



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Eben Dönges Building, Corner of Hancock and Robert Streets, North End, Gqeberha, 6001

BID DOCUMENT

INVITATION TO SUBMIT A BID FOR PROVIDING PROFESSIONAL SERVICES:

SOCIAL FACILITATOR ON CONSTRUCTION PROJECTS

FOR THE PROJECT

STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES

WCS: 054659

Reference No: 14/1/3/1/6415/5256

BID NO: GQEQ-2025/2026-096

Tender Advert Date: Friday, 19 September 2025

Tender Closing Date and Time: Tuesday, 14 October 2025 at 11h00

Bid Briefing Meeting Date: Tuesday, 30 September 2025 at 11h00 Applicable

The Bid Briefing meeting is COMPULSORY.

Tenderers CSD No:

Name of tenderer:

**ISSUED BY:
THE DIRECTOR-GENERAL
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

Effective date: 1 May 2025

Version 1.0 Social Facilitator Bid

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T.1 TENDER PROCEDURES

T1.1 NOTICE AND INVITATION TO TENDER

T1.1.1 The words “**quote**” or “**quotation**”, “**tender**” and “**bid**” in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning, similarly the words “**tenderer**”, “**quoting Service Provider**” and “**tendering Service Provider**” are interchangeable and are deemed to have the same meaning. Unless inconsistent with the context, the masculine gender includes the feminine and neuter genders and *vice versa*, and the singular includes the plural and *vice versa*. In this document, words and expressions signified in the text by the use of capital initial letters, shall have the meanings defined in the Standard Professional Services Contract except where the context otherwise requires.

T1.1.2 The Government of the Republic of South Africa in its Department of Public Works invites tenders from Service Providers nominated from its professional service supplier register for the provision of **PROFESSIONAL SOCIAL ENGAGEMENT FACILITATOR** on Construction projects, as further fully described in C3 Scope of Services hereof.

T1.1.3 Collection of Tender Documents

☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za

☒ Alternatively; Bid documents may be collected during working hours at the following address

Physical Address: Eben Dönges Building, Corner of Hancock and Robert Streets, North End, Gqeberha, 6001

Tender documents may be collected from the Tender Reception (2nd Floor) on working days **between 07:30 and 12:45** and **between 13:30 and 15:30**.

A non-refundable **deposit of R 100** is payable at the Tender Reception (2nd Floor), in cash only, on collection of the tender documents.

T1.1.4 Queries relating to these documents may be addressed to the Employer’s authorised and designated representative who is the Departmental Project Manager (PM):

FOR TECHNICAL / PROJECT SPECIFIC ENQUIRIES:

Enquires: Mr. Thandisile Nube
Tel No: 041 408 2339 during office hours
Mobile No: 063 285 2922 during office hours
Email Address: Thandisile.Nube@dpw.gov.za

FOR SCM SPECIFIC ENQUIRIES:

Enquires: Ms. Nwabisa Nkangana
Tel No: 041 408 2055 during office hours
Mobile No: N/A during office hours
Email Address: Nwabisa.Nkangana@dpw.gov.za

Physical Address: Eben Dönges Building, Corner of Hancock and Robert Streets, North End, Gqeberha, 6001

Postal Address: Private Bag X 3913, North End, Gqeberha (Port Elizabeth), 6056



T1.1.5 Service Providers, if nominated will obtain possession of the tender document in the most feasible manner determined by the Departmental Project Manager (T1.1.4) and may include hand delivery, facsimile, or electronically via e-mail.

T1.1.6 A tender clarification meeting **will be** in respect of this tender.

Attendance of said clarification meeting is **compulsory**.

The particulars for said tender clarification meeting are:

Location: Storms River
Venue: SA National Parks Board Offices, off Darnell Street, directly opposite the Police Station main entrance across the field.
GPS Coordinates: -33.974866, 23.891667;
Date: 30 September 2025
Starting time: 11h00

T1.1.7 Requirements for submission of tenders, sealing, addressing and delivery of tenders

Tenders must only be submitted on the tender documents that is issued.

The following identification details must be provided on the back of the envelope:

Entity submitting quote's name, contact address and telephone number

and in the top left corner on the back of the envelope:

"Bid no." (and fill in the tender number as on the front page hereof)

"WCS no. " (and fill in the WCS number as on the front page hereof)

"Social Engagement Services"

All tenders must be completed in non-erasable ink and submitted on the official forms (Forms not to be re-typed).

Tenders to be deposited in the Tender Box located in the Reception on Ground Floor, Eben Dönges Building, Corner of Hancock and Robert Streets, North End, Gqeberha, 6001

T1.1.8 The closing time for receipt of tenders is **11h00 on 14 October 2025**. Telephonic, facsimile, electronic and late Bids will not be accepted.

T1.1.9 Tenders will be opened immediately or as soon as possible after the closing time mentioned above, in room: **Reception or Ground Floor Hall, Eben Dönges Building, Corner of Hancock and Robert Streets, North End, Gqeberha, 6001**.

T1.1.10 The tender validity period is **Eighty-four (84) Calendar Days** from date of tender closure.

T1.1.11 **Bids will be evaluated as follows (Refer to T1.2: Tender Data [C.2.1]):**

Phase 1: Responsiveness - **Applicable**

Phase 2: Functionality – **Applicable**

Phase 3: PPPFA Scoring – **Applicable**

Phase 4: Acceptability in respect of Risk to the Employer – **Applicable**

Phase 5: Other Objective Criteria – **Not applicable**

Bids will be evaluated in terms of the Special Conditions of Bid: **Applicable**

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender.



Functionality Criteria, if applicable to this tender:

Refer to FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents for detailed functionality criteria, requirements and notes applicable to this tender.

Functionality criteria:		Weighting factor:
1	COMPANY EXPERIENCE AS A SOCIAL ENGAGEMENT FACILITATION FIRM ON CONSTRUCTION PROJECTS	30
2	PROJECT REFEREE DETAILS OF PRINCIPAL AGENTS, OTHER CONSULTANTS, PROJECT MANAGER/S OR CLIENTS FOR COMPLETED AND / OR CURRENT CONSTRUCTION PROJECTS THAT ARE AT LEAST 75% COMPLETE	10
3	RESOURCES - PERSONNEL ASSIGNED TO THIS PROJECT AS LISTED UNDER CLAUSE C1.2.3 (7.1.2 } [CD] BY THE TENDERER	40
4	COMPETENCE OF KEY PERSONNEL, PROFESSIONAL AND TECHNICAL PERSONNEL	20
Total		100

(Weights for functionality add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

The minimum total functionality score required to qualify for further evaluation: Fifty (50) points.

Note:

1. Failure to meet minimum total functionality score required will result in the tenderer being disqualified.
2. In addition to the above, bidders must score the minimum points for each Criteria, i.e. criteria 1, criteria 2, criteria 3, criteria 4, etc.). If a bidder fails to score the minimum points for each criteria, the bidder's offer will be regarded as non-compliant, even if the bidder scored the required minimum qualifying score for functionality, all as indicated in FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents and required in terms of 6.1.1 Substantive responsiveness requirements applicable for this tender.

T1.2 TENDER DATA

T1.2.1 Standard Conditions of Tender

The conditions of tender are the Standard Conditions of Tender as contained in Annexure C of the Construction Industry Development Board Standard for Uniformity in Engineering and Construction Works Contracts as per Government Notice No. 423 published in Government Gazette No. 42622 of 8 August 2019 and as amended from time to time.

The Standard Conditions of Tender is not included in this tender document. Tenderers must obtain it on the CIDB's Website at: <https://www.cidb.org.za/download/100/procurement-documents-templates-and-guidelines/6128/cidb-standard-conditions-of-tender.pdf>

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

Each item of data given below is cross-referenced to the clauses marked [C] in the Standard Conditions of Tender to which it mainly applies.

By submitting a tender in response to T1.1 Notice and Invitation to Tender above, the tenderer binds himself to a *pactum de contrahendo* (contract aimed at conclusion of another contract), the terms of which are contained in the Standard Conditions of Tender and T1.2 Tender Data.

Clause number	
[C.1.1]	The Employer is the Government of the Republic of South Africa in its Department of Public Works.
[C.1.2]	For this Contract the single volume approach is adopted. This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 5 of the CIDB's "Standard for Uniformity in Construction Procurement." The tendering Service Provider's attention is specifically drawn to the T2 Returnable Documents identified in the T2.1 List of Returnable Documents and in the T2.2 Returnable Schedules to be completed and submitted with the tender. The tenderer to deliver his tender back to the Employer bound as it was received. Additional returnable documents to be attached as annexures to the original tender document. The tender document, issued by the Employer, comprises the following separate identifiable documents collectively forming the "Tender Document in a single volume": <u>The Tender</u> T1: Tender Procedures T1.1 Notice and Invitation to Tender T1.2 Tender Data T2: Returnable Documents T2.1 List of Returnable Documents T2.2 Returnable Schedules <u>The Contract</u> C1: Agreement and Contract Data C1.1 Form of Offer and Acceptance C1.2 Contract Data C2: Pricing Data

	C2.1 Pricing Assumptions C2.2 Activity Schedule C3: Scope of Services C4: Site Information
[C.1.4]	The Employer's agent for the purpose of this tender is deemed to be the authorised and designated representative of the Employer, who will be the Departmental Project Manager as noted in T1.1.4 Notice and Invitation to Tender.
[C.2.1]	1. Tenderers will only be eligible to tender and be considered for evaluation if: (a) The tendering Service Provider is a business undertaking, which is under the fulltime supervision of a suitably qualified and experienced Social Facilitator on construction projects whom must have a NQF level 6 qualification in Social Science / Development Studies / Rural Development / Development Management / Community Development / Public Management a minimum of 3 years' experience post qualification or a Social Engagement Practitioner's certificate with a unique practice number plus a ASEFSA membership certificate with 5 years' experience in social facilitation), and who will hereafter be referred to as principal/s of the business undertaking Or (b) The tendering Service Provider is a multidisciplinary professional practice, that also practices other disciplines, of which the required discipline is under fulltime direct supervision of a registered professional/s, as determined by any of the relevant professional Councils in their respective Codes of Professional Conduct, in terms of number, shareholding and voting power who are registered in respect of the respective discipline acts, and who will hereafter be referred to as the registered principal/s of the practice/s. (c) Service Providers tendering in consortium or joint venture to comply with (a) and (b) above. [The Employer retains the right to verify current professional registration where required by the relevant council/s in terms of a, b and c above as part of the tender evaluation process. In the event of any such person not currently registered and/or not in good standing with the relevant council where required, the bidder will be granted seven (7) calendar days to ratify registration status, failing will render the tender as unacceptable (i.e. non-responsive) and excluded from further consideration.] 2. BIDS WILL BE EVALUATED AS FOLLOWS: Phase 1: Responsiveness - Applicable Phase 2: Functionality - Applicable Phase 3: PPPFA Scoring - Applicable Phase 4: Acceptability in respect of Risk to the Employer – Applicable Phase 5: Other Objective Criteria – Not applicable Bids will be evaluated in terms of the Special Conditions of Bid: Applicable The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender. 2.1 PHASE 1: RESPONSIVENESS OF BIDS: <u>Applicable</u>

2.1.1 Substantive responsiveness requirements applicable for this tender.

The following substantive responsiveness criteria is applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration.

