
- Network points (x11)
- Wall painting and floor painting (floor paint must be resistant to solvent, epoxy or polyurethane)

**NB: The Lab will not stop operating but will continue while the renovation is in progress. The renovation will proceed phase by phase starting with Microbiology lab. Once completed the next lab will be Chemistry Lab and lastly, the Metallurgy Labs.**

### 4. CONFORMANCE - MANDATORY REQUIREMENTS

#### 4.1. Site Visit

- All potential bidders must attend a compulsory briefing and site visit.

#### 4.2. Completed Occupational Health and Safety File

- Bidders must complete the attached document, contractor SHE index file
- Bidders must submit letter of good standing - COIDA from department of Labour



Section 37(2) agreement for on-site services contractors\_.pdf



AK-FORM-0148-2\_ SHE Index File.pdf

#### 4.3. References to Previous Similar Work

- Bidders must provide at least two references for a similar project (Laboratory upgrades). Bidder must provide proof in the form of letters detailing time it took to complete the project and the testimonial.
- This must be on the company letter head of their clients.

#### 4.4. Technical Requirements – Mandatory

- Bidders must provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. Provide proof of grading level (GB level 3 or higher).
- The bidder must provide proof of Plumber certificate (Trade Test Certificate).
- The bidder must provide proof of Carpenter certificate (Trade Test Certificate).
- The bidder must provide a wiremen's license certificate of the Electrician in your organization or subcontractor to issue an electrical COC (certification of compliance).
- The bidder must provide proof of Painter Trade Certificate.
- The bidder must provide a site supervisor with a minimum of National diploma in Engineering (on site at all times).

### 5. ANNEXURE 1: DRAWINGS FOR THE LABORATORIES

DRAWING 1 is for the Main Lab Microbiology relating to BOQ Section 2

DRAWING 2 is for the Microbiology Oven Room relating to BOQ Section 3

DRAWING 3 is for the Microbiology Store Room relating to BOQ Section 4

DRAWING 4 is for the Chemistry Lab relating to BOQ Section 5

DRAWING 5 is for the Chemistry Store Room relating to BOQ Section 6

DRAWING 6 is for the Metallurgy SEM Lab relating to BOQ Section 7

DRAWING 7 is for the Metallurgy Lab relating to BOQ Section 8

## **6. ANNEXURE 2: BILL OF QUANTITIES FOR THE LABORATORIES**

### **SECTION 1: PRELIMINARIES AND GENERAL REQUIREMENTS**

### **SECTION 2: MICROBIOLOGY MAIN LAB**

Refer to DIAGRAM 1 of ANNEXURE1

### **SECTION 3: MICROBIOLOGY OVEN ROOM**

Refer to DIAGRAM 2 of ANNEXURE1

### **SECTION 4: MICROBIOLOGY STORAGE ROOM**

Refer to DIAGRAM 3 of ANNEXURE1

### **SECTION 5: CHEMISTRY INSTRUMENT LAB**

Refer to DIAGRAM 4 of ANNEXURE1

### **SECTION 6: CHEMISTRY STORAGE ROOM**

Refer to DIAGRAM 5 of ANNEXURE1

### **SECTION 7: METALLURGY SEM LAB**

Refer to DIAGRAM 6 of ANNEXURE1

### **SECTION 8: METALLURGY PREP LAB**

Refer to DIAGRAM 7 of ANNEXURE1

# **ANNEXURE 1:**

## **DRAWINGS FOR THE LABORATORIES**

DRAWING 1 is for the Main Lab Microbiology relating to BOQ Section 2

DRAWING 2 is for the Microbiology Oven Room relating to BOQ Section 3

DRAWING 3 is for the Microbiology Store Room relating to BOQ Section 4

DRAWING 4 is for the Chemistry Lab relating to BOQ Section 5

DRAWING 5 is for the Chemistry Store Room relating to BOQ Section 6

DRAWING 6 is for the Metallurgy SEM Lab relating to BOQ Section 7

DRAWING 7 is for the Metallurgy Lab relating to BOQ Section 8



## **ANNEXURE B**

# **OCCUPATIONAL HEALTH AND SAFETY** **ACT**



**WRITTEN AGREEMENT ON**  
**OCCUPATIONAL HEALTH AND SAFETY**

**in accordance with the provisions of Section 37(2)**  
**of the Occupational Health and Safety Act, Act No 85 of 1993**

**AS ENTERED INTO BY AND BETWEEN**

**(hereinafter referred to as the "Employer")**

**and**

\_\_\_\_\_  
**(hereinafter referred to as "the Contractor")**

**Contractor Compensation Fund Certificate Number:** \_\_\_\_\_

**Vendor Number:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

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## 1 DEFINITIONS

In this agreement, unless the context indicates otherwise –

### 1.1 Contractor

**Contractor** will be understood to represent the word “mandatory” as defined in the Construction Regulations of the Occupational Health and Safety Act, 85 of 1993

### 1.2 Employer

**Employer** will be understood to represent the word “client” as defined in the Construction Regulations of the Occupational Health and Safety Act, 85 of 1993

### 1.3 Hazard

means a source of or exposure to danger;

### 1.4 he/his/him/himself

will be used for the sake of expediency and is meant to incorporate the feminine.

### 1.5 Mandatory

includes an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or a user as defined in the Occupational Health and Safety Act 85 of 1993

### 1.6 Safe

means free from any hazard;

### 1.7 Workplace

means any premises or place where a person performs work in the course of his employment;

## 2 WARRANTY OF COMPLIANCE

In terms of this agreement the **Contractor** warrants agreement to the arrangements and procedures as prescribed by the **Employer** and as provided for in terms of Section 37(2) of the OHS Act for the purposes of compliance with the Act and its regulations.

The **Contractor** further accepts that this contract, made in terms of Section 37(2), shall be read with the Occupational Health and Safety Act and any Regulation made in terms of Section 43 and any Standard Incorporated in terms of Section 44.

The **Contractor** acknowledges that this agreement constitutes an agreement in terms of Section 37(2) of the OHS Act, whereby all responsibility for health and safety matters relating to the work that the **Contractor** and his employees are to perform on behalf of the **Employer** shall be the obligation of the **Contractor**.

## 3 CONTRACTOR AS AN EMPLOYER

The **Contractor** shall be deemed to be an employer in its own right while engaged in the execution of the project. In terms of Section 16(1) of the OHS Act, the **Contractor** shall accordingly ensure that the requirements of the OHS Act are complied with by itself and/or its nominated Chief Executive Officer

#### 4 ENVIRONMENTAL COMPLIANCE

The **Contractor** shall ensure that all National Environmental Management Act (NEMA) principles are considered. This shall not be considered in isolation but include the individual requirements of Specific Environmental Management Acts (SEMA's).

Stipulate any applicable Risk Management Policies and SANS codes if applicable.

**NB** SDS shall be available for all herbicides, pesticides, fertilisers and solvents where applicable, and sufficient safety briefings shall be conducted with appropriate employees regarding the risks associated with working with the aforementioned chemicals.

#### 5 APPOINTMENTS AND TRAINING

The **Contractor** undertakes to ensure that he and all staff that will perform any work on behalf of the **Employer** will undergo induction training before doing any work what so ever.

The **Contractor** shall appoint competent persons as per Section 16(2) of the OHS Act. Any such appointed person shall be trained on any occupational health and safety matter and the OHS Act provisions pertinent to the work that is to be performed under his responsibility. Copies of any appointments made by the **Contractor** shall immediately be provided to the **Employer**.

The **Contractor** shall further ensure that all his employees are trained on the health and safety aspects relating to the work and that they understand the hazards associated with such work being carried out. Without derogating from the foregoing, the **Contractor** shall, in particular, ensure that all operators and users of any vehicles, materials, machinery or equipment are properly trained in the use of such materials, machinery or equipment.

Notwithstanding the provisions of the above, the **Contractor** shall ensure that he, his appointed responsible persons and his employees are at all times familiar with the provisions of the OHS Act, and that they comply with the provisions of the Act.

#### 6 SUPERVISION, DISCIPLINE AND REPORTING

The **Contractor** shall ensure that all work performed is done under strict supervision and that no unsafe or unhealthy work practices are permitted. Discipline regarding health and safety matters shall be strictly enforced against any of his employees regarding non-compliance by such employee with any health and safety matters.

The **Contractor** shall further ensure that his employees report to him all unsafe or unhealthy work situations immediately after they become aware of them and that he in turn immediately reports these to the **Employer** and/or his representative.

#### 7 ACCESS TO THE OHS ACT

The **Contractor** shall ensure that he has an updated copy of the OHS Act on site at all times and that this is accessible to his appointed responsible persons and employees.

## **8 CO-OPERATION**

The **Contractor** and/or his responsible persons and employees shall provide full co-operation and information if and when the **Employer** or its representative inquiries into occupational health and safety issues concerning the **Contractor**. It is hereby recorded that the **Employer** and its representatives shall at all times be entitled to make such enquiry.

Without derogating from the generality of the above, the **Contractor** and his responsible persons shall make available to the **Employer** and its representative, on request, all and any checklists and inspection registers required to be kept in respect of any of machinery or equipment.

## **9 WORK PROCEDURES**

The **Contractor** shall implement safe work practices and shall ensure that his responsible persons and employees are made conversant with and adhere to such safe work practices.

## **10 HEALTH AND SAFETY MEETINGS**

In terms of the OHS Act, as applicable, the **Contractor** shall establish his own health and safety committee(s) and ensure that his employees, being the committee members, hold health and safety meetings as often as may be required and at least once every 3 months should it be required in terms of the Act.

## **11 COMPENSATION REGISTRATION**

The **Contractor** shall ensure that he has a valid registration with the Compensation Commissioner, as required in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, and that all payments owing to the Commissioner are discharged. The **Contractor** shall further ensure that the cover shall remain in force while any such employee is present on the premises. Certified copies of valid letters of good standing shall be submitted to the employer before work commences.

## **12 MEDICAL EXAMINATIONS**

The **Employer** reserves the right to compel the **Contractor** to ensure that all his employees undergo routine medical examinations, and that they are medically fit for the purposes of the work they are to perform.

## **13 INCIDENT REPORTING AND INVESTIGATION**

All incidents referred to in Section 24 of the OHS Act shall be reported by the **Contractor** to the Department of Labour and to the **Employer**. The **Employer** shall further be provided with copies of any written documentation relating to any incident occurring in the execution of work under contract or agreement with the **Employer**.

The **Employer** retains an interest in the reporting of any incident as described above as well as in any formal investigation and/or inquiry conducted in terms of Section 32 of the OHS-Act into such incident.

**14 FIRE PRECAUTIONS AND FACILITIES**

The **Contractor** shall ensure that an adequate supply of fire-protection and first-aid facilities is provided for the work to be performed where indicated as being required in terms of a risk assessment.

The **Contractor** shall further ensure that all his employees are familiar with fire precautions at the, which include fire-alarm signals and emergency exits, and that such precautions are adhered to.

Smoking is only to be permitted in designated smoking areas.

**15 HYGIENE AND HOUSEKEEPING**

The **Contractor** shall ensure that the work site and surrounding area is at all times maintained to a reasonably practicable level of hygiene and cleanliness.

**16 NO NUISANCE**

The **Contractor** shall ensure that no hindrance, hazard, annoyance or inconvenience is inflicted on the **Employer**.

**17 INTOXICATION NOT ALLOWED**

No intoxicating substance of any form shall be allowed. The **Contractor** shall ensure that adequate measures are implemented to ensure that no employee is, or remains, under the influence of alcohol when engaged in the **Employer's** business. Any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.

**18 PERSONAL PROTECTIVE EQUIPMENT**

The **Contractor** shall ensure that his responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform and in accordance with the requirements of General Safety Regulation 2(1) of the OHS Act. The **Contractor** shall further ensure that his responsible persons and employees wear the PPE issued to them at all material times.

The **Employer** reserves the right to instruct the **Contractor** to obtain and use specific PPE, appropriate to the nature of the work and with due regard to the principle of reasonable practicality.

The **Contractor** shall provide appropriate safety signage and barricading and demarcation where necessary and appropriate. The **Employer** reserves the right to inform the **Contractor** of inadequate signage, barricading or demarcation and to instruct him to improve it before work may continue.

## 19 PLANT, MACHINERY, EQUIPMENT AND VEHICLES

In accordance with the provisions of Section 10(4) of the OHS Act, the **Contractor** hereby confirms that he has noted his liability for taking the necessary steps to ensure that any machine, article or substance that is provided to it is safe to use. The mandatory further warrants that this agreement is one made in terms of Section 10(4) of the OHS Act.

## 20 QUALIFICATIONS

The **Contractor** will provide the **Employer** with certified copies of all certificates necessary to confirm the competence of the **Contractor's** employees, such as operators certificates of competence, drivers licenses, PDP's, first aid training certificates and any other appropriate documents that the **Employer** may require.

## 21 NO USAGE OF THE EMPLOYER'S EQUIPMENT

The **Contractor** hereby acknowledges that his employees shall not be permitted to use any materials, machinery or equipment of the **Employer** unless the prior written consent of the **Employer** has been obtained, in which case the **Contractor** shall ensure that only those persons authorised to make use of them, have access thereto.

## 22 TRANSPORT

The **Contractor** shall ensure that all road vehicles used on the premises are in a roadworthy condition and are licensed and insured. All drivers shall have relevant and valid driving licences and no vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on the premises at all times. All occupants of a vehicle must wear safety belts and the drivers are not to use a hand held cell phone.

In the event that any hazardous substances are to be transported on or to the premises, the **Contractor** shall ensure that the requirements of the Hazardous Chemical Substances Act 15 of 1973 are complied with at all times.

## 23 INDEMNITY

The **Contractor** indemnifies the **Employer** against any claim, whether based in common law or legislation, which any party, including employees of the **Contractor**, may have against the **Employer** arising out of the performance or execution of the work.

## 24 DURATION OF AGREEMENT

This agreement shall remain in force for the duration of the work to be performed by the **Contractor**.

## 25 HEADINGS

The headings as contained in this agreement are for reference purposes only and shall not be construed as having any interpretative value in themselves or as giving any



indication as to the meaning of the contents of the paragraphs contained in this agreement.

## **26 COSTS**

The **Contractor** accepts that ensuring full compliance with the relevant Legislation and other health and safety requirements may have a cost implication. The **Contractor** accepts these costs as for its account, and warrants that the potential cost implication was disclosed prior to entering into contract.

**27      SIGNATURES**

**FOR AND ON BEHALF OF THE CONTRACTOR**

**SIGNED** at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Name: .....

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**FOR AND ON BEHALF OF THE EMPLOYER**

**SIGNED** at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Name: .....

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

## CONTRACTOR SHE INDEX FILE

**As per Occupational Health and Safety Act and Regulations (85 of 1993)**

<b>Contractor Name:</b>				<b>Date:</b>	
No	Description	Score/NA	Weight	Comment	
1	HSE Plan (if applicable)				
2	Valid Letter of Good Standing				
3	Public Liability Cover				
4	37.2 Mandatory Agreement to be sign before work commence)				
5	Induction Register (Signed) or Inducted				
6	Appointment of Contractor				
7	SHE Policy available and signed by CEO				
8	Project Organogram				
9	16.2 Appointment				
10	Safety Rep. Appointment training certificate				
11	Supervisor Appointment				
12	First Aiders Appointment and certificate				
13	Fire Fighter Appointment and certificate				
14	Risk assessor Appointment and certificate				
15	Incident Investigator Appointment				
16	Baseline risk assessment established. JSA.(signed and communicated, proof of attendance)				
17	Safe Work Procedures (task specific) SWP eg. Fall Protection				
18	COID Forms WCL/RMA (Employer details) completed				
19	PPE issue registers being kept.				
20	Applicable checklists (e.g. Tools & Equipment)				
21	Emergency contact numbers				
22	Register of employees' medical fitness certificates				
23	MSDS for all HC available (if applicable)				
24	Copy of the OHS Act 85 of 1993 & Regulations				
25	Toolbox Talks attendance register				
<b>Total</b>					
<b>Comments:</b>					

Contractor scoring(x2):        / 50

File is approved if score is between 40 and 50. Failing to provide the above documentation or proof work cannot commence unless communication prior to commence the work.

File evaluated by (Name and Surname):

Sign:

## CONTRACTOR SHE INDEX FILE

**As per Occupational Health and Safety Act and Regulations (85 of 1993)**

<b>Contractor Name:</b>		<b>Date:</b>		
No	Description	Score/NA	Weight	Comment
1	HSE Plan (if applicable)			
2	Valid Letter of Good Standing			
3	Public Liability Cover			
4	37.2 Mandatory Agreement to be sign before work commence)			
5	Induction Register (Signed) or Inducted			
6	Appointment of Contractor			
7	SHE Policy available and signed by CEO			
8	Project Organogram			
9	16.2 Appointment			
10	Safety Rep. Appointment training certificate			
11	Supervisor Appointment			
12	First Aiders Appointment and certificate			
13	Fire Fighter Appointment and certificate			
14	Risk assessor Appointment and certificate			
15	Incident Investigator Appointment			
16	Baseline risk assessment established. JSA.(signed and communicated, proof of attendance)			
17	Safe Work Procedures (task specific) SWP eg. Fall Protection			
18	COID Forms WCL/RMA (Employer details) completed			
19	PPE issue registers being kept.			
20	Applicable checklists (e.g. Tools & Equipment)			
21	Emergency contact numbers			
22	Register of employees' medical fitness certificates			
23	MSDS for all HC available (if applicable)			
24	Copy of the OHS Act 85 of 1993 & Regulations			
25	Toolbox Talks attendance register			
<b>Total</b>				
<b>Comments:</b>				

Contractor scoring(x2):            / 50	
File is approved if score is between 40 and 50. Failing to provide the above documentation or proof work cannot commence unless communication prior to commence the work.	
File evaluated by (Name and Surname):	Sign:

# **ANNEXURE C**

## **BILL OF QUANTITIES FOR THE LABORATORIES: ARMD/2025/05**

### **SECTION 1: PRELIMINARIES AND GENERAL REQUIREMENTS**

#### **SECTION 2: MICROBIOLOGY MAIN LAB**

Refer to DRAWING 1 of ANNEXURE - D

#### **SECTION 3: MICROBIOLOGY OVEN ROOM**

Refer to DRAWING 2 of ANNEXURE - D

#### **SECTION 4: MICROBIOLOGY STORAGE ROOM**

Refer to DRAWING 3 of ANNEXURE - D

#### **SECTION 5: CHEMISTRY INSTRUMENT LAB**

Refer to DRAWING 4 of ANNEXURE - D

#### **SECTION 6: CHEMISTRY STORAGE ROOM**

Refer to DRAWING 5 of ANNEXURE - D

#### **SECTION 7: METALLURGY SEM LAB**

Refer to DRAWING 6 of ANNEXURE - D

#### **SECTION 8: METALLURGY PREP LAB**

Refer to DRAWING 7 of ANNEXURE - D

Item		Unit	Quantity	Rate	Amount
	<b><u>SECTION NO. 01</u></b>				
	<b><u>PRELIMINARIES &amp; GENERALS (P&amp;Gs)</u></b>				
	<b><u>REQUIREMENT: PROCUREMENT OF SERVICES FOR LABORATORY UPGRADES IN THE ENGINEERING SERVICES AT ARMSCOR DOCKYARD</u></b>				
<b>1.1</b>	<b><u>ABBREVIATIONS</u></b>				
1,1,1	BOQ: Bill of Quantities				
1,1,2	CIDB: Construction Industry Development Board				
1,1,3	GB: General Building				
1,1,4	NDS: Naval Dockyard Supplies				
1,1,5	OHSA: Occupational Health and Safety Act				
1,1,6	P&Gs: Preliminaries and Generals				
1,1,7	PPE: Personal Protective Equipment				
1,1,8	SHE: Safety, Health and Environment				
1,1,9	STD: Standard				
1,1,10	TBC: To be Confirmed				
1,1,11	QCP: Quality Control Plan				
<b>1.2</b>	<b><u>PREAMBLE</u></b>				
1,2,1	The services listed under this category are construction preliminary services required by the contractor as support and management services for the main construction works.				
1,2,2	The bidder shall not price the Preamble, the information provided herein shall be taken as information necessary for the bidder to price the main preliminaries and generals (P&Gs).				
1,2,3	Payment for Preliminaries and Generals (P&Gs) shall be made upon the completion of each milestone. No advance payments will be authorised under this category.				
	<b><u>WORKS DESCRIPTION</u></b>				
	<b><u>CLASS</u></b>				
1,2,4	Building, mechanical and electrical works				
	<b><u>CATEGORY</u></b>				
1,2,5	Renovation or upgrade				
	<b><u>CIDB GRADING</u></b>				
1,2,6	3GB				
	<b><u>LABOUR OR CAPITAL INTENSIVE</u></b>				
1,2,7	Labour Intensive				
	<b><u>SITE INFORMATION</u></b>				
	<b><u>CLIENT</u></b>				
1,2,8	Armcor Dockyard				
	<b>TOTAL CARRIED FORWARD</b>				
	P&Gs - Project Support and Management Services				

	<u>NEW OR EXISTING SITE</u>				
1,2,9	Existing site				
	<u>SITE LOCATION</u>				
1,2,10	Cole Point Road, Simon's Town, Cape Town, 7975				
	<u>SITE SUB-LOCATION</u>				
1,2,11	NDS building / Electronic Complex, second floor				
	<u>SITE DESCRIPTION</u>				
1,2,12	Laboratory				
	<u>WORKING HOURS</u>				
1,2,13	Monday - Thursday, 07:15 - 16:30				
1,2,14	Friday, 07:15 - 12:15				
	<u>AVERAGE ENVIRONMENTAL CONDITIONS - SUMMER</u>				
1,2,15	Temperature: 19-20°C				
1,2,16	Relative Humidity: 76-78%				
1,2,17	Wind: 9km/h				
1,2,18	Rain: 25mm per month				
1,2,19	Fog: Low or rare				
	<u>LOCATION FOR ESTABLISHMENT OF ABLUTION AND WELFARE FACILITIES</u>				
1,2,20	To be confirmed (TBC)				
	<u>LOCATION FOR PARKING OF CONSTRUCTION VEHICLES</u>				
1,2,21	TBC				
	<u>LOCATION FOR STORAGE OF CONSTRUCTION MATERIALS</u>				
1,2,22	TBC				
	<u>CONTRACT INFORMATION</u>				
	<u>PRIMARY CONTRACT</u>				
1,2,23	A-STD-0020 Armscor General Conditions of Contract				
	<u>OTHER CONDITIONS</u>				
1,2,24	Other conditions are stipulated in the Order				
	<u>PRINCIPAL CONTRACTOR</u>				
1,2,25	Not applicable, the client and the bidder shall administer the contract				
	<u>NOMINATED SUB-CONTRACTORS</u>				
1,2,26	Not applicable				
	<u>ASSISTANCE FROM CLIENT</u>				
1,2,27	Bidder: 100% responsible for the execution of this order or contract				
1,2,28	Client: 0% responsible				
	<u>CONTINGENCY</u>				
1,2,29	Not allocated for this contract				
	<u>PROJECT DURATION</u>				
1,2,30	TBC				
	<u>POSSESSION OF SITE BY THE BIDDER</u>				
1,2,31	2 weeks after order award				
	<u>TOTAL CARRIED FORWARD</u>				
	P&Gs - Project Support and Management Services				

	<b><u>COMMENCEMENT OF WORKS</u></b>				
1,2,32	7 days after possession of site				
	<b><u>PROJECT PROGRESS MEETINGS</u></b>				
1,2,33	Held bi-weekly between client and bidder representatives				
	<b><u>TESTING AND COMMISSIONING OF WORKS</u></b>				
1,2,34	Applicable				
	<b><u>AS-BUILT DRAWINGS</u></b>				
1,2,35	Not applicable				
	<b><u>TRAINING OF CLIENT PERSONNEL</u></b>				
1,2,36	N/A				
	<b><u>PROVISION FOR OVERTIME</u></b>				
1,2,37	Negotiable, the bidder shall bear all associated costs				
	<b><u>DOCUMENTATION</u></b>				
	<b><u>DRAWINGS</u></b>				
1,2,38	Drawings are applicable, please refer to "drawing/annexure name"				
	<b><u>DETAILED SPECIFICATION</u></b>				
1,2,39	Specifications are applicable, please refer to "spec/annexure name"				
	<b><u>DOCUMENTS REQUIRED PRIOR TO COMMENCEMENT OF WORKS</u></b>				
1,2,40	Qualifications of construction personnel				
1,2,41	Contractor safety file according to Armscor Dockyard index				
1,2,42	Project milestones (site handover, construction phase, etc.)				
1,2,43	Construction programme				
1,2,44	Preliminary project risk register				
1,2,45	Method statements				
1,2,46	Quality Control Plans (QCPs)				
1,2,47	Public liability proof of coverage				
	<b><u>GENERAL COMPLIANCE</u></b>				
1,2,48	Military standards and protocols (i.e., access control, etc.)				
1,2,49	A-POL-300 Armscor Quality Policy				
1,2,50	Armscor SHE Policy				
1,2,51	Waste Management Procedure				
1,2,52	Noise and dust control standards and guidelines				
1,2,53	Client working hours and operations (i.e., employees working during project execution).				
	<b><u>PRICING THIS BOQ: P&amp;Gs</u></b>				
1,2,54	Only the Main Preliminaries and Generals shall be completed for pricing.				
1,2,55	The bidder shall decide which P&G line items are applicable.				
1,2,56	This BOQ must be completed in full. No line items shall be left blank; where no rate is applicable, indicate 'R0' instead of leaving the space empty.				
	<b>TOTAL CARRIED FORWARD</b>				
	<b>P&amp;Gs - Project Support and Management Services</b>				



1,2,57	This section shall be priced in accordance with the defined scope of construction works. It is important to note that this process involves competitive bidding; therefore, overpricing may result in the bidder not being selected based on cost competitiveness, while underpricing may lead to an unsustainably low profit margin. A careful balance must be achieved to ensure both competitiveness and financial viability.				
<b>1.3</b>	<b><u>MAIN PRELIMINARIES AND GENERALS</u></b>				
1,3,1	Travel and subsistence allowances at Armscor rates	Sum	1		
1,3,2	Material transportation and logistics (i.e., loading, unloading and delivery)				
1,3,3	Establishment and upkeep of mobile ablution and welfare facilities	Sum	1		
1,3,4	Site establishment and de-establishment	Sum	1		
1,3,5	Site security and protection (i.e., temporary locks, security guard or installation of temporary camera, etc.)	Sum	1		
1,3,6	Site Inspection and final measurements	Sum	1		
1,3,7	Water and electricity	Sum	1		
1,3,8	Firefighting equipment	Sum	1		
1,3,9	First Aid equipment	Sum	1		
1,3,10	Traffic diversions (roadworks, etc.) where applicable	Sum	1		
1,3,11	Construction tools and machinery (i.e., lifting equipment, ladders, etc.)	Sum	1		
1,3,12	Personal Protective Equipment (PPE)	Sum	1		
1,3,13	Adverse weather condition action plan (i.e., including budget)	Sum	1		
1,3,14	Site Supervisor	Sum	1		
1,3,15	Project management administration (i.e., progress reports, meetings, etc.)	Sum	1		
1,3,16	Health and safety administration (i.e., safety file, risk assessments, etc.)	Sum	1		
1,3,17	Provision of bins or skips, site clean-up, dust and debris control.	Sum	1		
1,3,18	Safe disposal of construction related waste	Sum	1		
1,3,19	Safe disposal of welfare and ablution facilities related waste	Sum	1		
1,3,20	Full compliance to employer and regulatory OHS requirements.	Sum	1		
1,3,21	Administrative costs to secure and maintain public liability insurance to the value of R2 000 000 (Two million rands) to cover property damage and personal injury arising from construction operations.	Sum	1		
1,3,22	Others, specify or include in the addendum	Sum	1		
	<b>TOTAL (Amount Exclusive of VAT)</b>				
	Maximum claimable amount per completion of each milestone (Exclusive of VAT) - Total / 3 work packages				
	P&Gs - Project Support and Management Services				

Item No		Unit	Quantity		Amount
	<b><u>SECTION NO. 02 (DRAWING 1)</u></b>				
	<b><u>MICROBIOLOGY LABORATORY</u></b>				
	<b><u>BILL NO. 1</u></b>				
	<b><u>CAPENTRY AND JOINERY, ETC.</u></b>				
	<i>The benchtops shall be custom-made, from fire and chemical resistant material with between 20mm and 25mm thickness. The colour shall be pail platinum</i>				
	<i>The cabinet shall be custom-made, from Solid wood with epoxy/ polyurathane/ polyurea material for chemical resistance. The cabinets shall have provision for storage of laboratory items (i.e., dividers, shelves, etc.) including handles and hinges</i>				
	<i>Dimensions are given in Length x width x height</i>				
	<b><i>MCL1 TO MCLF 6 ARE SHOWN ON DRAWING 1</i></b>				
2.1.1	MCLF1: Supply and fit chemical resistant benchtop 1000mm x 1000mm x 850mm with 500mm x 500mm x 400mm hole for a sink, fit 2 doors cabinet with 2 shelves and 2 drawers under benchtop	No	1		
2.1.2	MCLF2: Supply and fit granite/scissor stone benchtop 3000mm x 1000mm x 850mm, with 20mm thickness,	No	1		
2.1.3	MCLF2: Supply and fit chemical resistant protected cabinet under granite benchtop including PVC tray to hold chemical spill. the cabinet must have 2 doors, 2 shelves and foam fire extinguisher attached to the top of the cupboard	No	2		
2.1.4	MCLF3: Supply and fit chemical resistant Benchtop 3700mm x 1000mm x 850mm, fit 3x 2 doors cabinets with 2 shelves and 2 drawers under benchtop	No	1		
2.1.5	MCLF4: Supply and fit Computer desktop 1800mm x 900mm x 750mm	No	1		
2.1.6	MCLF4: Supply and fit Wall mounted bookshelf above computer desktop 1800mm x 300mm x 800mm with 2 shelves and glass doors	No	1		
2.1.7	MCLF5: Supply and Fit benchtop 1000mm x 600mm x 750mm	No	1		