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☒	All parts of the returnable tender documents submitted which forms part of the substantive responsive criteria must be fully completed in ink and signed where required
4	☒	Use of correction fluid is prohibited.
5	☒	Submission of a bid offer.
6	☒	There will be a compulsory bid clarification / site-briefing meeting and all potential bidders must attend. A compulsory bid clarification / site briefing meeting is necessary to clarify the latest tender documentation, project requirements and avoid unnecessary errors and omissions and all potential bidders must attend. The proof of attendance shall include any of the following legitimate documents: (1) A signed DPW-16 certificate and/or (2) Attendance register of all the attending bidders
7	☒	Bidders must comply with DPW-21 (PSB): Record of Addenda to tender documents, if any. Any addendum or erratum will be published in the original advertising media, at least 10 working days before the bid closing date. Bids will be evaluated in accordance with the published addendum or erratum.
8	☒	List registered Principal/s as defined in T1.2.1 Tender Data, Clause C2.1.1 and provide professional registration numbers in the PA-16.1 (PSB): Ownership Particulars Table 2, and list key staff with details under the Contract Data (C1.2.3), Clause 7.1.2: Key Persons.
9	☒	Submission of fully completed (C2.2.2.4) Activity Schedule for Value-based Fees or Deliverable / Activity-based fees OR (C2.2.3.4) Activity Schedule for Time-based Fees, whichever is applicable in accordance with C2.1.1.1.
10	☒	Submission of proof of acceptable Professional Indemnity insurance or the completion of the declaration of Professional Indemnity insurance in accordance with C1.2 Contract Data, Clause C1.2.3: Data provided by the Service Provider, Clause 5.4.1.
11	☒	Bids will be evaluated in terms of the Special Conditions of Bid (SCB-01).

2.1.2 Administrative responsiveness requirements applicable for this tender.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request will disqualify the tender offer from further consideration.



	1	☒	All parts of the returnable tender documents submitted must be completed in ink and signed where required. The digital and or electronic completion and signing of documents is permitted, subject to not altering the content, format and / or text of the original bid document.
	2	☒	Submission of PA-11: Bidder's disclosure.
	3	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
	4	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
	5	☒	Submission of PA-16.1 (PSB): Ownership Particulars
	6	☒	Submission of (PA 40): Declaration of Designated Groups
	7	☒	Submission of fully completed Form of Offer and Acceptance (C1.1).
	8	☒	Submission of DPW-21 (PSB): Record of addenda to tender documents. Bidder may be requested to confirm receipt OR compliance with the "Record of addenda" if the Record of Addenda was not submitted with the bid at the closing date.
	9	☒	Submission of DPW-09 (PSB): Particulars of Tenderer's Projects. Bidders may use "own form or portfolio document". The details of all the tenderer's current and previous projects must however be the same as the details of the DPW-09 (PSB) form. Bidders are required to sign and date the DPW-09 (PSB) and cross-reference the documents if "own form or portfolio document" is used.
	10	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-consultants if any.
	11	☒	Submission of documentation relating to risk assessment criteria as contained in the Tender Data C 2.1 (1.4).
	12	☒	Upon request, submission of South African Police Clearance Certificate, Originally certified copies of ID document, CK document, Tax Clearance Certificate and company profile including any other additional documentation and information required for vetting purposes.
	13	☒	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
	14	☒	Copies of ID's of Directors listed in the CK1 document and other documents relating to the Legal Status of Tendering Entity as listed under PA-16.1 (PSB) Ownership Particulars Table 1..
	15	☒	When applicable, the composition of the Trust illustrating respective percentage voting power/s of the Trustee/s including copies of ID's, professional registration, and letter of good standing of the registered Principal/s serving as Trustee/s of a Trust.
	16	☒	Copies of ID's, and proof of valid professional registration and letter of good standing for the registered Principal/s as defined in T1.2.1 Tender Data, Clause C2.1 (1 and 2) and listed under PA-16.1 (PSB) Ownership Particulars Table 2.
	17	☒	For multi-disciplinary tenderers, company organogram illustrating Disciplines including copies of ID's, professional registration, and letter of good standing of the registered Principals of all disciplines on the organogram.
	18	☒	Bids will be evaluated in terms of the Special Conditions of Bid (SCB-01).

2.1.3 Administrative requirements applicable for specific goals:

Tenderers will not be required to submit the below documents if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated BBBEE Certificate issued by a SANAS accredited service provider.

2.2 PHASE 2: FUNCTIONALITY CRITERIA: Applicable

Refer to FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents for detailed functionality criteria, requirements and notes applicable to this tender, if applicable.

2.3 PHASE 3: THE FOLLOWING THE FOLLOWING POINTS SCORING METHOD WILL BE APPLICABLE FOR RESPONSIVE BIDS WHICH HAS PASSED THE PREVIOUS APPLICABLE EVALUATION): Applicable

2.3.1 The evaluation points scoring system applicable for this tender:

- ☐ Method 1 (Financial Offer)
- ☒ Method 2 (Financial and Preference Offer)

2.3.2 The preference points scoring system applicable for this tender:

- ☒ **80/20** preference point system
- ☐ **90/10** preference point system.
- ☐ Either the **90/10 or 80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3.3 Method to be used to calculate points for specific goals:

Refer to PA-16: PREFERENCE POINTS CLAIM FORM IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 for detail on specific goals applicable to this tender.

The following method for calculating points for specific goals is applicable to this tender:

- ☒ For procurement transaction with rand value greater than R2 000 and up to R1 Million, inclusive of all applicable taxes (PA-16: 1.5.1, Table 1).
- ☐ For procurement transactions with rand value greater than R1 Million and up to R50 Million, inclusive of all applicable taxes (PA-16, 1.5.2, Table 2)

- ☐ For procurement transactions with rand value greater than R50 Million, inclusive of all applicable taxes (PA-16: 1.5.3, Table 3).

2.4 PHASE 4: ACCEPTABILITY IN RESPECT OF RISK TO THE EMPLOYER: Applicable

Tender offers are judged by an evaluation panel in terms of risk to the Employer. Such risk will be evaluated against technical and commercial risk criteria or any other objective criteria listed below. Such risk will be evaluated against the criteria listed below. Each criterion carries the same weight / importance and will be evaluated individually by the Bid Evaluation Committee appointed on the project. An assessment of unacceptable risk on any single criterion will constitute unacceptable risk for the award as a whole, resulting in the tender to be disqualified and removed from further consideration.

In order for the evaluation reports to be prepared by the Bid Evaluation Committee, the Tenderer is obliged to provide comprehensive information on form DPW-09 (PSB). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. Information provided in the returnable documentation must be provided in sufficient detail to enable the evaluation panel to evaluate the risk criteria set out below.

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender. The aforementioned can also entail that the persons, named in the schedule of Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), be invited to an interview.

The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive

THE RISK CRITERIA ARE AS FOLLOWS:

2.4.1 TECHNICAL RISKS:

Criterion 1: Experience on comparable projects during the past 10 years.

The tendering Service Provider's experience on comparable projects during the past 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and / or previous work as reflected on form DPW-09 (PSB), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (PSB). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

Aspects to be regarded as "comparable" projects includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact

particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 10 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer on comparable projects during the past 10 years as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (PSB), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (PSB).

Aspects to be considered include but not limited to time management & programming, quality of detailed designs, extent of variations to scope due to shortcomings in original designs, compliance to relevant regulations, personnel resources & technical experience of representatives, turnover in representatives, decision making & problem solving skills, promptness and quality of contract administration in terms of reporting and issuing contract documents, attending site meetings, scope management, leadership and accountability, conformance to specification and quality compliance, risk Identification and mitigation, all with respect to specific aspects of the project / comparable projects and the project tendered for.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

Criterion 3: Suitably qualified and appropriately experienced human resources

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as described in the schedule of Key Persons in terms of clause 7.1.2 of the General Conditions of Contract, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications, and professional and technical competence in relation to the scope of work and service to be rendered.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources allocated to the project in terms of the Key Persons (C1.2.3 Data provided by the Service Provider, clause 7.1.2), from information contained in curriculum/curricula vitae

submitted with the tender. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information / complete curricula vitae with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

Criterion 4: Proof of Professional Indemnity Insurance

Confirmation of the required level of professional indemnity insurance specified in terms of Contract Data clause 5.4.1 (C1.2.3 Data provided by the Service Provider).

[If confirmation/proof of professional indemnity insurance is not duly confirmed in C1.2.3 Data provided by the Service Provider and such proof submitted with the tender, the risk to Employer will be regarded as unacceptable and render the tender unacceptable on grounds of not being to specification. The Employer retains the right to request documentary proof of such insurance as part of the tender evaluation process. **Unconfirmed professional indemnity insurance will render the tender as unacceptable in terms of risk to the Employer and will be excluded from further consideration.]**

Criterion 5: Attendance of compulsory bid clarification meeting, if applicable

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tendering Service Provider in terms of clause [C.2.7] (T1.2 - Tender Data).

[Non-attendance, if compulsory in terms of [C.2.7], will be regarded as a risk to the Employer in that salient information required for tender purposes would not have been to the knowledge of the tendering Service Provider, rendering any resultant tender to be incomplete. **Non-attendance will render the tender a risk to the Employer and will therefore be excluded from further consideration.]**

In the event of the clarification meeting not being compulsory, this risk criterion will not be applicable.

2.4.2 COMMERCIAL RISKS:

The financial viability assessment evaluates the risk over the life of the service contract period, as to whether the tenderer will be able to deliver the goods and services, which are specified in the contract, and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but not limited to, the discount and respective rates tendered, financial viability to provide the level of services required to complete the project successfully. The cost of the allocated personnel resources will also be considered in relation to the complexity, magnitude and time frame to implement and complete the project successfully. The tenderer's willingness to correct arithmetical errors, imbalanced rates, omissions and/or discrepancies in the pricing activity schedule without adjusting the Tender Amount will be considered. Furthermore, whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action), which could impact on the financial standing of the tenderer or the delivery of the services, management accounts / financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the financial viability of the amount tendered in order to render

	the service. Members of the evaluation panel will discuss their respective risk perceptions on the financial viability in order to reach consensus, failing which the specific risk will be put to the vote.] 2.5 PHASE 5: OTHER OBJECTIVE CRITERIA (PHASE 5): <u>Not applicable</u> Other project specific risk criteria are not applicable to this tender. Note: Any tender not complying with all of the above-mentioned stipulations (2.1 to 2.5 if applicable) will be regarded as non-compliant and will therefore not be considered for further evaluation. 2.5 PHASE 5: OTHER OBJECTIVE CRITERIA (PHASE 5): <u>Not applicable</u> Other project specific risk criteria are not applicable to this tender. Note: Any tender not complying with all of the above-mentioned stipulations (6.1 to 6.5 if applicable) will be regarded as non-compliant and will therefore not be considered for further evaluation. 3 ADDITIONAL INFORMATION THAT WILL BE REQUIRED DURING THE TENDER EVALUATION – REFER TO PA-16.1 (PSB): OWNERSHIP PARTICULARS DOCUMENT INCLUDED IN THE TENDER DOCUMENT.
[C.2.7]	Tender clarification meeting: See T1.1.6 in Notice to Invitation to Tender.
[C.2.13.3]	Each tender offer communicated on paper shall be submitted as an original. Each page of the tender document shall be initialled by the Authorised Signatory as per the Resolution of the Board of Directors, Consortia or Joint Venture in accordance with PA15.1, PA15.2 or PA15.3.
[C.2.13.4]	Delete the last sentence of the paragraph: "Signatories for ... of the tender offer."
[C.2.13.5]	The Employer's addresses for delivery of tender offers are: See T1.1.4 in Notice to Invitation to Tender.
[C.2.13.6]	A two-envelope procedure will not be followed.
[C.2.15]	The closing time for submission of Bids: See T1.1.8 in Notice and Invitation to Tender.
[C.2.16]	The tender validity period: See T1.1.10 in Notice and Invitation to Tender.
[C.2.19]	The tenderer shall provide access for inspections to his offices as may be required by the Employer.
[C.2.22]	Not a requirement.
[C.2.23]	The tenderer is required to submit with his tender all documents listed in T2 Returnable Documents, T2.1 and T2.2.
[C.3.4]	The time and location for opening Bid offers: See T1.1.9 in Notice and Invitation to Tender.
[C.3.5]	A two-envelope procedure will not be followed.
[C.3.9.3]	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4."

[C.3.9.4]	Omit the wording of the first sentence and replace with: “In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:” Add sub-paragraph c) as follows: “c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tenderer is to be classified as not acceptable/non-responsive and removed from further contention.”
[C.3.11]	The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference.
[C.3.17]	The number of paper copies of the signed contract to be provided by the employer is <u>one</u> .