2.1.8	MCLF6: Supply and fit benchtop 1500mm x 600mm x 750mm, with minimum skirting 100mm, include cupboards with shelves and drawers underneath benchtop	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 2</u></b>				
	<b><u>DOORS, CEILING AND DRY WALL</u></b>				
2.2.1	Construct a dark room with dry walls at the coner of the room as per Drawing 1, 1730mm x 1000mm x 2200mm	No	1		
2.2.2	Fit ceiling for the dark room, 1730mm x 1000mm	No	1		
2.2.3	Fit a door include handle and a set of locks, 800mm x 2000mm	No	1		
2.2.4	Paint dark room walls, 1x undercoat and 2x coat of charcoal paint, with appropriate undercoat.	m2	7.2		
2.2.5	Replace heavy steel door with light material door, 990mm x 2100mm. Door shall have handle and lock set. Remove step at the door	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 3</u></b>				
	<b><u>ELECTRICALS</u></b>				
2.3.1	Remove electrical dustribution box from inside to outside of the same rooms wall. Dimensions of DB, 1400mm x 300m x 1100mm	No	1		
2.3.2	Move biosafety cabinet from stores to the Micro Lab and calibrate it: Calibration certificate and sticker required.	No	1		
2.3.3	Supply and fit type N electrical plug in the dark room as indicated on drawing No 1	No	1		
2.3.4	Supply and fit one standard light and globe in the dark room	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 4</u></b>				
	<b><u>HVAC</u></b>				
2.4.1	Supply and fit Air conditioning system 12000 BTU, split syatem, issue COC after installation and testing	No	2		
2.4.2	Installation of an existing bio-safety cabinet (from storage to the Lab) and it must be calibrated after installation and provide calibration certificate	No	1		
2.4.3	Supply and fit Biosafety extraction hood with ducting over MCLF2: coverage of 2000mm x 500mm	No	1		
	<b>Sub Total</b>				

	<b>BILL NO. 5</b>				
	<b>FLOORS AND WALLS PAINTING</b>				
2.5.1	Steel Wall painting, apply 1x undercoat and 2x coat of pail platimun paint suitable for metal surface	m2	74		
2.5.2	Floor painting, apply 1x undercoat and 2x grey epoxy paint,with chemical resistant properties.	m2	32		
2.5.3	Outside front wall painting, apply 1x undercoat and 2x coat of pail platimun paint suitable for metal surface	m2	32		
2.5.3	Main door painting, apply 1x undercoat and 2x coat of pail platimun paint for both inside and outside	m2	32		
2.5.4	Dark room door painting, apply 1x undercoat and 2x coat of grey paint for inside dark room and 2x coat of pail platinum for ouside.	m2	32		
	<b>Sub Total</b>				
	<b>BILL NO. 6</b>				
	<b>NETWORK CONNECTIONS</b>				
2.6.1	Supply and install network points for earthanet cables as indicated on drawing No.1	No	8		
	<b>Sub Total</b>				
	<b>BILL NO. 7</b>				
	<b>PLUMBING</b>				
2.7.1	MCFL1: Connect plumbing for the sink to the nearby existing line which is 6m from the existing line	No	1		
2.7.2	MCFL1: Supply and fit polyurathene sink 500mm x 500mm x 500mm, hot and cold mix taps PVC material on a benchtop 1000mm x 1000mm x 850mm	No	1		
2.7.3	MCFL1: Supply and fit eye wash station	No	1		
	<b>Sub Total</b>				

	<b><u>SECTION 2 SUMMARY</u></b>	
	<b>Bill 01: Carpentry and Joinery, etc.</b>	
	<b>Bill 02: Doors, ceiling and dry wall</b>	
	<b>Bill 03: Electricals</b>	
	<b>Bill 04: HVAC</b>	
	<b>Bill 05: floors and walls painting</b>	
	<b>Bill 06: network connections</b>	
	<b>Bill 07: Plumbing</b>	
	<b>GRAND TOTAL</b>	

Item No		Unit	Quantity		Amount
	<b><u>SECTION NO. 03 (DRAWING 2)</u></b>				
	<b><u>MICROBIOLOGY OVEN ROOM</u></b>				
	<b><u>BILL NO.1</u></b>				
	<b><u>CAPENTRY AND JOINERY, ETC.</u></b>				
	<i>The benchtops shall be custom-made, from fire and chemical resistant material with between 20mm and 25mm thickness. The colour shall be pail platinum</i>				
	<i>The cabinet shall be custom-made, from Solid wood with epoxy/ polyurathane/ polyurea material for chemical resistance. The cabinets shall have provision for storage of laboratory items (i.e., dividers, shelves, etc.) including handles and hinges</i>				
	<i>Dimensions are given in Length x width x height</i>				
3.1.1	Supply and fit fire and acid resistant benchtop 2500mm x 770mm x 850mm, with a hole to fit a sink 500m x 500m x 400mm depth	No	1		
3.1.2	Supply and fit 2 doors cabinet with 2 shelves and 2 drawers under benchtop 2500mm x 770mm x 750mm with skirting 100mm	No	1		
3.1.3	Supply and fit wall mounted cupboards 2500mm x 300mm x 400mm with 2 shelves and glass doors	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO.2</u></b>				
	<b><u>FLOOR, DOORS AND WALL PAINTING</u></b>				
3.2.1	Floor painting, apply 1x undercoat and 2x coat of chemical resistant grey epoxy paint.	m2	4.8		
3.2.2	Supply and fit a set of locks on door, include: apply 1x undercoat and 2x coat of pail platinum paint	No	1		
3.2.3	Wall painting, apply 1x undercoat and 2x coat of pail platinum paint	m2	14		
	<b>Sub Total</b>				
	<b><u>BILL NO.3</u></b>				
	<b><u>ELECTRICALS</u></b>				
	<i><u>Electrical plugs already exist, this is an addition</u></i>				
3.3.1	Supply and fit additional type N electrical plugs as indicated on diagram No.2	No	3		
	<b>Sub Total</b>				

	<b><u>BILL NO.4</u></b>				
	<b><u>HVAC</u></b>				
3.4.1	Supply and fit Air conditioning system 12000 BTU, split system, issue COC after installation and testing	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO.5</u></b>				
	<b><u>PLUMBING</u></b>				
3.5.1	Supply and fit a polyurathene sink 500m x 500m x 400mm depth with a spill flush and mix taps cold and hot water taps made out of PVC.	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO.6</u></b>				
	<b><u>NETWORK POINTS</u></b>				
3.6.1	Supply and fit network points for earthenet cables as indicated on drawing No.2	No	2		
	<b>Sub Total</b>				
	<b><u>BILL NO.7</u></b>				
	<b><u>REMOVAL OF OLD FURNITURE</u></b>				
	<i>Removal of existing furniture to a dedicated storage onsite ARMSCOR Dockyard</i>				
3.7.1	Removal of built-in carboard 2480mm x 530mm x 900mm and metal sink	No	1		
3.7.2	Removal of wall mounted carboard 2480mm x 330mm x 500mm	No	1		
	<b>Sub Total</b>				
	<b><u>SECTION 3 SUMMARY</u></b>				
	Bill 01: Carpentry and Joinery, etc.				
	Bill 02: Floor, Door and wall painting				
	Bill 03: Electricals				
	Bill 07: Removal of old furnitures+B68				
	Bill 05: Plumbing				
	Bill 06: Network connections				
	Bill 07: Removal of old furnitures				
	<b>GRAND TOTAL</b>				

Item No		Unit	Quantity		Amount
	<b>SECTION NO. 04 (DRAWING 3)</b> <b>MICROBIOLOGY STORE ROOM</b> <b>BILL NO. 01</b> <b>CAPENTRY AND JOINERY, ETC.</b> <i>The benchtops shall be custom-made, from fire and chemical resistant material with between 20mm and 25mm thickness. The colour shall be pail platinum</i> <i>The cabinet shall be custom-made, from Solid wood with epoxy/ polyurathane/ polyurea material for chemical resistance. The cabinets shall have provision for storage of laboratory items (i.e., dividers, shelves, etc.) including handles and hinges</i> <i>Dimensions are given in Length x width x height</i>				
4.1.1	Supply and fit fire and acid resistant work bench 1500mm x 600mm x 850mm, fit 2 doors cabinet with 2 shelves and 2 drawers under benchtop, including a side of 4 drawers	No	1		
4.1.2	Supply and fit wall mounted shelves 2000mm x 500mm x 2000mm with glass doors	No	2		
	<b>Sub Total</b>				
	<b>BILL NO. 02</b> <b>FLOORS AND WALL PAINTING</b>				
4.2.1	Wall painting, apply 1x undercoat and 2x coat of pail platinum paint.	m2	8		
4.2.2	Floor painting, apply 1x undercoat and 2x coat of chemical resistant grey epoxy paint.	m2	8		
4.2.3	Supply and fit a set of locks on standard door, include: apply 1x undercoat and 2x coat of pail platinum paint	No	1		
	<b>Sub Total</b>				
	<b>BILL NO. 03</b> <b>HVAC</b>				
4.3.1	Supply and fit Air conditioning system 12000 BTU, split syatem, issue COC after installation and testing	No	1		
	<b>Sub Total</b>				



	<b>BILL NO. 04</b>				
	<b>ELECTRICALS</b>				
	<i>There are plugs in the area, the required plugs are additions</i>				
4.4.1	Supply and fit additional type N electrical plugs as indicated on drawing No.3	No	3		
	<b>Sub Total</b>				
	<b>BILL NO. 05</b>				
	<b>Network connections</b>				
4.5.1	Supply and fit network points for earthenet cables as indicated on drawing No.3	No	1		
	<b>Sub Total</b>				
	<b>BILL NO. 06</b>				
	<b>REMOVAL OF EXISTING WORK</b>				
4.6.1	Removal of sink and closing water lines	No	1		
	<b>Sub Total</b>				
	<b>SECTION 4 SUMMARY</b>				
	Bill 01: Carpentry and Joinery, etc.				
	Bill 02: Floor, doors and wall painting				
	Bill 03: HVAC				
	Bill 04: Electricals				
	Bill 05: floors and walls painting				
	Bill 06: Network connections				
	Bill 07: Removal of old furniture				
	<b>GRAND TOTAL</b>				

Item No		Unit	Quantity		Amount
	<p><b><u>SECTION NO. 05 (DRAWING 4)</u></b></p> <p><b><u>CHEMISTRY LABORATORY</u></b></p> <p><b><u>BILL NO. 01</u></b></p> <p><b><u>CARPENTRY AND JOINERY, ETC.</u></b></p> <p><b><u>BENCHTOPS AND CABINET</u></b></p> <p><i>The benchtops shall be custom-made, from fire and chemical resistant material with between 20mm and 25mm thickness. The colour shall be pail platinum</i></p> <p><i>The cabinet shall be custom-made, from Solid wood with epoxy/ polyurathane/ polyurea material for chemical resistance. The cabinets shall have provision for storage of laboratory items (i.e., dividers, shelves, etc.) including handles and hinges</i></p> <p><i>Dimensions are given in Length x width x height</i></p> <p><b><i>CLF1 TO CLF 13 ARE SHOWN ON DRAWING 4</i></b></p>				
5.1.1	CLF1: Supply and fit fire and chemical resistant Benchtop with dimensions 6000mm x 1000mm x 850mm, Fit 4 x 2 doors cabinet with 2 shelves and 2 drawers under benchtop	No	1		
5.1.2	CLF2: Supply and fit fire and chemical resistant Benchtop with dimensions 3500mm x1000mm x850mm, fit 2 doors cabinet with 2 shelves and 2 drawers under benchtop; fit 2 shelves behind the cupboards	No	1		
5.1.3	CLF3: Supply and fit fire and chemical resistant Benchtop with dimensions 4000mm x 1000mm x 850mm. Cut out a 500x500mm hollow section to accommodate a polyurathene sink (500mm x 500mm x 400mm depth) flush with the counter surface, Fit 3x 2 doors cabinet with 2 shelves and 2 drawers under benchtop	No	1		
5.1.4	CLF4: Supply and fit fire and chemical resistant Benchtop with dimensions 4000mm x1000mm x850mm, Fit 3x 2 doors cabinet with 2 shelves and 2 drawers under benchtop	No	1		
5.1.5	CLF5&6: Supply and fit fire and chemical resistant Benchtop with dimensions 3500mm x 1000mm x 850mm, fit 2 doors cabinet with 2 shelves and 2 drawers under benchtop and back of benchtop; fit 2x shelves behind the cabinets 3000mm x 400mm	No	2		

5.1.6	CLF5&6: Supply and fit a shelf 600 mm above the benchtop 2000mm x 300mm x 350mm, plugs and network point on both sides				
5.1.7	CLF7: Supply and fit wall mounted book shelves with 2 glass doors 1000mm x 320mm x 2000mm with 5 shelves	No	5		
5.1.8	CLF8: Supply and fit wall mounted bookshelve with 4 shelves and glass doors, with dimensions 1000mm x320mm x1900mm,	No	1		
5.1.9	CLF10: Supply and fit wall mounted cupboards with glass doors, with dimensions 3000mm x350mm x1350mm,	No	1		
5.1.10	CLF11: Supply and install computer desk 1600m x 750m x 750m and drawers from bottom to bechtop 400mm x 600mm x 750mm	No	1		
5.1.11	CLF12: Supply and install four drawers from bottom to desktop 400mm x 600mm x 750mm	No	1		
5.1.12	CLF13: Supply and install 4 drawers from bottom to desktop 400mm x 600mm x 750mm	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 02</u></b>				
	<b><u>PLUMBING</u></b>				
5.2.1	Supply polyurathene sink (500mm x 500mm x 500mm depth) flush with the counter surface	No	1		
5.2.2	Connect sink plumbing to the nearest plumbing lines, nearest plumbing line is about 5m from the sink.	m	2		
	<b>Sub Total</b>				
	<b><u>BILL NO. 03</u></b>				
	<b><u>FLOOR, DOOR AND WALL PAINTING</u></b>				
5.4.1	Wall painting, apply 1x undercoat and 2x coat of pail platinum paint.	m2	97		
5.4.2	Floor painting, apply 1x undercoat and 2x coat of chemical resistant grey epoxy paint.	m2	74		
5.4.3	Supply and fit 2 pannel sliding door with handles, apply 1x undercoat and 2x coat of pail platinum paint on both sides				
	<b>Sub Total</b>				

	<b><u>BILL NO. 04</u></b>				
	<b><u>ELECTRICALS</u></b>				
	<i>Note: there are existing plugs already, this will be an addition</i>				
5.5.1	Supply and fit additional type N electrical plugs as indicated on drawing No.4	No	14		
	<b>Sub Total</b>				
	<b><u>BILL NO. 05</u></b>				
	<b><u>NETWORK CONNECTIONS</u></b>				
5.3.1	Supply and install network points for earthenet cables as indicated on drawing No.4	No	12		
	<b>Sub Total</b>				
	<b><u>BILL NO. 06</u></b>				
	<b><u>HVAC</u></b>				
5.6.1	Supply and install air conditioning system 2400 BTU, split system, issue COC after installation and testing	No	2		
5.6.2	An upgrade of the existing chemical extraction system with extension of the hoods to cover more area of the benchtops. System must have low noise.	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 07</u></b>				
	<b><u>WINDOWS</u></b>				
	<i>For all offices, supply and fit roller blinds, light brown in colour</i>				
	<b>Instrument Lab</b>				
5.7.1	Supply and fit window ant glare 960mm x 1090mm	No	6		
5.7.2	Supply and fit window ant glare 1060mm x 1090mm	No	1		
5.7.3	Supply and fit window ant glare 1000mm x 1090mm	No	1		
	<b>DM office</b>				
5.7.4	Supply and fit window blinds and window ant glare 960mm x 1090mm	No	3		
5.7.5	Supply and fit window blinds and window ant glare 930mm x 1090mm	No	1		
5.7.6	Supply and fit window blinds and window ant glare 1000mm x 1090mm	No	1		

	<b>Corrosion office</b>				
5.7.7	Supply and fit window blinds and window antiglare 960m x 1090mm	No	1		
5.7.8	Supply and fit window blinds and window antiglare 930mm x 1090mm	No	1		
5.7.9	Supply and fit window blinds and window antiglare 1000mm x 1090mm	No	1		
	<b>Chemist office</b>				
5.7.10	Supply and fit window blinds and window antiglare 960m x 1090mm	No	1		
5.7.11	Supply and fit window blinds and window antiglare 950mm x 1090mm	No	1		
5.7.12	Supply and fit window blinds and window antiglare 1000mm x 1090mm	No	1		
5.7.13	Supply and fit window blinds and window antiglare 970mm x 1090mm	No	1		
	<b>Chemistry office</b>				
5.7.14	Supply and fit window blinds and window antiglare 960m x 1090mm	No	1		
5.7.15	Supply and fit window blinds and window antiglare 950mm x 1090mm	No	1		
5.7.16	Supply and fit window blinds and window antiglare 1000mm x 1090mm	No	1		
5.7.17	Supply and fit window blinds and window antiglare 970mm x 1090mm	No	1		
	<b>Wet Chemistry Lab</b>				
5.7.18	Supply and fit window antiglare 960m x 1090mm	No	3		
	<b>Sub Total</b>				
	<b>BILL NO. 08</b>				
	<b>REMOVAL OF EXISTING WORK</b>				
	<i>Removal of existing benchtops for storage in a designated area onsite at ARMSCOR Dockyard in Simon's Town</i>				
5.26	Removal of free moving wood tables 2000mm x 1000mm x 920mm	No	12		
5.27	Removal of free moving cupboards with wheels 1000mm x 600mm x 750	No	10		

5.28	Removal of filing cabinet 1000mm x 200mm x 1900mm	No	1		
5.29	Removing and cleaning old window film or tint 975mm x 1090mm	No	17		
5.30	Window measurements indicated below under Windows heading	No	24		
	<b>Sub Total</b>				
	<b><u>SECTION 5 SUMMARY</u></b>				
	Bill 01: Carpentry and Joinery, etc.				
	Bill 02: Plumbing				
	Bill 03: Floor and wall painting				
	Bill 04: Electricals				
	Bill 05: Network connections				
	Bill 06: HVAC				
	Bill 07: Windows				
	Bill 08: Removal of old furniture				
	<b>GRAND TOTAL</b>				

Item No		Unit	Quantity		Amount
	<b>SECTION NO. 06 (DRAWING 5)</b>				
	<b>CHEMISTRY STORE ROOM</b>				
	<b>BILL NO. 01</b>				
	<b>CARPENTRY AND JOINERY, ETC.</b>				
	<i>The benchtops shall be custom-made, from fire and chemical resistant material with between 20mm and 25mm thickness. The colour shall be pail platinum</i>				
	<i>The cabinet shall be custom-made, from Solid wood with epoxy/ polyurathane/ polyurea material for chemical resistance. The cabinets shall have provision for storage of laboratory items (i.e., dividers, shelves, etc.) including handles and hinges</i>				
	<i>Dimensions are given in Length x width x height</i>				
6.1.1	Supply and fit bookshelves 1000mm x 500mm x 2400mm		1		
6.1.2	Supply and fit desktop 1000mm x 800mm x 750mm		2		
6.1.3	Supply and fit wall mounted shelves 3000mm x 500mm x 850mm		2		
6.1.4	Supply and fit Build-in drawers 400mm x 500mm x 850mm		1		
	<b>Sub Total</b>				
	<b>BILL NO. 02</b>				
	<b>FLOORS AND WALLS PAINTING</b>				
6.2.1	Floor painting, apply 1x undercoat and 2x coat of chemical resistant grey epoxy paint.	m2	8		
6.2.2	Wall painting, apply 1x undercoat and 2x coat of pail platinum paint.	m2	35		
3.2.2	Supply and fit a set of locks on door, include: apply 1x undercoat and 2x coat of pail platinum paint on both side of door.	No	1		
	<b>Sub Total</b>				
	<b>BILL NO. 03</b>				
	<b>ELECTRICALS</b>				
	<i>Note: there are existing plugs already, this will be an addition</i>				
6.3.1	Supply and fit additional type N electrical plugs as indicated on drawing No.5	No	1		
	<b>Sub Total</b>				

	<b>BILL NO. 04</b>				
	<b>HVAC</b>				
	<i>Note: there are existing plugs already, this will be an addition</i>				
6.4.1	Air conditioning system 12000 BTU, split system, issue COC after installation and testing	No	1		
	<b>Sub Total</b>				
	<b>BILL NO. 05</b>				
	<b>NETWORK CONNECTIONS</b>				
6.5.1	Supply and install network points for ethernet cables as indicated on drawing No.5	No	1		
	<b>Sub Total</b>				
	<b>SECTION 6 SUMMARY</b>				
	Bill 01: Carpentry and Joinery, etc.				
	Bill 02: Floors and wall painting				
	Bill 03: Electricals				
	Bill 04: HVAC				
	Bill 05: Network connections				
	<b>GRAND TOTAL</b>				



Item No		Unit	Quantity		Amount
	<b>SECTION NO. 07 (DRAWING 6)</b>				
	<b><u>SEM LABORATORY</u></b>				
	<b><u>BILL NO. 01</u></b>				
	<b><u>CAPENTRY AND JOINERY, ETC.</u></b>				
	<i>The benchtops shall be custom-made, from fire and chemical resistant material with between 20mm and 25mm thickness. The colour shall be pail platinum</i>				
	<i>The cabinet shall be custom-made, from Solid wood with epoxy/ polyurathane/ polyurea material for chemical resistance. The cabinets shall have provision for storage of laboratory items (i.e., dividers, shelves, etc.) including handles and hinges</i>				
	<i>Dimensions are given in Length x width x height</i>				
	<b>SLF1 TO SLF 4 ARE SHOWN ON DRAWING 6</b>				
7.1.1	SLF 1: Supply and fit chemical resistant benchtop 4900mm x 1000mm x 850mm with 2x 1000mm x 600mm sliding tray for computer key boards - 150mm below the benchtop, fit 2x 2 doors cabinet with 2 shelves and 2 drawers including 4 side drawers under benchtop	No	1		
7.1.2	SLF 2: Supply and fit wall mounted bookshelve with 2 glass doors from ground 1000mm x 300mm x 2000mm	No	1		
7.1.3	SLF 3: Supply and fit fire and chemical resistant benchtop 2400mm x 1000mm x 850mm, fit 2x 2 doors cabinet with 2 shelves and 2 drawers under benchtop	No	1		
7.1.4	SLF 4: Supply and fit benchtop and cabinet with 2 doors and a 2 drawers 1000mm x 1000mm x 850mm	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 02</u></b>				
	<b><u>FLOORS AND WALLS</u></b>				
7.2.1	Floor painting, apply 1x undercoat and 2x coat of chemical resistant grey epoxy paint.	m2	42		
7.2.2	Wall painting, apply 1x undercoat and 2x coat of pail platinum paint.	m2	64		
7.2.3	Supply and fit a set of locks on door, include: apply 1x undercoat and 2x coat of pail platinum paint	No	1		
	<b>Sub Total</b>				

	<b>BILL NO. 03</b>				
	<b>ELECTRICALS</b>				
	<i>Note: there are existing plugs already, this will be an addition</i>				
7.3.1	Supply and fit additional type N electrical plugs as indicated on drawing No.6	No	6		
	<b>Sub Total</b>				
	<b>BILL NO. 04</b>				
	<b>NETWORK CONNECTIONS</b>				
7.4.1	Supply and install network points for earthnet cables as indicated on drawing No.6	No	5		
	<b>Sub Total</b>				
	<b>BILL NO. 05</b>				
	<b>REMOVAL OF OLD FURNITURE</b>				
	<i>All benchtop are wooden material</i>				
7.5.1	Removal of moveable benchtop 2200mm x 680mm x 930mm	No	1		
7.5.2	Removal of moveable benchtop 2200mm x 540mm x 930mm	No	1		
7.5.3	Removal of moveable benchtop 2200mm x 670mm x 930mm	No	1		
7.5.4	Removal of moveable benchtop 2200mm x 560mm x 930mm	No	1		
7.5.5	Removal of moveable filing cabinet 1200mm x 320mm x 1450mm	No	1		
	<b>Sub Total</b>				
	<b>SECTION 7 SUMMARY</b>				
	Bill 01: Carpentry and Joinery, etc.				
	Bill 02: Floors and wall painting				
	Bill 03: Electricals				
	Bill 04: Network Connections				
	Bill 05: Removal of old work				
	<b>GRAND TOTAL</b>				

Item No		Unit	Quantity		Amount
	<b>SECTION NO. 08 (DRAWING 7)</b> <b>METALLURGY PREPARATION LABORATORY</b>  <b>BILL NO. 01</b> <b>CAPENTRY AND JOINERY, ETC.</b> <i>The benchtops shall be custom-made, from fire and chemical resistant material with between 20mm and 25mm thickness. The colour shall be pail platinum</i>  <i>The cabinet shall be custom-made, from Solid wood with epoxy/ polyurathane/ polyurea material for chemical resistance. The cabinets shall have provision for storage of laboratory items (i.e., dividers, shelves, etc.) including handles and hinges</i>  <i>Dimensions are given in Length x width x height</i> <b>MLF1 TO MLF 8 ARE SHOWN ON DRAWING 7</b>				
8.1.1	MFL 1: Supply and fit chemical resistant benchtop 2500mm x 1000mm x 850mm, with 20mm thickness, include two level shelves on top of the benchtop with plugs and network points.	No	1		
8.1.2	MFL 2: Supply and fit chemical resistant benchtop 2400mm x 800mm x 850mm, with 20mm thickness, fit 2 doors cabinet with 2 shelves and 2 drawers under benchtop	No	1		
8.1.3	MFL 3: Supply and fit benchtop 3000mm x 1500mm x 900mm,	No	1		
8.1.4	MFL 3: Supply and fit stainless steel benchtop ontop of the normal benchtop 3000mm x 1500mm x 850mm, with 6mm thickness	No	1		
8.1.5	MFL 4: Supply and fit fire and chemical resistant benchtop 5630mm x 1000mm x 850mm, with 20mm thickness, with 2x round holes for a sinks 300mm diameter x400mm depth, fit 3x 2 doors cabinet with 2 shelves and 2 drawers under benchtop	No	1		
8.1.6	MFL 5: Supply and fit chemical resistant benchtop 3000mm x 1000mm x 850mm, with 20mm thicknessm, cut out hole for a sink 500mm x 500mm x 400mm depth	No	1		
8.1.7	MFL 5: Supply and fit wall mounted heavy duty tool cabinet 3000mm x 300mm x 600mm,	No	1		
8.1.8	MFL 6: Supply and fit chemical resistant benchtop 2000mm x 1000mm x 850mm, with 20mm thickness, fit 2 doors cabinet with 2 shelves and 2 drawers under benchtop				
8.1.9	MFL 7: Supply and fit Wall mounted bookshelf with glass doors 1000mm x 350mm x 2400mm with 5 shelves	No	1		

8.1.10	MFL 8: Supply and fit Computer desktop 800mm x 800mm x 750mm	No	1		
8.1.11	Supply and fit Build-in cupboard with 2 doors, 2 shelves and 2 drawers 1000mm x 600mm x 750mm, with scating 100mm	No	13		
8.1.12	Supply and fit fire protected cupboards 1000mm x 600mm x 850mm including PVC tray to hold chemical spill. the cuboard must have 2 doors	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 02</u></b>				
	<b><u>WALLS AND FLOOR PAINTING</u></b>				
8.2.1	Wall painting, apply 1x undercoat and 2x coat of pail platinum paint.	m2	78		
8.2.2	Floor painting, apply 1x undercoat and 2x coat of chemical resistant grey epoxy paint.	m2	74		
7.2.3	Supply and fit a set of locks on door, include: apply 1x undercoat and 2x coat of pail platinum paint	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 03</u></b>				
	<b><u>ELECTRICALS</u></b>				
	<i>Note: there are existing plugs already, this will be an addition</i>				
8.3.1	Supply and fit type N electrical plugs to the central benchtops as indicated on drawing No.7	No	7		
	<b>Sub Total</b>				
	<b><u>BILL NO. 04</u></b>				
	<b><u>HVAC</u></b>				
8.4.1	Air conditioning system 12000 BTU, split system, issue COC after installation and testing	No	2		
8.4.2	Supply and fit extraction hood with ducting: dimensions 2000mm x1000mm over MLF3	No	1		
	<b>Sub Total</b>				
	<b><u>BILL NO. 05</u></b>				
	<b><u>NETWORK CONNECTIONS</u></b>				
8.5.1	Supply and install network points for earthanet cables as indicated on drawing No.7	No	7		
	<b>Sub Total</b>				

<b>BILL NO. 06</b>					
<b>PLUMBING</b>					
<i>There is existing drainage for current sink</i>					
8.6.1	Supply polyurathene sink (500mm x 500mm x 500mm depth) with flush counter surface and PVC cold and hot water taps	No	1		
8.6.2	Supply round polyurathene sink (200mm x 200mm x 400mm depth) and PVC cold and hot water taps	No	1		
<b>Sub Total</b>					
<b>BILL NO. 07</b>					
<b>WINDOWS</b>					
5.7.1	Supply and fit window antiglare 960mm x 1090mm	No	5		
<b>Sub Total</b>					
<b>BILL NO. 08</b>					
<b>REMOVAL OF OLD WORK</b>					
<i>All existing tables and cupboards to be removed and stored in ARMSCOR'S designated onsite area at simons Town</i>					
8.7.1	Removal of moveable tables 2000mm x 1000mm x 920mm	No	1		
8.7.2	Removal of moveable benchtop 4750mm x 700mm x 910mm	No	1		
8.7.3	Removal of moveable benchtop 1650mm x 730mm x 910mm	No	1		
8.7.4	Removal of moveable benchtop 2100mm x 600mm x 910mm	No	1		
8.7.5	Removal of moveable tables 1200mm x 750mm x 910mm	No	1		
8.7.6	Removal of moveable benchtop 2450mm x 600mm x 1000mm	No	1		
8.7.7	Removal of moveable benchtop 2300mm x 670mm x 770mm	No	1		
8.7.8	Removal of moveable benchtop 1070mm x 400mm x 940mm	No	1		
8.7.9	Removal of moveable tables 1270mm x 540mm x 910mm	No	1		
8.7.10	Removal of moveable benchtop 610mm x 470mm x 790mm	No	1		
8.7.11	Removal of moveable benchtop 820mm x 620mm x 770mm	No	1		
8.7.12	Removal of moveable benchtop 1830mm x 930mm x 880mm	No	1		
8.7.13	Removal of moveable tables 930mm x 610mm x 800mm	No	1		
8.7.14	Removal of moveable filing cabinet 970mm x 610mm x 2130mm	No	1		
8.7.15	Removal of tools cabinet 840mm x 210mm x 680mm	No	1		
<b>Sub Total</b>					