T1.2.2 Special conditions of Bid: **Applicable**

Bids will be evaluated in terms of the following Special Conditions of Bid: (SCB-01) as amended and approved prior to the advert date, and attached to the tender as **Annexure A**.

T2. RETURNABLE DOCUMENTS

This Bid document in its entirety, all returnable documents which must be attached to this Bid document, and all returnable schedules must be returned when the Bid is submitted.

T2.1 LIST OF RETURNABLE DOCUMENTS

All standard Supply Chain Management tender returnable documents have been bound to this Bid document.

All documents must be duly completed and signed where applicable by the tendering Service Provider.

T2.2 RETURNABLE SCHEDULES

All standard Supply Chain Management tender returnable documents have been bound to this Bid document.

All documents must be duly completed and signed where applicable by the tendering Service Provider, as set out in T1.2 Tender Data, clause [C.2.1].

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender.

EACH PAGE OF THIS TENDER DOCUMENT TO BE INITIALLED BY THE TENDERER BY THE DUALY AUTHORISED PERSON.

T2.3 ADDITIONAL RETURNABLE DOCUMENTS NOT INCLUDED IN THE BID DOCUMENT TO BE SUBMITTED WITH THE TENDER

An exposition, with necessary annexures, in suitable format and in sufficient detail, providing all the information necessary for the evaluation panel to be able to evaluate the functionality and risk set out in T1.2 Tender Data, Clause [C.2.1].

The following documents are to be submitted with the tender in addition to the standard returnable documents included in this bid document:

(Tick whichever are applicable to confirm that relevant document/s have been attached to the tender document)

Item	Description	Document Attached		
		Yes	No	N/A
1.	CK1 document and other documents required in terms of PA-16.1 (PSB) Ownership Particulars Item 1.			
2.	Copies of ID's of Directors/Owners/Shareholders/Members listed in the CK1 document and listed under PA-16.1 (PSB) Ownership Particulars Table 2.			
3.	Copies of ID's, Professional Registration, and proof of good standing of the Directors / Registered Principal/s serving as Trustee/s of a Trust including compilation of the Trust, if applicable.			
4.	Full CSD report.			
5.	Accredited B-BBEE Certificate when company annual turnover exceeds R1,8 Mil.			
6.	Consolidated B-BBEE Certificate for Trusts, Consortiums or Joint Ventures when applicable.			
7.	SARS Tax Compliance / Clearance Certificate.			
8.	SARS VAT Registration Certificate.			
9.	COIDA Letter of good standing.			

Item	Description	Document Attached		
		Yes	No	N/A
10.	Copies of ID's, Professional Registration, and proof of good standing of the Registered Principal/s serving as Trustee/s of a Trust including compilation of the Trust illustrating respective percentage voting power/s of the Trustee/s (If Applicable).			
11.	Copies of ID's, Professional Registration, and proof of good standing of the Registered Principal/s listed under PA-16.1 (PSB) Ownership Particulars, Table 3.			
12.	Copies of ID's, Professional Registration, and proof of good standing of the remainder of the registered persons on the organogram when a multi-disciplinary firm tenders.			
13.	Acceptable Professional Indemnity Insurance in terms of C1.2 Contract Data Clause C1.2.3 Data provided by the Service Provider Clause 5.4.1			
14.	Company organogram			
15.	Full company profile reflecting date founded, directors and projects completed.			
16.	Letters of appointment and Practical or Works or Final Completion Certificates of completed projects listed in FC-01(PSB): Functionality Criteria: Criteria 1– Company experience.			
17.	Project Referee details of completed projects listed in FC-01(PSB): Functionality Criteria: Criteria 2 pertaining to completed project listed in Criteria 1– Company experience.			
18.	Copies of ID's, CV's, Qualifications, Professional Registration, and proof of good standing of the Key Staff listed under FC-01(PSB): Functionality Criteria: Criteria 4 – Competence of key personnel and under Item 7.1.2 of the Contract Data			
19.	Proof of Address when claiming points for locality and other documentation relating to preference points claimable in accordance with PA-16: Preference Point Claim Form if not provided under the above items.			

Note: The only acceptable form of Identification Document will be a copy of a South African ID book or -ID card or – passport.

Documents to be attached to the tender documents as an Annexure and not within and among the tender document pages.

EACH PAGE OF THIS TENDER DOCUMENT TO BE INITIALLED BY THE TENDERER BY THE DUALY AUTHORISED PERSON.

PA-16.1 (PSB): OWNERSHIP PARTICULARS

- NB:** 1. This form is to be read with the Notice and Invitation to Tender and [C.2.1] sub paragraphs 1 and 2 of the Tender Data pertaining to this Tender, and completed according to the definitions and information contained in said documents.
2. Failure to complete this form may result in the tender being disqualified.

Project title:	Social Engagement Facilitator for: STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES
Tender / Quotation no:	GQEQ-2025/2026-096

1. REQUIRED DOCUMENTARY PROOF

The following documentation must be included in the tender as part of the Returnable Documents. Failure to provide the said documentation may result in the tender being disqualified.

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

2. DETAILS OF REGISTERED PRINCIPAL/S OF THE SERVICE PROVIDER [C.2.1 (1)]:

Full Name #	Identity Number	Relevant Professional Council	Professional Registration Number	Date of Ownership	Percentage Owned	Percentage Voting
Totals:					100%	100%

All sole proprietors, partners in partnerships, members of close corporations and in the event of a legal entity being a private company with shareholding, all directors formally appointed to manage the business undertaking

DPW-09 (PSB): PARTICULARS OF TENDERER'S PROJECTS

Project title:	Social Engagement Facilitator for: STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES		
Tender / Quotation no:	GQEQ-2025/2026-096	Closing date:	Tuesday, 14 October 2025
Advertising date:	Friday, 19 September 2025	Validity period:	Eighty-four (84) Calendar Days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – e.g. 1 to 6)	Work stages completed	Work stages in progress
1						
2						
3						
4						
5						
6						
7						

1.2. Completed projects

Projects completed in the last ten (ten) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – e.g. 1 to 6)	Date of appointment	Date of completion
1						
2						
3						
4						
5						
6						
7						
8						
9						

Name of Tenderer	Signature	Date

PA - 40: DECLARATION OF DESIGNATED GROUPS

Name of Tenderer
(tick applicable box)

☐ EME¹ ☐ QSE² ☐ Non EME/QSE

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/townshi p	Indicate if military veteran
1.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number

State date of South African citizenship obtained (not applicable to persons born in South Africa)

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date

DPW-16.1 (PSB): TENDER CLARIFICATION MEETING CERTIFICATE

Project title:	Social Engagement Facilitator for: STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES		
Tender / Quotation no:	GQEQ-2025/2026-096	Reference no:	14/1/3/1/6415/5256

This is to certify that I, _____

representing _____

attended the tender clarification meeting on: _____

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

DPW-21 (PSB): RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	Social Engagement Facilitator for: STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES		
Tender / Quotation no:	GQEQ-2025/2026-096	Reference no:	14/1/3/1/6415/5256

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

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

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

PA-11: BIDDER'S DISCLOSURE

Project title:	Social Engagement Facilitator for: STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES		
Tender / Quotation no:	GQEQ-2025/2026-096	Reference no:	14/1/3/1/6415/5256

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest³ 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

⁽³⁾ 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.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

☐ YES ☐ NO

2.2.1 If so, furnish particulars:

.....
.....

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

☐ YES ☐ NO

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I declare 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 consortium⁴ 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 institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

⁴ 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.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

- 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 accordance with 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 accordance with the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I DECLARE 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 ACCORDANCE WITH
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.**

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1 The Enterprise submits a Tender to the Department of Public Works in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

2 *Mr/Mrs/Ms:

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows:

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

13			
14			
15			
16			
17			
18			
19			
20			

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

To the Department of Public Works in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 1 *Mr/Mrs/Ms:

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows:

be, and is hereby, authorized to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 2 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

- 3 The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

_____ (code)



Postal Address: _____

_____ (code)

Telephone number: _____ Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

The tendering enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

Held at _____ (place)

on _____ (date)

RESOLVED that:

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

_____ (project description as per Tender Document)

Tender Number: _____ (tender number as per Tender Document)

B. Mr/Mrs/Ms: _____ ++ _____

in *his/her Capacity as: _____ (position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domiciliumcitandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ Fax number: _____

E-mail address: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The tendering enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

FC-01(PSB): FUNCTIONALITY CRITERIA

Functionality criteria is **Applicable** to this tender.

Social Engagement Facilitator for: STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES				
Criteria No. 1: COMPANY EXPERIENCE IN CONSTRUCTION PROJECTS AS A SOCIAL FACILITATION FIRM ON CONSTRUCTION PROJECTS				Applicable Value
Criteria requirements		Evaluation Indicators		TOTAL 30
Provide a descriptive list of construction projects completed within the last 10 years and/or current projects that are at least 75% complete where appointed as a Social Engagement Facilitator. As proof of projects listed be below in table 1 submit the following documents with the tender: • A full company profile reflecting company founding date, directors and projects completed including current projects; • Submit letters of appointment; • For completed projects submit signed Practical- or Works- or Final Completion Certificates, and • For current projects at least 75% complete submit letter of confirmation of the percentage progress of the project from the Principal Agent or Client.		At least 3 completed and/or current construction projects (75% complete).		6 (1) Minimum points
		4 Completed and/or current construction projects (75% complete).		12 (2)
		5 Completed and/or current construction projects (75% complete).		18 (3)
		6 Completed and/or current construction projects (75% complete).		24 (4)
		7 Completed and/or current construction projects (75% complete).		30 (5)
Note: Experience of the bidder will be validated by the referee details (DPW Format) as listed in Criteria no. 2 (Referee Details: Table 2), and submitted with the tender. If a project is listed in Criteria no. 1 (Experience: Table 1) but the referee details is not submitted, the project will not be considered valid. If a referee is not listed in Criteria no. 2 (Reference Letters: Table 2), but a referee’s details is submitted with the bid and it is valid, it will be considered under Criteria no. 2 (Referee Details). Table 1				
No	Name of project	Client	Short Description of project	Value of Project (Final account)
1				

No	Name of project	Client	Short Description of project	Value of Project (Final account)
2				
3				
4				
5				
6				
7				
Criteria No. 2: PROJECT REFEREE DETAILS OF PRINCIPAL AGENTS, OTHER CONSULTANTS, PROJECT MANAGER/S OR CLIENTS FOR COMPLETED CONSTRUCTION PROJECTS				Applicable Value
Criteria requirements		Evaluation Indicators		TOTAL 10
Submit project referee contact details in DPWI format of Principal Agents, other Consultants, Project Managers or Clients confirming your company's involvement as a Social Engagement Facilitator for the projects completed within the last 10 years and / or current construction projects that are at least 75% complete for projects listed in Table 1 above.		At least 3 project referee contact details (DPWI format) of Principal Agents or other Consultants or Project Manager or Clients for completed and/or current construction projects (75% complete).		2 (1) Minimum points
		4 Project referee contact details (DPWI format) of Principal Agents, other Consultants, Project Manager/s and/or Clients for completed and/or current construction projects (75% complete).		4 (2)
		5 Project referee contact details (DPWI format) of Principal Agents, other Consultants, Project Manager/s and/or Clients for completed and/or current construction projects (75% complete).		6 (3)
		6 Project referee contact details (DPWI format) of Principal Agents, other Consultants, Project Manager/s and/or Clients for completed and/or current construction projects (75% complete).		8 (4)

	7 or more project referee contact details (DPWI format) of Principal Agents, other Consultants, Project Manager/s and/or Clients for completed and/or current construction projects (75% complete).	10 (5)
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Note: Bidders must submit referee details pertaining to the projects listed in Criteria no. 1 (Experience: Table 1). If a project is listed in the Criteria no. 2 (Referee Details: Table 2), but the referee details is not submitted, the project in Criteria no. 1 (Experience: Table 1) will not be considered

The Project Referee Details Template attached to this tender document must be used to qualify for points.