	<b>SECTION 8 SUMMARY</b>				
	<b>Bill 01: Carpentry and Joinery, etc.</b>				
	<b>Bill 02: Floor and wall painting</b>				
	<b>Bill 03: Electricals</b>				
	<b>Bill 04: HVAC</b>				
	<b>Bill 05: Network connections</b>				
	<b>Bill 06: Plumbing</b>				
	<b>Bill 07: Windows</b>				
	<b>Bill 08: Removal of old furniture</b>				
	<b>GRAND TOTAL</b>				

## **ANNEXURE - D**

### **SUPPORTING DRAWINGS FOR THE** **LABORATORIES:** **ARMD/2025/05**

**DRAWING 1** is for the Main Lab Microbiology relating to BOQ Section 2

**DRAWING 2** is for the Microbiology Oven Room relating to BOQ Section 3

**DRAWING 3** is for the Microbiology Store Room relating to BOQ Section 4

**DRAWING 4** is for the Chemistry Lab relating to BOQ Section 5

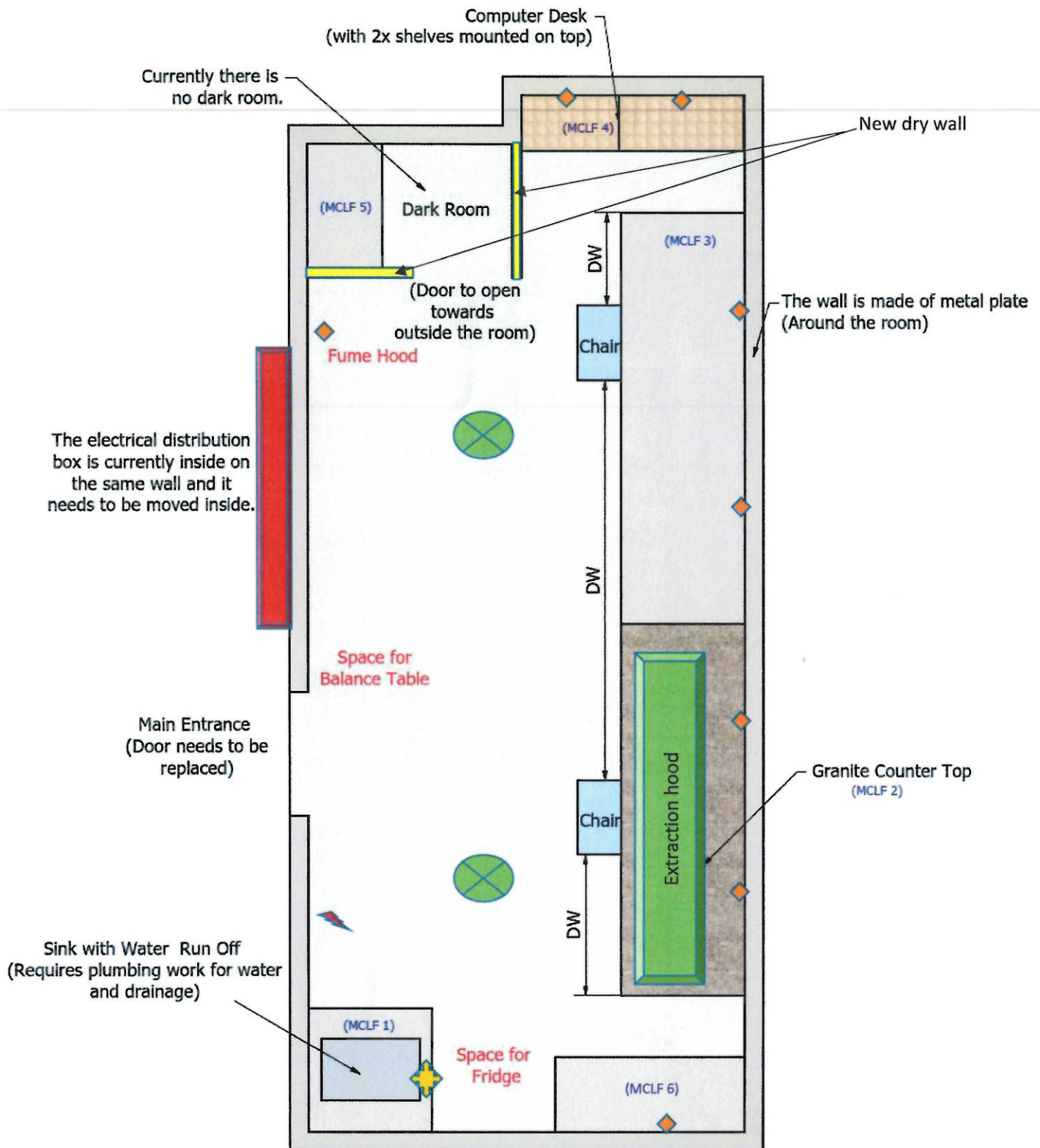
**DRAWING 5** is for the Chemistry Store Room relating to BOQ Section 6

**DRAWING 6** is for the Metallurgy SEM Lab relating to BOQ Section 7

**DRAWING 7** is for the Metallurgy Lab relating to BOQ Section 8





# DRAWING 1 for BOQ SECTION 2

## Micro Lab (General Arrangement)

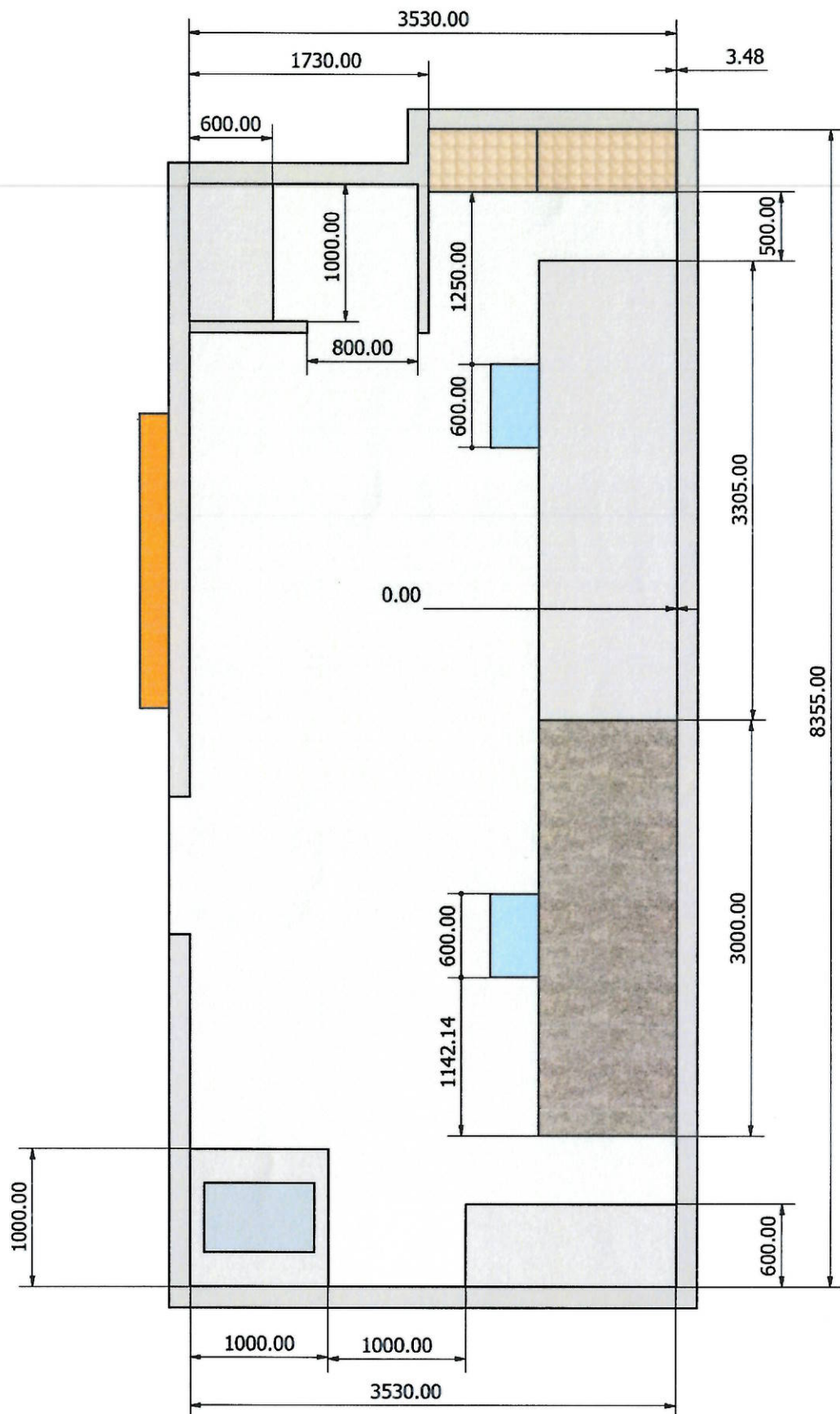


### Notes:

1. Dimensions are in millimeters (mm)
2. DW = Drawers
3. MCLF = Micro Lab Furniture

-  = Electrical plug
-  = Network point
-  = Air conditioner
-  = eye wash station



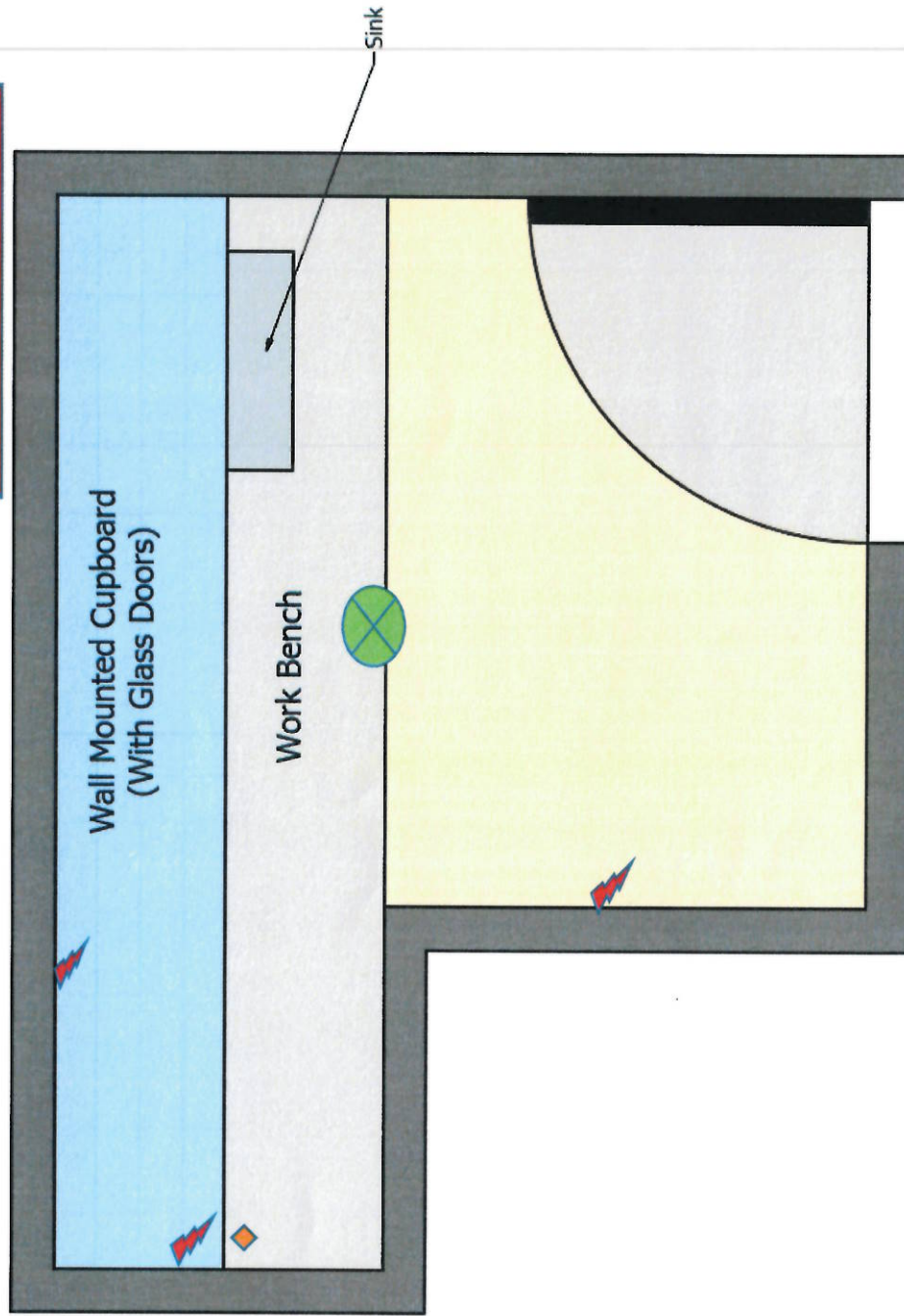
**DRAWING 1A****Micro Lab  
(Dimensions)****Notes:**


1. Dimensions are in millimeters (mm)
2. DW = Drawers
3. MCLF = Micro Lab Furniture

**DRAWING 2 for  
BOQ SECTION 3**

**Micro Oven Room  
(General Arrangement)**

Distribution Box – Reception  
area through the wall (1m)