Table 2

No	Name pf project	Name of Company	Name of Referee	Mobile Number	Letter attached	
					YES	NO
1						
2						
3						
4						
5						
6						
7						

Page 3 of 6

3. Criteria No 3: RESOURCES - PERSONNEL ASSIGNED TO THIS PROJECT AS LISTED UNDER CLAUSE C1.2.3 (7.1.2 } [CD] BY THE TENDERER		Applicable Value
Criteria requirements	Evaluation Indicators	TOTAL 40
Consultant to assign key personnel to execute the project.	At least 1 social facilitator with non-formal qualification in the field of Social Science (certificate, short courses) in social facilitation.	8 (1) Minimum points
Submit the following documents with the tender pertaining to all the key staff assigned to the project as listed in Table 3 below: • Copy of South African ID book or ID card or Passport; • CVs and qualifications; and • Registration and letter of good standing with ASEFSA for Social Engagement Practitioners and Social Engagement Facilitators where applicable.	1 Social Facilitator with a 3-year qualification (Diploma or Degree in social science/ development studies / rural development / development management / community development / public management.	16 (2)
	1 Social Facilitator with a 4 year qualification (Diploma or Degree in social science/ development studies / rural development / development management / community development / public management.	24 (3)
	1 Social Facilitator with a 3 year qualification (Diploma or Degree in social science/ development studies / rural development / development management / community development / public management AND 1 Social Facilitator with non-formal qualification in the field of Social Science (certificate, short courses) in social facilitation.	32 (4)
	1 Social Facilitator with a 3 year qualification (Diploma or Degree in social science/ development studies / rural development / development management / community development / public management AND 2 Social Facilitators with non-formal qualification in the field of Social Science (certificate, short courses) in social facilitation. OR 1 Social Facilitator with a 4 year qualification (Diploma or Degree in social science/ development studies / rural development / development management / community development / public management AND 1 Social Facilitator with non-formal qualification in the field of Social Science (certificate, short courses) in social facilitation.	40 (5)
Copy of Company organogram and Copies of ID documents, CVs', Qualifications and copies of professional registration certificates including letters of good standing with the relevant Council clearly proving current professional registration with the relevant council of all the registered professionals listed in Table 3 below must be the same key personnel listed in Clause C1.2.3 - 7.1.2 [CD]. Failure to provide such proof will nullify the evidence.		

Table 3					
No	Name of the Key Person	Name of the Qualification(s)	Portfolio/Position	IDs, CVs, Qualifications and Proof of Professional registration attached	
				YES	NO
1					
2					
3					
4					
5					
6					

7					
---	--	--	--	--	--

Criteria No. 4: COMPETENCE OF KEY PERSONNEL, PROFESSIONAL AND TECHNICAL PERSONNEL		Applicable Value
Criteria requirements	Evaluation Indicators	TOTAL 30
The CVs provided for key personnel listed in Table 3 above who will be working on this project full time, must clearly indicate the number of years' experience post Professional Registration. The CV of the most senior individual of the key personnel will be evaluated.	At least 3 years' experience in Social Facilitation in the construction industry post formal qualification OR At least 6 years' experience in Social Facilitation in the construction industry without formal qualification	4 (1) Minimum points
	4 years' experience in Social Facilitation in the construction industry post formal qualification OR 7 years' experience in Social Facilitation in the construction industry without formal qualification	8 (2)
	5 years' experience in Social Facilitation in the construction industry post formal qualification OR 8 years' experience in Social Facilitation in the construction industry without formal qualification	12 (3)
	6 years' experience in Social Facilitation in the construction industry post formal qualification OR 9 years' experience in Social Facilitation in the construction industry without formal qualification	16 (4)
	7 years' experience in Social Facilitation in the construction industry post formal qualification OR 10 years' experience in Social Facilitation in the construction industry without formal qualification	20 (5)
Total		<u>One Hundred (100)</u>

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

The minimum total functionality score required to qualify for further evaluation: **Fifty (50) points.**

Note:

1. Failure to meet minimum total functionality score required will result in the tenderer being disqualified.
2. In addition to the above, bidders must score the minimum points for each Criteria, i.e. criteria 1, criteria 2, criteria 3, criteria 4, etc.). If a bidder fails to score the minimum points for each criteria, the bidder's offer will be regarded as non-compliant, even if the bidder scored the required minimum qualifying score for functionality, all as indicated in FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents and required in terms of 6.1.1 Substantive Responsiveness requirements applicable for this tender.

PA-16: PREFERENCE POINTS CLAIM FORM IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference Points System to be applied

(tick whichever is applicable).

- ☒ The applicable preference point system for this tender is the **80/20** preference point system.
- ☐ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ Either the **90/10 or 80/20** preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender shall be awarded for:

- 1.3.1 Price; and
- 1.3.2 Specific Goals

1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	☒ 80/20	☐ 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

1.5 Breakdown Allocation of Specific Goals Points

The following method for calculating points for specific goals is applicable to this tender:

(Tick whichever is applicable). (Tick whichever is applicable).

- ☒ For procurement transaction with rand value greater than R2 000 and up to R1 Million, inclusive of all applicable taxes (PA-16: 1.5.1, Table 1).
- ☐ For procurement transactions with rand value greater than R1 Million and up to R50 Million, inclusive of all applicable taxes (PA-16: 1.5.2, Table 2)
- ☐ For procurement transactions with rand value greater than R50 Million, inclusive of all applicable taxes (PA-16: 1.5.3, Table 3).

1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in Table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people.	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in the districts listed below for work to be done or services to be rendered in the Eastern Cape Province area. Districts: - Sarah Baartman (EC) - Nelson Mandela Bay Metropolitan (EC) - Garden Route (WC) - Central Karoo (WC)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women.	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability.	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or - National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth.	2	ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

1.5.2 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in Table 2 below are applicable:

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people.	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
2.	Located in the districts listed below for work to be done or services to be rendered in the Eastern Cape Province area. Districts: • Sarah Baartman (EC) • Nelson Mandela Bay Metropolitan (EC) • Garden Route (WC) • Central Karoo (WC)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women.	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability.	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or • National Council for Persons with Physical Disability in South Africa registration (NCPDSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth.	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in Table 3 below are applicable

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people.	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in the districts listed below for work to be done or services to be rendered in the Eastern Cape Province area.	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
	Districts: - Sarah Baartman (EC) - Nelson Mandela Bay Metropolitan (EC) - Garden Route (WC) - Central Karoo (WC)		- Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women.	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. ☐	An EME or QSE which is at least 51% owned by black people with disability. OR	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or - National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5. ☐	An EME or QSE which is at least 51% owned by black youth.		ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

1.6 Failure on the part of the tenderer to submit proof or documentation required in accordance with this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- “tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 2: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in accordance with this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE which is at least 51% owned by black people	4	10	N/A	
2. Located in the Eastern Cape Province for work to be done or services to be rendered in the Eastern Cape Province area.	2	2	N/A	
3. An EME or QSE which is at least 51% owned by black women	2	4	N/A	
4. An EME or QSE or any entity which is at least 51% owned by black people with disability	2	2	N/A	
5. An EME or QSE or any entity which is at least 51% owned by black people.*	2	2	N/A	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. TYPE OF COMPANY/ FIRM

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

[Tick applicable box]

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

- i) The information furnished is true and correct;

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES
(ISSUED IN ACCORDANCE WITH THE AMENDED CONSTRUCTION SECTOR CODE)**

(Gazette Vol. 630 No. 41287)

Issued in accordance with paragraph 3.6.2.4.1 (B)

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 ☐ **(Select one)** of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	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 – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (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; (d) Black people living in rural and under developed areas;		

3) I hereby declare under Oath that 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,

☐ The Enterprise is _____ % Black Owned
☐ The Enterprise is _____ % Black Female Owned
☐ The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)

o Black Youth % _____ %
 o Black Disabled % _____ %
 o Black Unemployed % _____ %
 o Black People living in Rural areas % _____ %
 o Black Military Veterans % _____ %

Select applicable

4) Based on the Financial Statements ☐ /Management Accounts and other information available ☐ on the latest financial year-end of ____/____/____, (format: day/month/year) the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP R1.8 million

Contractor R3.0 million

Supplier R3.0 million

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

5) 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.

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

Deponent Signature _____ Date: _____

Commissioner of Oaths
Signature & stamp

Stamp Commissioner of Oath

C1: AGREEMENT AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

Offer

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

SOCIAL FACILITATION SERVICES

on the Project

STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES.

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

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

The offered price for this service as described in C3 Scope of Services, inclusive of all applicable taxes ("all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) as derived from Activity Schedule (C2.2.2), is:

Rand (in figures) R

Rand (in words).....

.....

The amount in words takes precedence over the amount in figures. The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

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

Company or close corporation: whose registration number is: whose income tax reference number is: and whose National Treasury Central Supplier Database (CSD) numbers are:	OR	Natural person or partnership: whose identity number(s) is/are: whose income tax reference number is/are: and whose National Treasury Central Supplier Database (CSD) numbers are:
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CSD supplier number:

Tax Compliance Status Pin (TCSP).....

CSD supplier number:

Tax Compliance Status Pin (TCSP).....

AND WHO IS (if applicable):

Trading under the name and style of:
.....

AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.
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SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

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

.....

.....

Other contact details of the Tenderer are:

Telephone no: Cellular phone no:

Fax no:

Postal address:

E-mail address:

Banker: Branch:

Acceptance

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

The terms of the Contract are contained in:

Part C1 Agreements and Contract Data, (which includes this agreement)

Part C2 Pricing Data

Part C3 Scope of Services

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

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

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

Notwithstanding anything contained herein, this agreement comes into effect, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works and Infrastructure
Address of organisation:	Eben Dönges Building, Corner of Hancock and Robert Streets, North End, Gqeberha, 6001

Witnessed by:

Name of witness	Signature	Date

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the Employer before the tender closing date is limited to those permitted in accordance with the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1.2.1. Subject:
Detail:
1.2.2. Subject:
Detail:
1.2.3. Subject:
Detail:
1.2.4. Subject:
Detail:
1.2.5. Subject:
Detail:
1.2.6. Subject:
Detail:

By the duly authorised representatives signing this agreement, the Employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

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

C1.2 CONTRACT DATA

C1.2.1 Standard Professional Services Contract

The conditions applicable to this Contract are the **Standard Professional Services Contract (July 2009 edition)** published by the **Construction Industry Development Board (CIDB)**.

The Standard Professional Service Contracts not included in this tender document. Tenderers must obtain it on the CIDB's Website at: <https://www.cidb.org.za/download/100/procurement-documents-templates-and-guidelines/6160/standard-professional-services-contract.pdf>

C1.2.2 Data provided by the Employer

Clause	
1	Contract Data [CD] Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract. Clauses stipulated in the Contract Data are in addition to or amendments to or replace the corresponding clauses in the STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014) The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract. The General Conditions of Contract in the Standard Professional Services Contract (July 2009) make several references to the Contract Data for details that apply specifically to this tender.
1	Period of Performance The Period of Performance is the period commencing from the date of signature of the letter of acceptance until the Service Provider has completed all Deliverables in accordance with the Scope of Services (Stages 1 to 6) and in accordance with the approved baseline programme or within the approved extended programme as per Clause 3.15 of the Standard Professional Services Contract (July 2009). The words "Period of Performance" and "Service Contract Period" in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.
3.4.1	Replace Clause 3.4.1 with the following: Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data. Communication by e-mail is permitted but the originals of all contractual documents must be submitted. Email communication shall be deemed to have been delivered to the recipient one calendar day after sending.
3.5	Add to clause 3.5 The Services shall be executed in the Service Provider's own office and/or on the Project site as described in C3.2.2 Project description. No portion of the work may be performed by a person employed by the State.