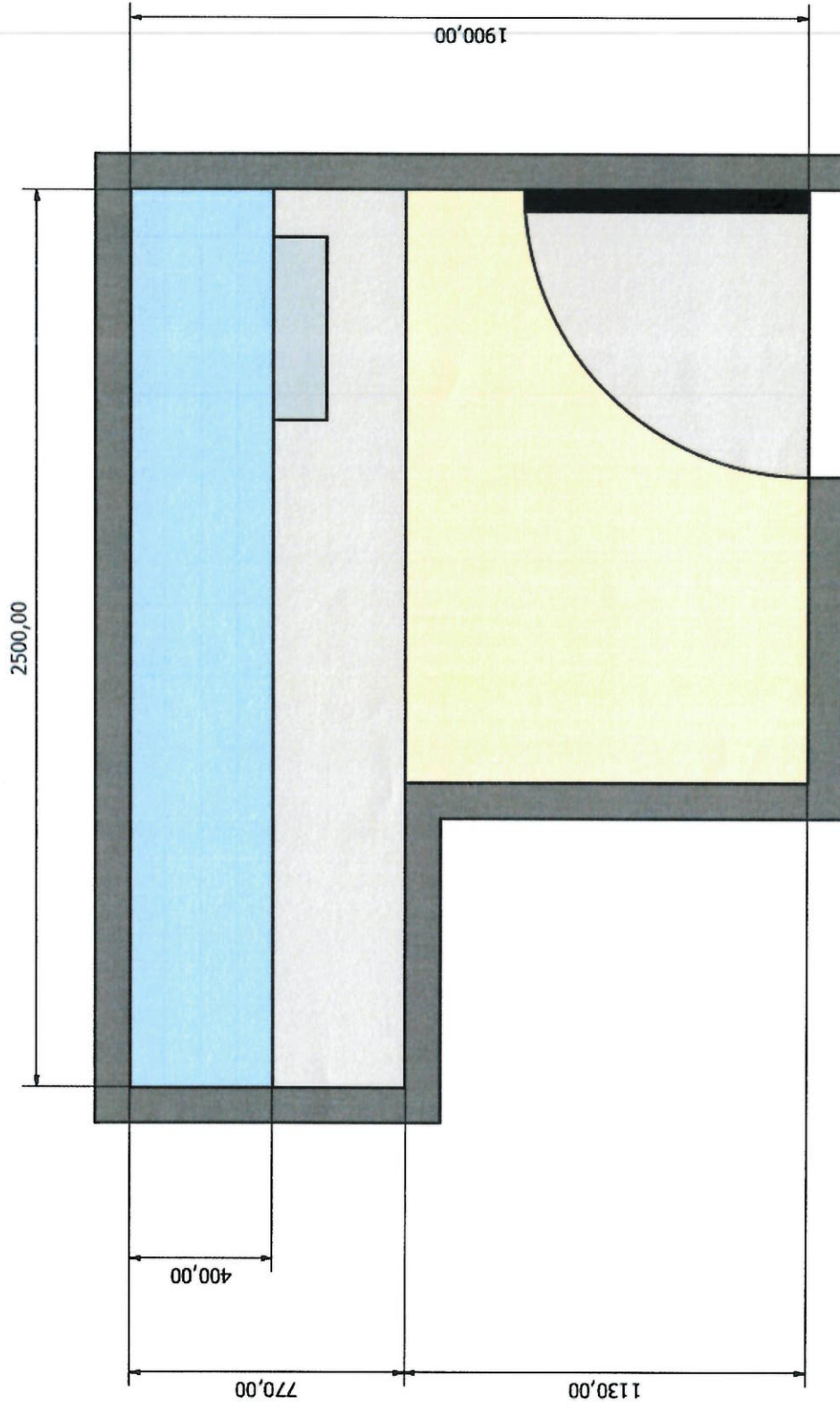


-  = Electrical plug
-  = Network point
-  = Air conditioner

Notes:  
1. Dimensions are in millimeters (mm)

**DRAWING 2A**

**Micro Oven Room  
(Dimensions)**



Notes:  
1. Dimensions are in millimeters (mm)



**Micro Storeroom**  
**(General Arrangement)**

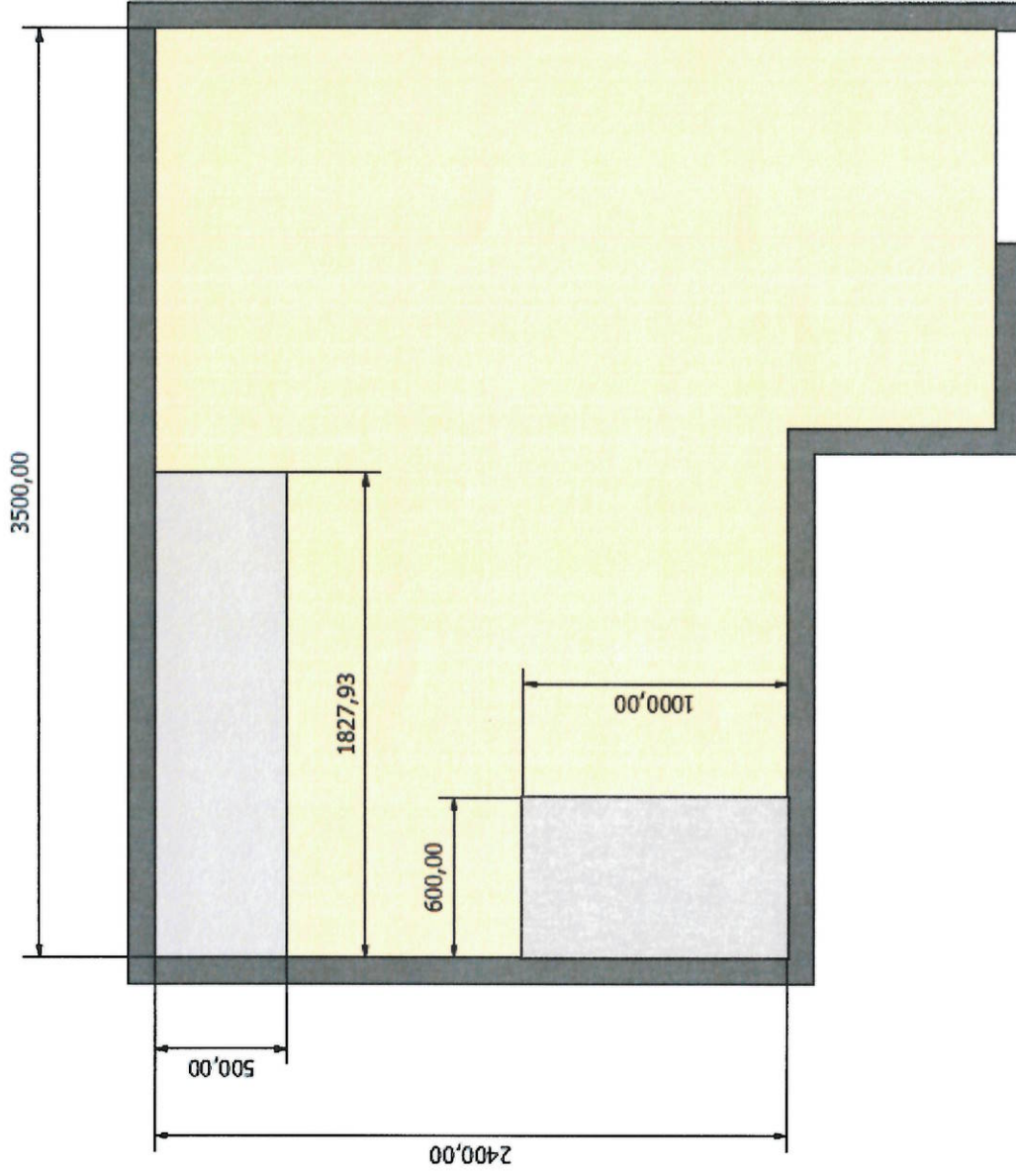
Cabinet  
(with shelves and glass door)

Work Bench

Space for Fridge

-  = Electrical plug
-  = Network point
-  = Air Conditioner

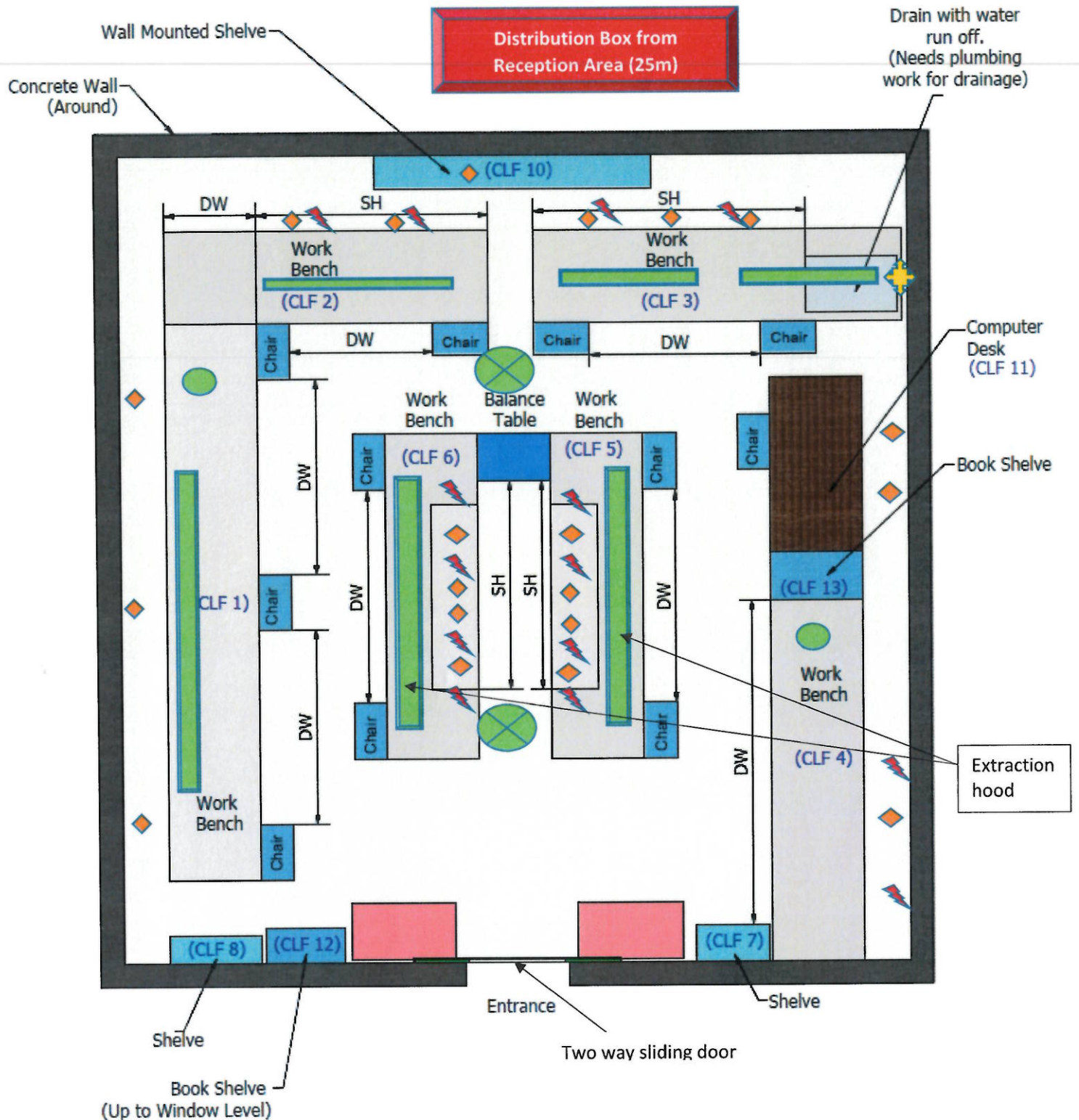
1. Dimensions are in millimeters (mm)



Notes:  
1. Dimensions are in millimeters (mm)

# DRAWING 4 for BOQ SECTION 5

## Chemistry Lab (General Arrangement)



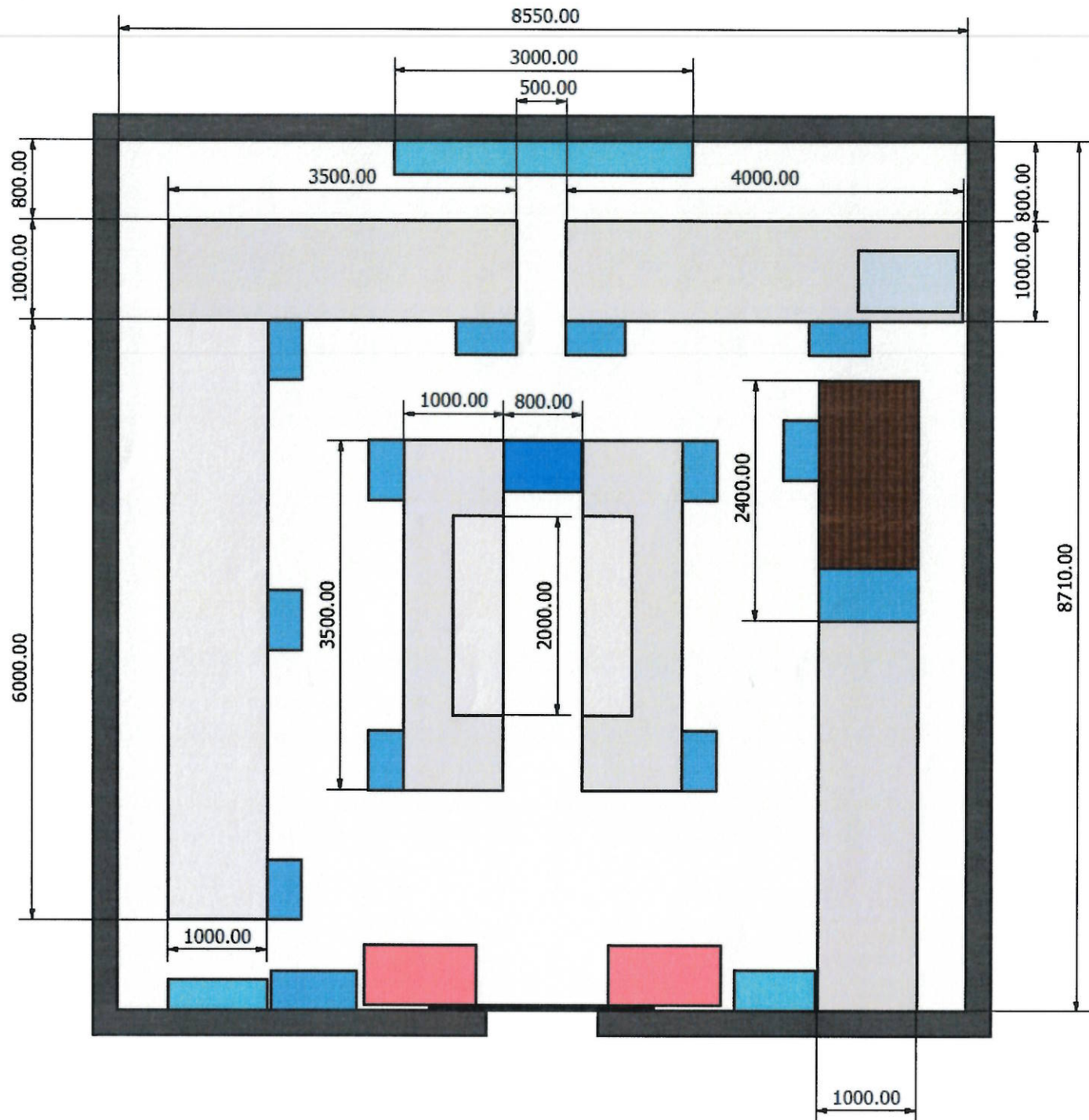
### Notes:

1. Dimensions are in millimeters (mm)
2. DW = Drawers
3. CLF = Chemistry Lab Furniture

- = Electrical plug
- = Network point
- = Air Conditioner

- = extraction attached to equipment
- = extraction hood
- = Eye was station



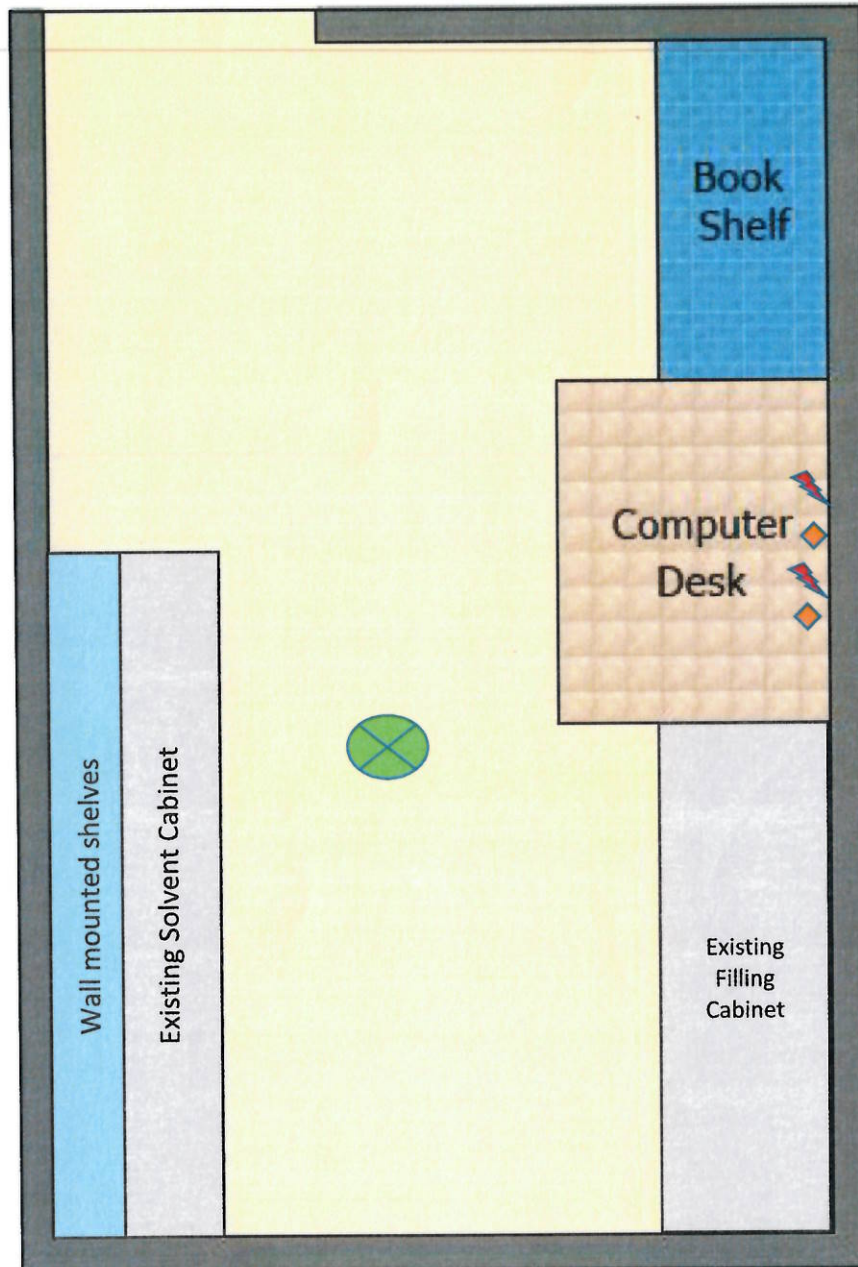
**DRAWING 4A****Chemistry Lab  
(Dimensions)****Notes:**

1. Dimensions are in millimeters (mm)
2. DW = Drawers
3. CLF = Chemistry Lab Furniture

**DRAWING 5 for  
BOQ SECTION 6**

**Chemistry Store  
(General Arrangement)**

**Distribution Box – Reception  
Area (15m)**



**Notes:**

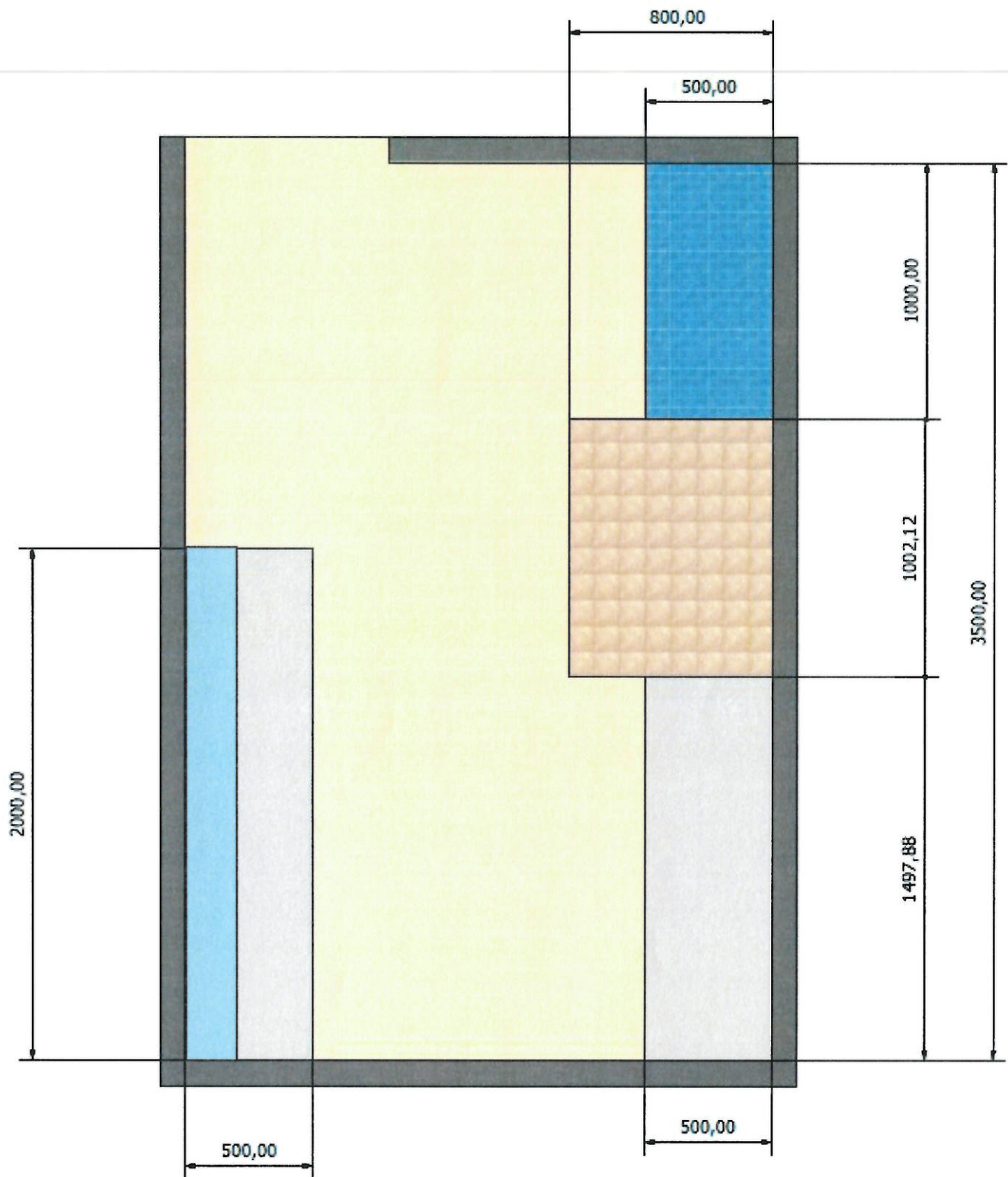
1. Dimensions are in millimeters (mm)