3.6	Omit the following: “... within two (2) years of completion of the Service ...”.
3.8.2	Add the following to clause 3.8.2: The cost of preparation so negotiated shall not exceed the hourly tariff for time-based fees as published at the time of the Employer's instruction and the hours will be as negotiated for each salary level Category as defined in C2.1.3.1. The cost, for incorporation into the Contract any variations to the Services as ordered by the Employer, shall be calculated according to the Service Provider's tendered price. Implementation of the variation in services to be rendered by the Service Provider, shall only proceed after a written agreement between the parties.
3.9.1 (a)	Replace clause 3.9.1 (a) with the following: A change in legislation takes place in accordance with the provisions of Clause 3.2 provided the change in legislation came into effect after the completion of the tender documentation approved by the Employer.
3.9.1. (c)	Replace “Employers or others” with “the Employer, its employees or clients and/or their agents” Only extension of time without cost will considered in case where a 3 rd party has caused a delay.
3.9.1 (d)	No Clause.
3.9.1 (e)	Replace clause 3.9.1 (e) with the following: The contract is restarted following a suspension period of 2 years the Service Provider is entitled to a change in contract price based on the applicable fee scales as published at the time of uplifting the suspension. The applicable fee scales as published at the time of uplifting the suspension will only be applied to the remaining work stages following the suspension.
3.9.3	Replace clause 3.9.3 with the following: “Upon receiving an application from the Service Provider to amend the period of performance and/or fees, the Employer shall assess the changes to the Contract Price and/or extension of the Period of Performance on the impact of the delay on the Services based on the fee structure that the Service Provider has tendered for and appointed on. Additional Services ordered by the Employer shall be assessed on time-based fees as tendered for and adjusted in accordance with price adjustment to time-based fees for inflation as per 3.16.2
3.9.4	Add to clause 3.9.4: The application for changes to the Period of Performance is subject to the delay being on the Critical Path of the approved programme and due to no fault of the Service Provider.
3.12	Penalty Replace clauses 3.12.1 and 3.12.2 with the following: Period of Performance shall be sub dividable in separate target dates according to the programme for each assignment to be submitted in accordance with clause 3.15 hereof. Without prejudice to his other remedies under the Contract or in law, the Employer shall have the right to recover all cost in delays caused by the Service Provider in either completing the planning of their appointed discipline in accordance with the agreed baseline programme (3.15.1), claims by other appointed consultants as a result of such delay or claims by the contractor in the event that the contractor claimed for delays resulting from actions or non-actions of the Service Provider.

The Employer shall further have the right to recover all other cost, including but not restricted to extended rental cost resulting from the delay caused directly or indirectly by the Service Provider, certifying incorrect work for payment, delay in the construction period, remedial cost to correct incorrect designs and or documentation, including omissions.

Without prejudice to his other remedies under the Contract or in law, the Employer shall recover a penalty amount per day, stipulated in the table below per target date for the full period of the delay.

In the event that the delay exceeds 30 days, the Employer will have the option to either:

- (i) terminate the contract and recover any loss as a result of the termination from the Service Provider, or
- (ii) allow the Service Provider to continue with the Services after the agreement of a new target date and recover the penalty per calendar day, as stipulated in the table below for the full period of the delay.

CALCULATION OF PENALTIES

VALUE OF FEES				% PENALTIES OF FEES	
1	1	UP TO	500,000	0.05000000	%
2	500,001	UP TO	1,000,000	0.05000000	%
3	1,000,001	UP TO	2,000,000	0.03750000	%
4	2,000,001	UP TO	4,000,000	0.02500000	%
5	4,000,001	UP TO	8,000,000	0.01875000	%
6	8,000,001	UP TO	16,000,000	0.01250000	%
7	16,000,001	UP TO	32,000,000	0.00781250	%
8	32,000,001	UP TO	64,000,000	0.00468750	%
9	64,000,001	UP TO	128,000,000	0.00273438	%
10	128,000,001	UP TO	256,000,000	0.00156250	%
11	256,000,001	UP TO	512,000,000	0.00087891	%
12	512,000,001		and above	0.00048828	%

Recovering of cost and or penalties may be done in the following ways:

- a) claim against professional indemnity insurance, or
- b) deduction from fee account, or
- c) direct payment to the contractor by the consultant, or
- d) litigation, or
- e) any other method available to the Employer

3.15.1

Replace clause 3.15.1 with the following:

A baseline programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent in accordance with C3.4.1 Service Providers, to the Departmental Project Manager (T1.1.4) within a period of two (2) weeks following the briefing meeting and whenever a programme is amended or revised, submit for the Employer's approval a programme for the performance of the Services which shall, inter alia, include:

- a) the order and timing of operations by the Service Provider and any actions, access to people, places and things and work required of the Employer and Others;
- b) the dates by which the Service Provider plans to complete work needed to allow the Employer and Others to undertake work required of them;
- c) provisions for float;

	d) the planned completion of the Services or part thereof in relation to a Period of Performance; and e) other information as required in accordance with the Scope of Work or Contract Data. The baseline programme will be the result of the co-ordination of all appointed Service Providers' inputs and shall be in sufficient detail describing key milestones, events and activities linked to the fastest realistic timeframes in which the Service can be delivered. Milestones and events are to be listed based on the Scope of Services described in part C3 of the various appointed Service Providers' tender documents and presented in bar chart format. No milestones may, at the co-ordination stage, be extended beyond the timeframes outlined in C3.2.2.3 Project Programme, unless approved by the Employer. The programme thus compiled and presented by the principal agent must be counter-signed by all appointed Service Providers as proof that the programme was agreed upon by all during the said co-ordination action. Such signed programme shall then constitute the Service Contract Period between the Employer and all the appointed Service Providers. In the event of the Employer not being satisfied with the submitted programme, the Parties will negotiate in good faith towards a programme that will be agreeable to both. Such an agreed-upon programme will form the basis for the management of the appointment, the Period of Performance and remuneration purposes of the respective Service Provider/s. Should circumstances change from the initial briefing, the Service Provider/s and the Employer will negotiate a revised programme to satisfy such change(s). Should the Parties fail to reach agreement on the programme or revised programme, the matter will be dealt with in accordance with clause 12.1.2 of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer. Any failure to comply with the provisions of clause 3.15.1 <i>supra</i> and submit or re-submit the programmes of works or failure to submit the programme on the date required by the Employer, which request shall at all material times be reasonable and fair, shall constitute a material breach of the terms and condition of contract which entitles the Employer to terminate the contract with due regard to clause 8.4 (cidb Standard Professional Services Contract, July 2009).
3.16.2	The adjustment to the time-based fees shall be equal to: $(CPI_n - CPI_s) / CPI_s$ where CPI_s = the indices specified in the Contract Data during the month in which the start date falls CPI_n = the latest indices specified in Contract Data during the month in which the anniversary of the Start Date falls Where CPI_s = the index of Stats SA P0141 (Table B) for the month during which the tender closed. CPI_n = the index of Stats SA P0141 (Table B) for the month in which the anniversary of the tender date falls. The indices of Stats SA P0141 are available on the Website: http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141 The formula for calculating the adjusted hourly rate will be: $(((CPI_n - CPI_s) / CPI_s) \times \text{original hourly rate}) + \text{original hourly rate}$
4.1.1	Add to clause 4.1.1 the following: Briefing meeting: The Departmental Project Manager (T1.1.4) shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional

	team as referred to in C3.4.1 Service Providers, or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the Departmental Project Manager (T1.1.4), together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Provider/s, all documentation relevant to the execution of the Service.
4.4	Others providing Services on this Project are as listed in C3.4.1 Service Providers.
5.4.1	Add to clause 5.4.1: Minimum professional insurance cover as more comprehensively described in C1.2.3 Data provided by the Service Provider and in respect of which the Service Provider must provide proof of insurance as required.
5.5	Replace clause 5.5 with the following: The Service-Provider is required to obtain the Employer's prior approval in writing before taking, inter alia, any of the following actions: a) appointing Subcontractors for the performance of any part of the Services; b) appointing Key Persons not listed by name in the Contract Data; c) travelling for which payment will be claimed, as defined in C2.1.7 Travelling and subsistence arrangements and tariffs of charges; d) deviate from the programme for each assignment; e) deviate from or change the Scope of Services; f) change Key Personnel on the Service; Add to clause 5.5 c: 1 Exclusion of authority/powers The Service Provider's authority to act and/or to execute functions or duties is excluded in respect of the matters listed below. The Employer shall retain its powers and authority as stipulated in the applicable clauses of the Contract Data which are relevant and applicable to the JBCC or GCC conditions of contract. 1.1 Nomination of nominated or selected subcontractors; 1.2 Granting of extension of time and/or ruling on claims associated with claims for extension of time; 1.3 Acceleration of the rate of progress and determination of the cost for payment of such acceleration; 1.4 Rulings on claims and disputes; 1.5 Suspension of the works; 1.6 Final payment certificate; 1.7 Issuing of <i>mora</i> notices to the contractor; 1.8 Cancellation of the contract between the Employer and contractor. Any claims, demands, notices, notifications, updated particulars and reports in writing, together with additional supporting documentation pertaining thereto, must be submitted by the contractor to the Service Provider, acting as principal agent, in respect of any of the matters listed in 1.1 to 1.8 above. This must be done within the time periods and in the format(s) as determined in the said/relevant conditions of contract. On receipt thereof, said Service Provider must study the documentation, obtain comments/advice/recommendations from the professional team members and submit a motivated recommendation to the Employer. This must be done timeously as to allow the Employer sufficient time to respond within the time periods and in the format(s) determined in said conditions of contract. The Employer's ruling will be copied to the Service Provider for information. 2 Limitation of authority/powers

	The Service Provider's authority is limited in respect of the submission to the Employer of comments/recommendations/reports for prior endorsement/approval and further instructions. These pertain to any decision in respect of approval for/of: 2.1 Institution of or opposing litigation; 2.2 Issuing of variation orders/contract instructions/orders in writing which increase the value of the works/contract value and/or change the design of intended use of the project; 2.3 Instructions to embark on dayworks; 2.4 Dayworks rates; 2.5 Material quotes relating to dayworks; 2.6 Adjustment of general items relating to dayworks; 2.7 Expenditure on prime cost items; 2.8 Issuing of practical completion, completion, works completion, final completion and/or final approval certificates. In respect of the matters listed in 2.1 to 2.8 above, the Service Provider must submit all necessary documentation in order to enable the Employer to formulate decisions and to obtain the Employer's formal endorsement/approval prior to acting and/or executing functions or duties in respect of the contract between the Employer and the contractor. This must be done timeously so as to allow the Employer sufficient time for decision-making in accordance with the said conditions of contract. Failure to adhere to the above stipulation will cause the Service Provider to be liable in accordance with the Contract between Service Provider and Employer for all such unintended costs and damages
5.8	Add clause 5.8: The Service Providers shall finalize their work and complete the first final account were the contractor's contract has been terminated, where after the Service Providers contract shall terminate, unless the Employer elects to retain the services of the Service Provider's.
7.1.1	Replace clause 7.1.1 with the following: The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services. Service Provider/s including personnel performing service must be fit and proper persons with positive security screening and South African identity document (south African citizens).
8.1	Replace clause 8.1 with the following: The Service Provider is to commence the performance of each assignment immediately with due diligence after the approval of the PROGRAMME as specified in clause 3.15 above. Failure to comply shall result in penalties in accordance with clause 3.12 and / or termination in accordance with 8.4.1.
8.2.4	Replace clause 8.2.4 with the following: The Employer shall, within 30 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, if the extension requested is below 20% of the original period of performance, and 60 days if more than 20% of the original period of performance or, inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in accordance with Clause 12 inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in accordance with Clause 12.
8.4.1	Replace clause 8.4.1 with the following:

	The Employer may terminate the Contract with the Service Provider: (a) where the Services are no longer required; (b) where the funding for the Services is no longer available; (c) where the project has been suspended for a period of two (2) years or more; (d) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within fourteen (14) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing; (e) if the Service Provider becomes insolvent or liquidated; or (f) if, as the result of <i>Force Majeure</i>, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days; (g) should the Service Provider cease to exist or be incapacitated for whatever reasons, the Employer is entitled, if it so elects; (h) at its sole discretion, where the Service Provider is not performing Services in accordance with clause 5.1.1; (i) where the Service Provider has engaged in corrupt or fraudulent practices in tendering for the service contract, or in executing the service contract or in managing the construction contract. (j) at its sole discretion, where the Service Provider is in violation of clause 5.1.1.
8.4.3 (c)	Add to clause 8.4.3 (c) the following: The period of suspension under clause 8.5 is not to exceed two (2) years.
8.4.4	Replace clause 8.4.4 with the following: Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in accordance with the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (d) and (e) of Clause 8.4.1.
8.4.6	Add clause 8.4.6: Upon termination of this Contract or any part thereof, a copy of any drawings and documents produced pursuant to the Contract being ended and not previously provided by the Service Provider to the Employer shall be delivered to the Employer by the Service Provider within 7 working days after the date of termination.
8.4.7	Add clause 8.4.7: Any deviation or failure to comply with the provision of clause 8.4.6 supra would entitle the Employer to withhold any payment due to the Service Provider and to invoke any other remedies available in law to enforce compliance therewith.
9.1	Add to clause 9.1: Copyright of documents prepared for the Project shall be vested with the Employer.
10.2	Replace clause 10.2 with the following: An assignment shall be valid only if it is a written agreement between the Employer and Service Provider by which the Service Provider transfers his rights and obligations under the Contract, or part thereof, to others.
10.3	Replace clause 10.3 with the following: The Service Provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest thereunder.

12.1.2	Interim settlement of disputes is to be by mediation.
12.2.1	Add to clause 12.2.1: In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the Association of Arbitrators (Southern Africa).
12.3	No Clause.
12.4	No Clause.
12.5	Add Clause 12.5: Final settlement is by litigation.
13.1.3	Replace clause 13.1.3 with the following: All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per clause 5.4.1 of the General Conditions of Contract.
13.4	Replace clause 13.4 with the following: Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Performance Contract.
13.5	Replace clause 13.5 with the following: The amount of compensation is as per 5.4.1.
13.6	No Clause.
14.2	Replace 14.2 clause with the following: Amounts due to the Service Provider shall be paid by the Employer within thirty (30) Days of receipt by him of the relevant invoices and source documents, which are correct in all respects. If the Service Provider does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, at the Prescribed Rate of interest as determined by the appropriate Minister at the time when <i>mora</i> interest is charged.
14.4	Replace 14.4 clause with the following: In respect of Services charged for on a time-basis and all other reimbursable expenses the Service Provider shall maintain records in support of such charges and expenses for a period of sixty months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service Provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.
15	Add to clause 15: In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in accordance with section 80(1)(b) of the Public Finance Management Act, 1999 (Act no1 of 1999).

C1.2.3 Data provided by the Service Provider

Clause	
	Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.
1	The Service Provider is the company, close corporation, natural person or partnership named in C1.1 Form of Offer and Acceptance by the tendering Service Provider.
5.3	The authorised and designated representative of the Service Provider is the person named in the resolution PA-15.1, PA-15.2 or PA-15.3 by the tendering Service Provider.
5.4.1	Indemnification of the Employer I, the undersigned, being duly authorized by the Service Provider, in accordance with the completed resolution (PA-15.1, PA-15.2 or PA-15.3) (Name of authorized person) hereby confirm that the Service Provider known as: (Legal name of entity tendering herein) tendering on the project: (Name of project as per C1.1 Form of offer and acceptance) holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of not less than R1,5 Million at the time of tender. I shall submit proof of acceptable Professional Indemnity insurance where the minimum insurance cover is R1,5 Million or 15% of the Value of the Works, whichever the greater, to the Client Representative within 30 days upon completion of the planning based on the pre-tender estimate, prior to the commencement of construction. The limit of indemnity will remain intact for Each and Every Claim, no matter how many claims are made. I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider, (i) accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and (ii) hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract. I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate. I confirm that the Service Provider renounces the benefit of the exceptions non causadebit, non numeratespecuniae and excursions or any other exceptions which may be legally raised against the enforceability of this indemnification.

	Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to discharge its obligations in accordance with this agreement. NAME: CAPACITY: SIGNATURE:																																															
7.1.2	As an extension of the definitions contained in clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, and/or, one or more professional(s) employed to render professional services, for whom copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation. The Key Persons and their jobs / functions in relation to the Services are: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Name</th><th style="width: 35%;">Principal and/or employed professional(s)</th><th style="width: 20%;">Category of registration</th><th style="width: 40%;">Specific duties</th></tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td></tr> </tbody> </table>				Name	Principal and/or employed professional(s)	Category of registration	Specific duties	1.				2.				3.				4.				5.				6.				7.				8.				9.				10.			
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7.2	A Personnel Schedule is required. If the space provided in the table above is not sufficient to describe the specific duties, this space may be utilized for such purpose:																																															

C2: PRICING DATA

C2.1 PRICING ASSUMPTIONS

C2.1.1 Basis of remuneration, method of tendering and estimated fees

C2.1.1.1 Professional fees for **SOCIAL FACILITATION SERVICES**. Services will be paid on a **deliverable / activity basis and/or time-basis**.

The words “Value-based” and “percentage based” used in connection with fee types in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.

C2.1.1.2 **Tenderers are to tender the deliverable / activity rates and/or hourly rates as detailed in the activity schedule C2.2.2.**

C2.1.2 Remuneration for **Services**

C2.1.2.1 **Professional fees shall be calculated as follows for the Services rendered by the Service Provider:**

The basis for remuneration being deliverable/activity-based and/or time-based fees, as tendered in the Activity Schedule (C2.2.2). Fees payable shall be calculated by the number of activities / hours (Column a) multiplied by the tariff tendered (Column b), plus Value Added Tax.

C2.1.2.2 The amount tendered herein (C1.1) is for tender purposes only and the quantities allowed for will be amended according to the application of the actual number of activities and / or hours as required in accordance with C2.1.2.3 and the rates tendered be amended in accordance with C2.1.2.6 and C2.1.2.7.

C2.1.2.3 The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24-hour notice to visit the site if so required in case of an emergency other than the prescribed notification period stipulated in the Form of Contract applicable to the Contractor.

C2.1.2.4 Payments to Service Provider

C2.1.2.4.1 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the Departmental Project Manager (T1.1.4) timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in accordance with Clause 14.3 of the General Conditions of Contract.

C2.1.2.4.2 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Departmental Project Manager (T1.1.4). Payment of accounts rendered will be subject to the checking thereof by the Departmental Project Manager (T1.1.4). The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with Clause 14.3 of the General Conditions of Contract.

C2.1.2.4.3 All fee accounts to be submitted to the Departmental Project Manager (T1.1.4) via the Principal Agent for endorsement. The onus, however, rests on the Service Provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with this Contract.

C2.1.2.4.4 Services claimable on time bases (time sheets)

All fees claimable on a time bases must be substantiated by way of submitting a comprehensive time sheet indicating the date, name of person whom rendered the service, description of the service rendered, the number of hours spent in rendering the service, the applicable rate per hour in accordance with this agreement and the total amount claimed per incident. The Employer reserves the right to validate the information provided by the Service Provider and will remunerate the Service Provider on what is deemed to be fair and reasonable.

C2.1.2.4.5 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out under C2.1.4 herein will be paid in full from the provisional amount allowed in the Activity Schedule (C2.2.2).

C2.1.2.4.6 Fee accounts shall be submitted on the Employer's prescribed format, if available. Fee account formats are obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 9.3.

C2.1.2.4.7 All fee accounts need to be signed by a principal of the Service Provider and submitted in original format or in electronic format (E-mailed). The "Subject" in E-mail must clearly indicate the fee / invoice claim number.

All fee invoices to be on an official letterhead, indicating the following:

Project Description - WCS number - Date of Invoice - Invoice number - Start and End Dates of time period the fees are claimed and Banking details, failing which the accounts will be returned.

The Departmental Project Manager (T1.1.4) to attach the email to the fee account for auditing purposes.

No other versions of fee accounts will be considered for payment.

C2.1.2.5 Provision of Site Personnel for **Level 1, part time** construction health and safety monitoring is required. The cost of all site Personnel rendering Level 1, part time construction health and safety monitoring, will be deemed to be included in the rates tendered in the Activity schedule (C2.2.4).

Where required, Level 2, full time construction Social Engagement Services on site to be priced separately in the Activity Schedule C2.2.2 as an additional service.

C2.1.2.6 Amendment of applicable activity and hourly rates tendered

The applicable activity and hourly rates tendered will only be amended under the following conditions:

- a) Annual adjustment for inflation (C1.2.2 - 3.16.2 [CD]) for the full duration of the Service Contract Period (C1.2.2 - 3.15.1 [CD]).
- b) The original Service Contract Period has prescribed (C1.2.2- 3.15.1 [CD]), or
- c) Should the project be suspended or where there is no activity for more than two (2) years (Clause 1.2.2 - 3.9.1 (e) [CD]).

The amendment of the applicable rates tendered are subject to:

- d) The Employer elects to retain the services of the Service Provider upon uplifting the Suspension in accordance with Clause 8.5.1 of the Contract,

- e) Where allowance was made in the Activity Schedule (C2.2.2), the Departmental Project Manager (T1.1.4) obtains approval, and approval of additional funds as a contractual obligation in accordance with the NDPWI Project Management Delegations.

OR

Where no allowance was made in the Activity Schedule (C2.2.2), the Departmental Project Manager (T1.1.4) obtains approval, and approval of additional funds as a variation order to the contract in accordance with the NDPWI Project Management Delegations

- f) The Departmental Project Manager (T1.1.4) confirms the use of the amended rates in writing.

C2.1.2.7 Remuneration of rates tendered:

Payment of rates tendered will be made as described below:

- a) Activity and Time charges for this service as tendered in the Activity Schedule (C2.2.2) Activity Schedule, will annually be adjusted for inflation (C1.2.2 - clause 3.16.2 [CD]) for the full duration of the Service Contract Period (C1.2.2- 3.15.1 [CD]).
- b) Where the number of activities and / or hours allowed for in the Activity Schedule (C2.2.2) is exceeded whilst within the original Service Contract Period as determined by Clause 3.16.2, of the Contract, as amended in C1.2.2 [CD], the Service Provider is remunerated in accordance with C2.1.2.7(a) subject to receiving confirmation in writing from the Departmental Project Manager (T1.1.4) in accordance with the NDPWI Delegations for Project Managers.
- c) Where the number of activities allowed for in the Activity Schedule (C2.2.2) is exceeded or not exceeded, and the original Service Contract Period has prescribed, the Service Provider will be remunerated in accordance with C2.1.2.9 subject to receiving confirmation of using the amended rates from the Departmental Project Manager (T1.1.4) in accordance with the NDPWI Delegations for Project Managers.
- d) Where the number of hours allowed for in the Activity Schedule (C2.2.2) is exceeded or not exceeded, and the original Service Contract Period has prescribed, the Service Provider will be remunerated in accordance with C2.1.2.9 subject to receiving confirmation in writing from the Departmental Project Manager (T1.1.4) in accordance with the NDPWI Delegations for Project Managers.

C2.1.2.8 Additional Services

Additional services will be remunerated as described below:

- a) Where the Activity Schedule (C2.2.2) made provision for rendering services at an hourly rate for additional services, the hourly rate payable will be in accordance with C2.1.2.6 and C2.1.2.7 (a).
- b) Where the number of hours allowed for in the activity schedule is exceeded whilst within the original Service Contract Period as determined by Clause 3.16.2, of the Contract, as amended in C1.2.2 [CD], the Service Provider is remunerated in accordance with C2.1.2.7 (a).
- c) Where the Activity Schedule(C2.2.2) did not make provision for rendering services at an hourly rate for additional services, the hourly rate payable will be in accordance with C2.1.2.9 and subject to C2.1.2.6 (d) to (f).
- d) Fees claimable on a time basis for services rendered shall be claimed by submitting time sheets as described in clause C2.1.2.4.4.

e) Other costs associated with the additional services on a time basis will be remunerated as follows:

- i. Typing and Duplicating (C2.1.4),
- ii. Travelling and Subsistence (C2.1.5) which are subject to submission of time sheets in accordance with C2.1.2.4.4.

d) Additional services, which has not been specified under C3.12 or where no provision was made in the Activity Schedule (C2.2.2), constitutes a variation order in accordance with the Project Management delegations which is subject to C2.1.2.6 (d) to (f), prior to the commencement of the work.