Page 1 of 2

-  = Electrical plug
-  = Network point
-  = Air Conditioner



## Chemistry Store (Dimensions)

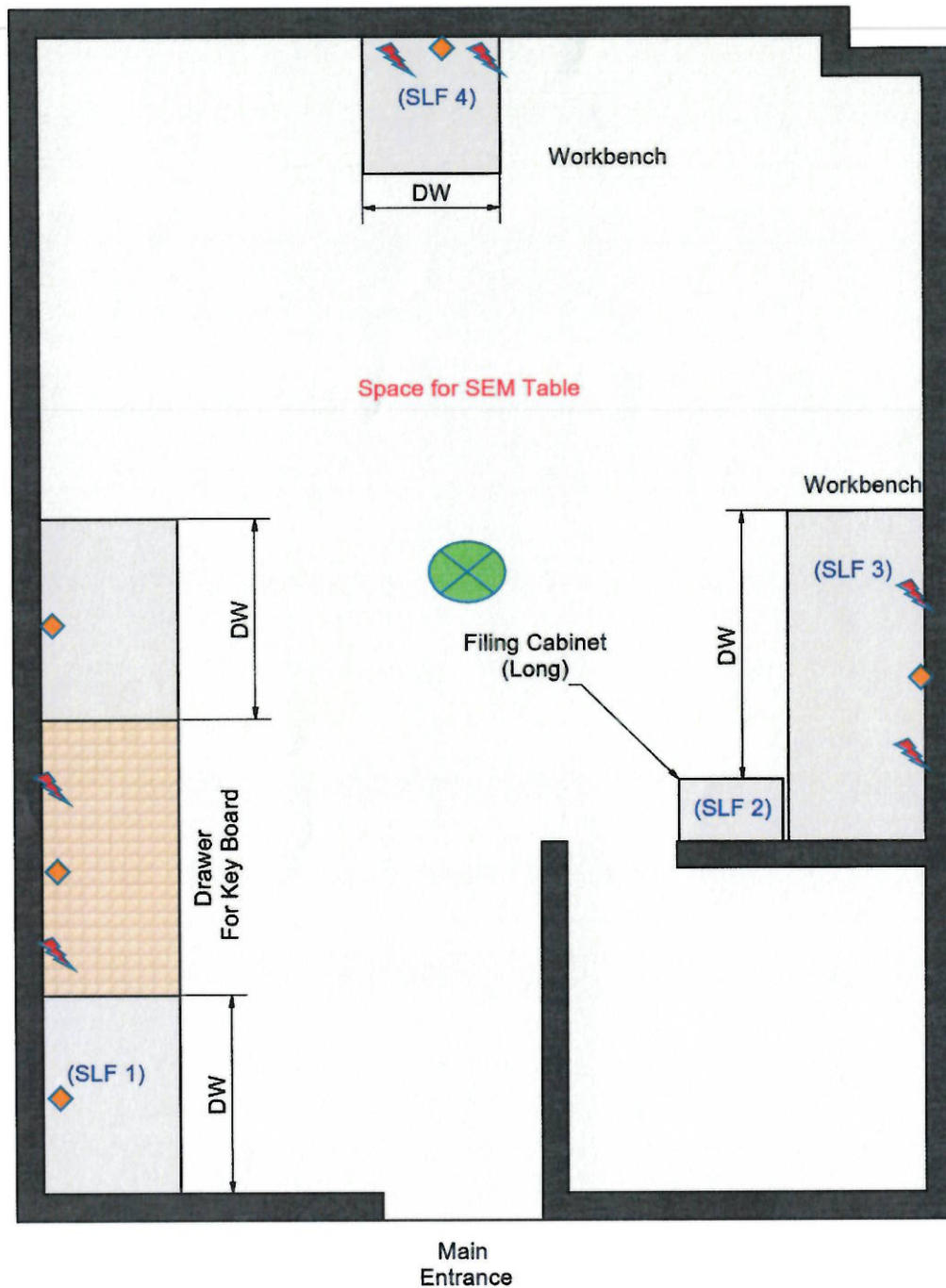
**Notes:**

1. Dimensions are in millimeters (mm)

**DRAWING 6 for  
BOQ SECTION 7**

**SEMLab  
(General Arrangement)**

**Distribution Box – Metallurgy  
Lab (5m)**



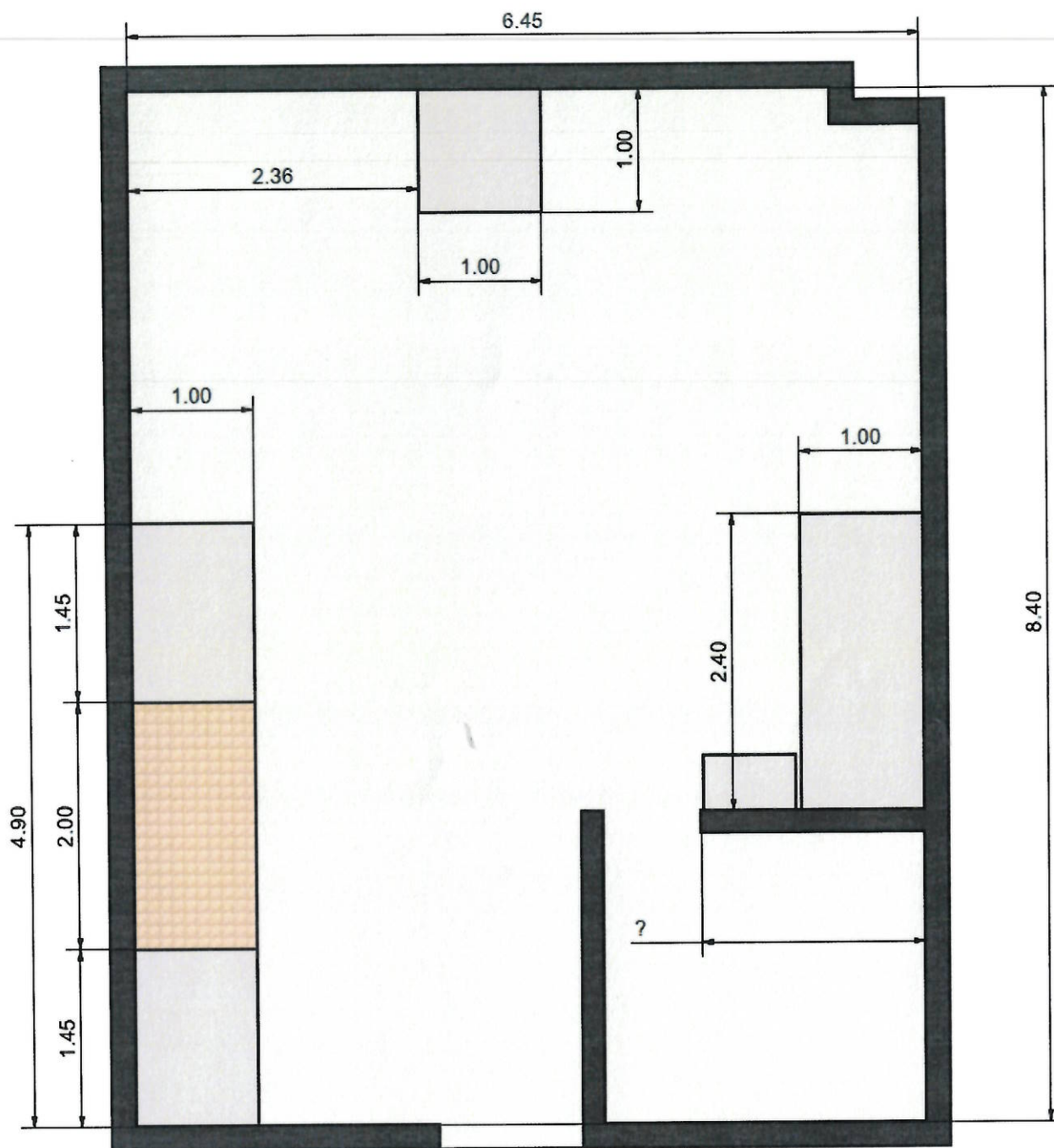
**Notes:**

1. Dimensions are in metres (m)
2. DW = Drawers
3. SLF = SEM Lab Furniture

-  = Electrical plug
-  = Network point
-  = Air Conditioner

### DRAWING 6A

## SEM Lab (Dimensions)

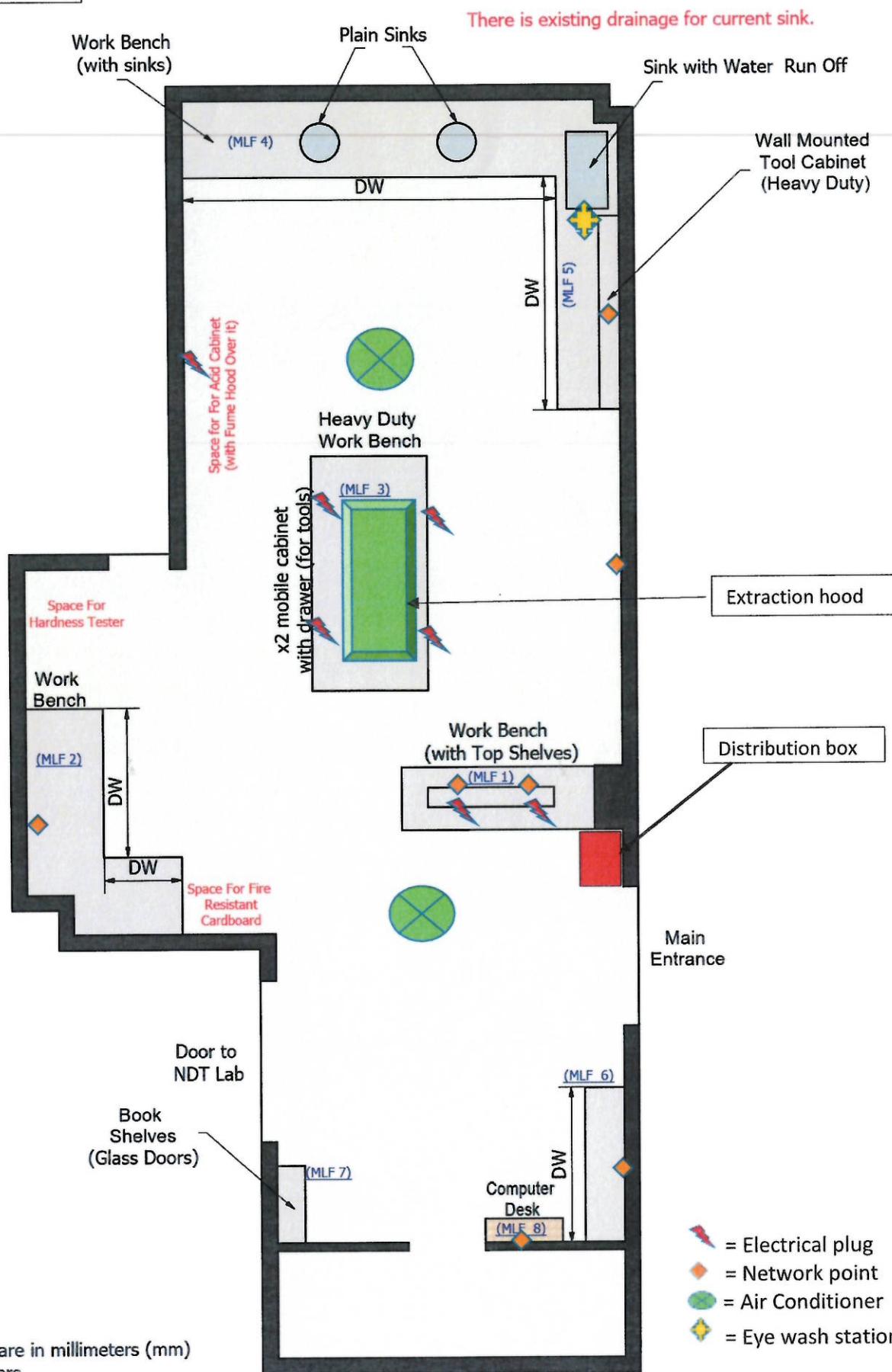


Notes:

1. Dimensions are in metres (m)
2. DW = Drawers
3. SLF = SEM Lab Furniture



## Metallurgy Lab (General Arrangement)




Notes:

1. Dimensions are in millimeters (mm)
2. DW = Drawers
3. MLF = Metallurgy Lab Furniture

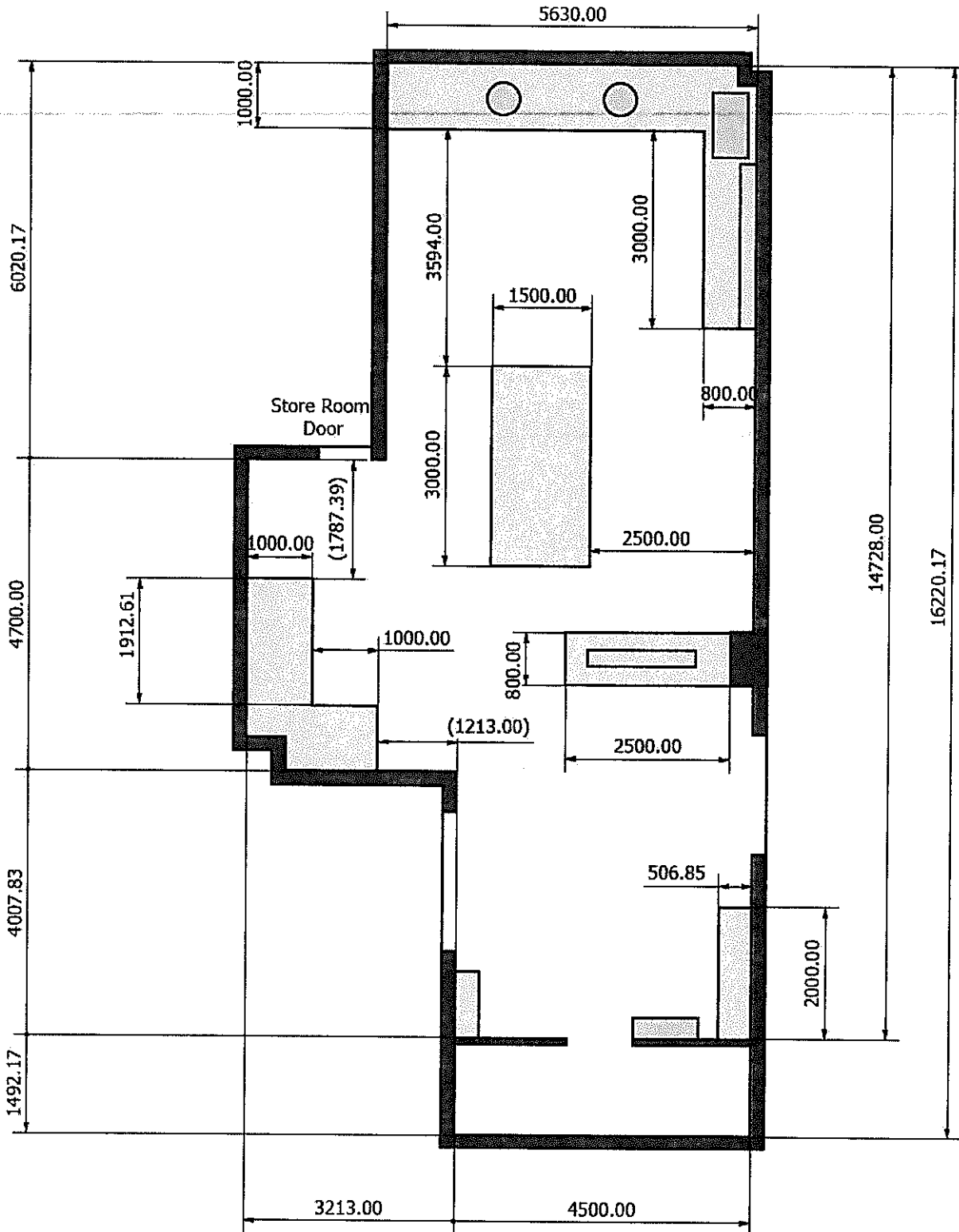
 = Electrical plug

 = Network point

 = Air Conditioner

# DRAWING 7A

## Metallurgy Lab (Dimensions)



### Notes:

1. Dimensions are in millimeters (mm)
2. DW = Drawers
3. MLF = Metallurgy Lab Furniture

# **ANNEXURE E**

## **CIDB ANNEXURES**

ANNEX A: Standard Tender Notice and Invitation to Tender

ANNEX B: Form of Offer and Acceptance

ANNEX C: Standard Conditions of Tender

ANNEX F: Record of Addenda to Tender Documents

ANNEX G: Compulsory Enterprise Questionnaire

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# **CONSTRUCTION INDUSTRY DEVELOPMENT BOARD**

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## **STANDARD FOR UNIFORMITY IN ENGINEERING AND CONSTRUCTION WORKS CONTRACTS**

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**AUGUST 2019**

- Annex A: Standard Tender Notice and Invitation to Tender
- Annex C: Standard Conditions of Tender
- Annex F: Record of Addenda to Tender Documents
- Annex G: Compulsory Enterprise Questionnaire

## Annex A

### Standard Tender Notice and Invitation to Tender

Armscor Dockyard invites tenders for the Provision of Construction and Procurement Services to Transform a Workshop into a Canteen
It is estimated that tenderers must have a cidb contractor grading of 3 GB or higher.
Only tenderers who meets the specified critical criteria are eligible to submit tenders.
<p>The physical address for collection of tender documents is:</p> <p>Armscor Dockyard Cole Point Road Simon's Town</p> <p>Documents may be collected during working hours between 07:15 – 16:30 on Monday to Thursday and between 07:15 – 12:15 on Friday.</p>
Queries relating to the issue of these documents may be addressed to Ms Bambanani Tiso, Tel No (021) 787 3149, E- Mail <a href="mailto:BambananiT@armscordy.co.za">BambananiT@armscordy.co.za</a>
A compulsory clarification meeting with representatives of the Employer will take place at Armscor Dockyard on 23/10/2024 starting at 11:00 hrs.
<p>The closing time for receipt of tenders is 11:00 hrs on 04/11/2024</p> <p>Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.</p>
Tenders must only be submitted on the tender documentation that is issued.
Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.



## Annex C

### Standard Conditions of Tender

#### C.1 General

##### C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

*Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

*2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

C.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

##### C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

##### C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

a) **conflict of interest** means any situation in which:

- i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
- ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
- iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.

b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;

- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

#### **C.1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

#### **C.1.5 Cancellation and Re-Invitation of Tenders**

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

#### **C.1.6 Procurement procedures**

##### **C.1.6.1 General**

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

##### **C.1.6.2 Competitive negotiation procedure**

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.



C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

### **C.1.6.3 Proposal procedure using the two stage-system**

#### **C.1.6.3.1 Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

#### **C.1.6.3.2 Option 2**

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

## **C.2 Tenderer's obligations**

### **C.2.1 Eligibility**

C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

### **C.2.2 Cost of tendering**

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

### **C.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

### **C.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **C.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

### **C.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

### **C.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

### **C.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

### **C.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

### **C.2.10 Pricing the tender offer**

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

### **C.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

### **C.2.12 Alternative tender offers**

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as



a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

### **C.2.13 Submitting a tender offer**

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

### **C.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

### **C.2.15 Closing time**

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

### **C.2.16 Tender offer validity**

C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

### **C.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

**Note:** Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

### **C.2.18 Provide other material**

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

### **C.2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

### **C.2.20 Submit securities, bonds and policies**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

### **C.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

### **C.2.22 Return of other tender documents**



If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

### **C.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

## **C.3 The employer's undertakings**

### **C.3.1 Respond to requests from the tenderer**

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

### **C.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

### **C.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

### **C.3.4 Opening of tender submissions**

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

### **C.3.5 Two-envelope system**

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time

and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

### **C.3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **C.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **C.3.8 Test for responsiveness**

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **C.3.9 Arithmetical errors, omissions and discrepancies**

C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;



- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:

- (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
- (ii) the summation of the prices.

C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

### C.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers

- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

#### **C.3.11.1 General**

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

#### **C.3.12 Insurance provided by the employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

#### **C.3.13 Acceptance of tender offer**

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c) has the legal capacity to enter into the contract;
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the tender data; and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

#### **C.3.14 Prepare contract documents**

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

#### **C.3.15 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

#### **C.3.16 Registration of the award**



An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

#### **C.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

#### **C.3.18 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

## Annex F

### Record of Addenda to Tender Documents

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

## Annex G

### Compulsory Enterprise questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:**

**Section 2: VAT registration number, if any:**

**Section 3: cidb registration number, if any:**

**Section 4: CSD number:**

**Section 5: Particulars of sole proprietors and partners in partnerships:**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 6: Particulars of companies and close corporations**

Company registration number:

Close corporation number:

Tax reference number:

**Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

**Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Enterprise name			

### CIDB Annexure B form of offer and acceptance

The Standard Conditions of Tender for Procurement make several references to the Bid Data for details that apply specifically to this bid. The Armscor bid conditions shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the Clause in the CIDB Standard Conditions of Tender to which it mainly applies.

Terminologies	Description
Tender	Tender means "Bid or RFB" in this bid document
Tenderer	Tenderer means a "Bidder" in this bid document
Contract documents	May be referred to as "Scope of Work" in this bid document
Employer	Employer means Armscor
Annexure B, D,E	Not included
SBD4	Referred to as "KD26" in this bid document
SBD6	Referred to as "KD17" in this bid document
Clause number (CIDB)	Bid Data
Annexure C	
C.1.1	The Employer is Armscor
C.1.2	The tender documents issued by the Employer are detailed on the contents page of this bid document.
C.1.4	Each communication to and from the bidder(s) and the procuring entity (Armscor) shall be sent to and received from Aopts@armscor.co.za and not any other Armscor or its official(s) email address, or Armscors' Consulting Engineer
C.1.5.3	Not Applicable to this Bid
C.1.6	The whole of 1.6 is not Applicable to this Bid The Employer shall evaluate this bid in accordance with the evaluation criteria stated in this bid.
C.2.7	The arrangement for a site meeting (where applicable) is as stated in the Notice and Invitation to Bid.
C.2.13.5	Bidders must submit one (1) copy of the bid document and returnables unless stated in the bid document.
C.2.13.9	<p>Bids must be submitted in a sealed envelope marked with this bid reference number.</p> <p>The sealed envelope must be deposited in the bid box at Armscor Dockyard Security, before the bid closing date and time addressed to:</p> <p><u>Divisional Manager:</u> Procurement and Logistics Armscor Dockyard</p> <p><u>Postal address:</u> Armscor Dockyard Private Bag X3 Simon's Town, 7995</p> <p><u>Delivery address:</u> Armscor Dockyard Tender Box Dockyard Security Entrance Cole Point Road Simon's Town</p>

C.2.15	The closing time for submission of bid offers is as stated in the Bid Notice and Invitation to Bid  <b><i>NB: No bid submission will be processed after the closing date and time.</i></b>
C.2.23	List of Returnable Documents for a comprehensive list of certificates and additional documents required for submission with this bid.
C.2.6	Also referred to as Erratum
C.3.4	Not Applicable to this Bid
C.3.11	Armscor's evaluation process comprises of the following steps. Evaluation criteria to be utilised for this bid are contained in the Evaluation criteria of this bid
C3.11.2	Weighting is only applicable when specified in the critical criteria