C2.1.2.9 Time charges are reimbursable at rates applicable at the time of the actual execution of the specific service. The "Rates for Reimbursable Expenses" – TIME BASED FEES (iii), as amended from time to time, is obtainable on the Employer's Website: <http://www.publicworks.gov.za> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.2.10 Remuneration upon Suspension or Cancellation of the Project prior to commencement of the Construction Project

In the event of the project being suspended or cancelled prior to the commencement of the construction, the fees claimable by the Service Provider will be determined as follows:

The activities completed and hourly rate for proven time spent (time sheets) on providing professional services on the project, plus cost of all re-imbursements till date of suspension or cancelation of the Project, irrespective during which phase of the project life cycle prior to commencement of construction, the project is suspended or cancelled.

C2.1.3 Set off

The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other departmental project.

C2.1.4 Typing, printing and duplicating work and forwarding charges

The Provisional Amount allowed for in the Activity Schedule (C2.2.2) is the total sum of Typing and Duplicating, Drawing Duplication and Forwarding Charges (C2.1.4.1 to C2.1.4.4), which is adjustable (Remeasurable). Reimbursable rates for typing, printing and duplicating work and forwarding charges will be paid in full.

Where allowance was made in the Activity Schedule (C2.2.2) by way of inserting a provisional amount and any increases are required, the adjustment will constitute a contractual obligation in accordance with the NDPWI Project Management Delegations to be reimbursed in accordance C2.1.4.1 to C2.1.4.4. Where no allowance was made in the Activity Schedule (C2.2.2) for reimbursing typing, printing and duplicating work and forwarding charges, will a constitute a variation order in accordance with the NDPWI Project Management Delegations. Both instances are subject to C2.1.2.6 (d) to (f).

C2.1.4.1 Reimbursable rates

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done, except those which must in accordance with the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.4.2 Typing and duplicating

If the Service Provider cannot undertake the work himself, he may have it done by another service provider which specialises in this type of work and he shall be paid the actual costs incurred upon

submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

If the Service Provider undertakes the work himself, he shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, material lists, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

The typing of correspondence, appendices and covering letters are deemed to be included in the hourly rates paid.

C2.1.4.3 Drawing duplication

- (a) For drawing duplication the standard rate as set out in Table 2 in the "Rates for Reimbursable Expenses" may be claimed **or** may be claimed according to the provisions as in (b) or (c) below.
- (b) If the Service Provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the lowest of three quotations of local firms doing drawing duplication in his locality. Such quotations must accompany his account.
- (c) If the Service Provider does not undertake his own drawing duplication, he shall be paid the lowest of three quotations of local firms doing plan printing in his locality. Such quotations must accompany his account.
- (d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available quotation(s) must then accompany the account.

(The cost of providing all polyester negative prints required to form part of the original set of drawings, as-built drawings including computer assisted drawing records for all facets/disciplines involved in the project are included in the tendered fees and will not be reimbursed separately.)

C2.1.4.4 Forwarding charges

- (a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Departmental Project Manager (T1.1.4) will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service Provider.
- (b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc., is deemed to be included in the activity rates and time-based fees paid.

C2.1.5 Travelling and subsistence arrangements and tariffs of charges

Traveling and substance quantities in accordance with number of trips are adjustable and is a contractual obligation in accordance with the NDPWI Project Management Delegations when allowed for in the Activity Schedule (C2.2.2) whereby the Departmental Project Manager (T1.1.4) must obtain approval of the additional funds and confirm in writing to the Service provider prior to undertaking the additional trips and / or applying the adjusted rates [C2.1.2.6 (d) to (f)].

When the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.5.1 to C2.1.5.6 herein.

C2.1.5.1 General

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's malperformance or failure, in accordance with this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

Reimbursement of traveling expense charges in accordance with Traveling Time (C2.1.5.2) Traveling Costs (C2.1.3), Subsistence Allowance (C2.1.5.5) and Toll Road fees (C2.1.5.6) will be as described below:

- a) Traveling expense charges for this service as tendered in the Activity Schedule (C2.2.2), will annually be adjusted for inflation (clause 3.16.2 [CD]) for the full duration of the Service Contract Period (clause 3.15.1 [CD]).
- b) In the event of the number of trips allowed for in Table A in the Activity Schedule (C2.2.2) be exceeded whilst within the Service Contract Period (clause 3.15.1 [CD]), the Service Provider will be reimbursed in accordance with C2.1.5.1 (a) and subject to C2.1.2.6 (d) to (f) .
- c) In the event of an extension in the Service Contract Period (clause 3.15.1 [CD]) irrespective whether allowance was made in the Activity Schedule (C2.2.2) or if no allowance was made in the Activity Schedule (C2.2.2) for reimbursing traveling expense charges, the Service Provider will be reimbursed in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable from the Departmental Project Manager (T1.1.4) or on the Department's Website: <http://www.publicworks.gov.za/consultantsdocs.html>, subject to C2.1.2.6 (d) to (f) .
- d) Where allowance was made in the Activity Schedule (C2.2.2) to price travelling expense charges will constitute a contractual obligation in accordance with the NDPWI Project Management Delegations to be reimbursed. Where no allowance was made in the Activity Schedule (C2.2.2) for reimbursing travelling expense charges will constitute a variation order to the contract in accordance with the NDPWI Project Management Delegations. Any increase in the required cost in both instances are subject to C2.1.2.6 (d) to (f).

C2.1.5.2 Travelling time

Travelling time will be fully reimbursed. No travelling time will be paid in respect of journeys to DPWI Head Office or the office of the Departmental Project Manager (T1.1.4) without prior approval in writing.

C2.1.5.3 Travelling costs

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed. Travelling expenses are reimbursable at rates applicable at the time of the actual execution of the specific service and incurring the cost in accordance with C2.1.7.1 (a) to (d).

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 3000 cubic centimetres, prescribed from

time to time and as set out in Table 3 in the “Rates for Reimbursable Expenses” when C2.1.7.1 (c) is applicable.

C2.1.5.4 Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1300 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the (T1.1.4).

C2.1.5.5 Subsistence allowance

Subsistence expenses are reimbursable at rates applicable at the time of the actual date of execution of the specific service and incurring the cost in accordance with C2.1.7.1 (a) to (d).

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5 in the “Rates for Reimbursable Expenses”. Accommodation should be limited to the equivalent of a three-star hotel and no alcoholic beverages or entertainment costs may be claimed for.

Only actual costs are payable in respect of absence from office of less than 24 hours.

C2.1.5.6 TOLL ROAD FEES

Toll road fees will be fully reimbursed. No toll road fees will be paid in respect of journeys to DPWI Head Office or the office of the (T1.1.4) without prior approval in writing.

No claims for toll road fees will be entertained where allowance was made to price toll road fees in the Activity Schedule (C2.2.2) but was not priced by the Service Provider.

C2.1.6 Appointment of Specialist Consultants and / or Service Providers (Provisional Amounts)

Provisional amounts allowed for in the Activity Schedule (C2.2.2) are adjustable as a contractual obligation in accordance with the NDPWI Project Management Delegations whereby the Departmental Project Manager (T1.1.4) must obtain approval of the additional funds and confirm in writing to the Service provider prior to exceeding the provisional amount allowed, subject to C2.1.2.6 (d) to (f)..

The provisional amounts allowed for in the Activity Schedule (C2.2.2) will be reimbursed as follows:

- a) Where provision was made for in the Activity Schedule (C2.2.2) for the Service Provider to appoint a specialist consultant and / or a service provider to perform the required services, he shall be paid the lowest of three quotations as approved by the Departmental Project Manager (T1.1.4), and be paid the surcharge fee based on the percentage tendered in the Activity Schedule (C2.2.2). Additional funds required will constitute a contractual obligation in accordance with the NDPWI Project Management Delegations.

Or

- b) If the Service Provider has the in-house specialist and or capability to render such service, the Service Provider will be remunerated at the hourly rate tendered in the Activity Schedule (C2.2.2) for Additional Services.

C2.1.7 Co-Funded Projects

When applicable as specified under C3.14, the service provider shall make allowance in the rates tendered to render services as described under C3.

When not specified under C3.14 as being applicable and Co-funding becomes applicable the Service Provider will be paid at the rates tendered in accordance with C2.1.2.8 for additional services for submitting additional invoices for the associated cost apportioned to the co-funded portion.

- a) Apportionment of Activity-based and / or Time-based fees for additional and supplementary services

The total cost will be apportioned to the respective values of work for Repairs & Renovations and Capital Works/ Co-funded portions of the Works respectively including P&Gs.

- b) Apportionment of Disbursements

Disbursements include: typing, printing & duplicating and forwarding charges, and all travelling related costs.

The total disbursements will be apportioned to the respective values of work for Repairs & Renovations and Capital Works / Co-funded portions of the Works respectively.

- c) The Service provider shall submit two separate invoices with one supporting document attached to both invoices, illustrating calculations of fees including all other expenses as well as the apportionment of the costs between Repairs & Renovations including Alterations and Capital Works/ Co-funded portions of the Works respectively.

C2.2 ACTIVITY SCHEDULE

C2.2.1 Activities

C2.2.1.1 The activities shall be as listed under item C3 Scope of Services as required. The tenderer must make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services hereof.

C2.2.1.2 Remuneration for Time-based appointments will be calculated as determined in C2.1.2 (i.e. for each level: the actual number of activities or hours (a) multiplied by the tendered rates (b) in (c) below).

The appointed service provider will not be allowed to exceed the allocated number of activities or service hours specified without written approval from the Project Manager. In the case where the allocated number of activities or service hours have been exhausted, a written approval must be obtained before continuing with any work. The adjustment of quantities will be done at the same rates with which the appointed Service Provider would have given when submitting a bid, which will be adjusted in accordance with C2.2.1.3.

Where it is decided that the project will not continue or a contract period is reduced or the services of the service provider is no longer required, the appointed Service Provider will be paid for services rendered only up to the date where the project was stopped and/or appointment of the service provider was cancelled.

C2.2.1.3 Adjustment of rates tendered:

The rates as tendered will be adjusted as a contractual obligation in accordance with the NDPWI Project Management Delegations:

Item description	Clause reference
1. Adjustment of Activity and Hourly Rates tendered	C2.1.2.6 and C2.1.2.7
2. Adjustment of Provisional Sum allowed for Typing, Duplicating, etc.	C2.1.4
3. Adjustment of Traveling Disbursements tendered	C2.1.5
4. Adjustment of Provisional Sums for Specialist Consultants allowed	C2.1.6

C2.2.2 Activity Schedule

ACTIVITY SCHEDULE

Tenderer's Rates Based on Activities

SECTION A: NORMAL SOCIAL FACILITATION SERVICES					
1	Stage 1: Established Project Support Committee (PSC)	Unit	Quantity Provisional	Rate	Amount
1,1	Inception meeting/s with the NDPWI at their offices in Port Elizabeth	Each	1		
1,2	Develop a social facilitation Implementation and Communication Plan	Each	1		

SECTION A: NORMAL SOCIAL FACILITATION SERVICES					
1,3	Develop Stakeholder Engagement Framework and Strategy including the establishment of Community Representative Structures	Each	1		
1,4	Inception meetings with the relevant ward councillor and community structures (including SMME structures) in that particular community	Each	2		
1,5	Establishment of the Project Support Committee	Each	1		
1,6	Develop an induction pack for the project stakeholders Community induction on programme	Each	2		
1,7	PSC Meetings	Each	10		
	TOTAL: STAGE 1				

2	Stage 2: Project Beneficiary Data Bases	Unit	Quantity Provisional	Rate	Amount
2,1	Establish data base of CPG beneficiaries (Local manufacturers and material suppliers, NYS, Skills development, local labour and SMMEs)	Each	1		
2,2	Communication of Procurement protocol	Each	1		
2,3	Allowance for ad-hoc meetings over the duration of the project (Average 4 hours per meeting)	Each	18		
	TOTAL: STAGE 2				

3	Stage 3: CPG beneficiary finalisation (Pre-Construction)	Unit	Quantity Provisional	Rate	Amount
3,1	Conduct skills audit and environmental scan in order to produce CPG feasibility study to DPWI	Each	1		
3,2	Develop demographic profile of the registered job seekers	Each	1		
3,3	Develop clear process-flow of recruitment, selection and appointment from the labour desk	Each	1		

3	Stage 3: CPG beneficiary finalisation (Pre-Construction)	Unit	Quantity Provisional	Rate	Amount
3,4	Arranging and facilitating workshops with CPG beneficiaries (Local Labour, NYS and SMMEs)	Each	3		
	TOTAL: STAGE 3				

4	Stage 4: Beneficiary Participation during Construction	Unit	Quantity Provisional	Rate	Amount
4,1	Establish and facilitate labour desk, managed by CLO during construction	Each	1		
4,1	Ad-hoc meetings with CPG Beneficiaries	Each	5		
4,2	Attending required PSC meetings for the duration of the construction project	Each	22		
4,3	Attending project progress meetings	Each	22		
4,4	Generate monthly beneficiary reports (Full duration of the project)	Each	22		
4,5	Unscheduled after hours meetings with community for emergency circumstances	Hours	40		
	TOTAL: STAGE 4				

5	Stage 5: Post Facilitation and Close-out	Unit	Quantity Provisional	Rate	Amount
5,1	Draft close-out reports	Each	1		
5,1	Pre Close-out meeting with NDPWI	Each	1		
5,2	Close-out meeting with CPG Beneficiaries and PSC (if Required)	Each	1		
5,5	Debriefing NDPWI PM, submit final close-out report, and Project Close-out	Each	1		
	TOTAL STAGE 5				
	TOTAL: SECTION A				

SECTION B: REIMBURSABLE EXPENSES: TYPING, PRINTING AND DUPLICATION

6	TYPING AND PRINTING DISBURSEMENTS	Unit	Quantity	Rate	Total
6,1	Allowance for typing, printing and duplication disbursements (Provisional Amount)	Prov. Amount	-	-	R 5000.00
6,2	Memory Stick with project 126 Gig documentation to be submitted with close-out report.	Number	3		
	TOTAL: SECTION B				

SECTION C: REIMBURSABLE EXPENSES: TRAVELLING

7	Travelling Expenses (Allow for travel cost)	Vehicle Capacity	No. of trips Provisional	*Round trip (Km)	Rate / Km	Amount
7,1	Number of return trips for full Service Contract Period		50			
	TOTAL (Traveling Expenses)					

8	Travelling Time (Allow for Travel time)	No. of Trips Provisional	Travel Hours per Trip	Rate per Hour or Rate	Amount
8,1	Travel time to meetings and back	50			
8,2	Subsistence allowance per day trip	50			
8,3	Accommodation				
8,4	Subsistence allowance per overnight stay (24 Hour period)				
8,5	Flights				
8,6	Car rental				
8,7	Toll gates				

8	Travelling Time (Allow for Travel time)	No. of Trips Provisional	Travel Hours per Trip	Rate per Hour or Rate	Amount
8,8	Other (Specify):				
8,9	Other (Specify):				
8,10	Other (Specify):				
	TOTAL (Travelling Time and subsistence including Other)				
	TOTAL: SECTION C				

* Round trip from office to site and back to office (Km)

TOTAL PRICE: SECTION A	(1)
TOTAL PRICE: SECTION B	(7)
TOTAL PRICE: SECTION C	(8)
TOTAL PRICE: SECTION D	(9)
TOTAL PRICE SECTIONS A TO D EXCLUDING VAT (1+7+8+9)	(10)
ADD VAT (10 x current VAT rate)	(11)
TOTAL FINANCIAL OFFER INCLUDING VAT (VAT Vendor)	(12)

NOTE:

- Total Financial Offer as per (12) above, must be carried over to C1.1 Form of Offer and Acceptance.** Failure to carry this over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
- Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site as per **(8)** above.
- The Employer reserves the right to request the bidder to balance the Activity Schedule without altering the total tender amount. Failure to balance the Activity Schedule realistically and amicably or refusal by the bidder to balance the Activity Schedule will render the Bid unacceptable and a risk to the Employer, and

will therefore be excluded from further consideration (C2.1: Tender data clause 6.4: PHASE 4: ACCEPTABILITY IN RESPECT OF RISK TO THE EMPLOYER- 6.4.2 Commercial risks)

4. The cidb Skills Development Goal is **not applicable** to this project.

C3 SCOPE OF SERVICES

C3 SCOPE OF SERVICES

C3.1 Employer's objectives

DPWI is seeking services of a suitably qualified and/or experienced social engagement service provider to conduct social facilitation with an objective of identifying Contract Participation Goal beneficiaries and mitigating possible challenges facing implementation of an infrastructure project as detailed above.

C3.2 Description of Services

The Service Provider to perform the duties as the Social Facilitator (Social Engagement Practitioner) on Constriction / Infrastructure projects. The purpose of appointing the Social Facilitator (SF) is to identify, organize and capacitate the beneficiary communities such that they are able to effectively participate in the project implementation processes from the inception to the completion stage in terms of the National Department of Public Works Contract Participation Goals.

The Service Provider for the project will primarily undertake the duties as set out below, which provide a basis for the understanding of the duties, but shall not be deemed to be exhaustive, but will serve to illustrate the intention of the Employer and the Employer's expectation of the functions apportioned to the appointee under the contract.

C3.2.1 Appointment and briefing of professional team (Project Initiation and Briefing)

C3.2.1.1 Social Facilitator's roles and responsibilities:

The Social Facilitator (SF) to deal with the day-to-day operations of the project such as:

- a) Environmental scanning and identification of existing stakeholders and their role thereof (Stakeholder mapping).
- b) Create an enabling environment for the implementation of the project, through the promotion of partnerships between the districts, community structures, government departments, etc.
- c) Ensure that communities play their role during construction, which includes inter alia, protecting the works for the contractors to implement projects within the agreed time frames.
- d) Advisory to the project management team on all social and matters.
- e) To facilitate stakeholder engagement both at management and stakeholder level
- f) Formulate co-ordination of the strategies and the implementation of the systems of regular reporting to the relevant structures such as Project Support Committee (PSC), the project team, NDPWI, the client (end user), and other stakeholders in accordance with relevant protocols.
- g) Setting up of Project Support Committee (PSC).
- h) To engage with communities and stakeholders on project implementation methodology and implementing NDPWI Contract Participation Goals (CPGs) on infrastructure projects.
- i) Promote and communicate client policies and procedures.
- j) Formulate Communication and Engagement Strategies.
- k) Facilitate community participation.
- l) Represent NDPWI's and government views in an open-minded, confident and credible manner to traditional leaders, stakeholders, organisations, rural communities, communities and the public;
- m) Establish Community Representation and Communication Channels within the PSC Structure to deal project related aspects).

- n) Ensure that the information flow between communities, stakeholders, SMMEs and associated parties is exchanged on an ongoing basis; this to be done in all the local languages and multiple media platforms.
- o) Project information sharing and progress reporting to all stakeholders.
- p) Facilitate conflict resolution and mediate between the communities, contractor and NDPWI including professional team appointed on the project and the client (end user) at all levels to minimise project disruptions.
- q) Facilitate sourcing of local labour and dealing with labour related matters
- r) Recruitment, Appointment, Training and Management of Local Community Liaison Officer/s
- s) Manage and monitor risk.
- t) Identify Project Beneficiaries in terms of NDPWI CPGs.
- u) Lobby and advocate for CPG beneficiaries and SMMEs' cooperative involvement in the project, including compilation and maintaining data base.
- v) Ensure smooth CPG beneficiation processes.
- w) Ensure that all relevant legislation is complied with by CPG beneficiaries during project implementation phases (CIDB registration, CSD, Tax, workman's compensation, registrations, etc.).
- x) The SF to mitigate impact of glaring challenges during implementation of the infrastructure projects in terms of:
 - Inconsistency in implementation and the expected deliverables
 - Inconsistency in the commencement or active involvement of social facilitation
 - Insufficient experience in dealing with difficult community structures
 - Lack of urgency
 - After care services.
 - Lessons Learned
 - Experience of SF

NB: It must be noted that the SF has no authority to issue any instructions to the contractor. The SF needs to be neutral to all parties, therefore should endeavour not to take sides should conflict arise. Should the SF function not involve a full day's work, the incumbent will be expected to undertake other work allocated by the line manager or Project Manager for the balance of each day.

C3.2.1.2 Deliverables

For the infrastructure project to be successful and sustainable, the SF has to perform strategic and technical support to the project in line with the expected deliverables, namely:

- a) To develop Stakeholder Engagement Framework and Strategy/s and a social facilitation Implementing Plan as a reference document for the project.
- b) Develop stakeholder communication / consultation plan and report on engagement processes.
- c) Establish Community Representative Structures and Communication Channels by utilising existing governance structures for easy implementation of the programme at all levels and set up structures as required or where there is none.
- d) Develop an induction pack for the project stakeholders to ensure that the standards are uniform and there is proper understanding of the overall programme.
- e) Develop Communication and Engagement Strategies.
- f) Conduct community awareness about the infrastructure project to be implemented.
- g) Prepare an accessible database indicating number of suitable CPG beneficiaries by way of a feasibility study in consultation with the project team.
- h) Verification and update of beneficiaries
- i) Facilitate Community meetings and dialogues at agreed time frames and as and when necessary.
- j) Secure community support in all project phases.
- k) Provide Risk Management Plan.

- l) Compilation of CPG beneficiary data base (NYS beneficiaries, skills development beneficiaries and SMMEs). The data to be availed to the Principal Agent or the appointed Quantity Surveyor for compilation of the CPAG feasibility study for implementing the CPGs.
- m) Provide input into the Monitoring and Reporting Framework of the project with reference to employment, training and SMME development reports.
- n) To develop and apply conflict resolution mechanisms and mediation.
- o) Facilitate Social Cohesion Processes.
- p) To craft and implement interventions and mitigation strategies.
- q) To develop and implement social facilitation reporting templates for monthly reporting.
- r) Facilitating community participation.
- s) Skills audits and establishing labour desks.
- t) Submit monthly progress report encompassing all activities..
- u) Submit close-out report on listed outputs and outcomes of the facilitation processes depicting processes, achievements, challenges, lessons learnt and proposals for improvement once completed.

SFs working on the ground, especially in the rural communities, need to understand rural structures and dynamics to be able to know how to deal with chiefs and other rural community structures.

Communication between project team and the PSEF is vital. The PSEF must be provided with the relevant information in terms of project implementation, procurement and progress on the site as well as contractor challenges, and must therefore be included in the progress meetings. Regular site visits at least twice a month in the initial stages of the project, thereafter at least once a month will improve scanning of issues and result in their speedy resolution.

Continuous feedback and engagement between the Contractor, Project Manager (PM) and the SF will ensure that the facilitator has the correct information on the deliverables and the progress of the project and will minimise PSEFs promising communities what is not in the schedule of the project.

C3.2.2 Project details

C3.2.2.1 Project description

Complete repairs and renovations to all buildings to the Storms River SA Police Stations consisting of guard hut, CSC building, court building, store rooms and garage, cell block, generator room, flammable store, free standing board room old stone building (heritage), free standing ablution, water treatment plant, borehole pump house, officer commanding dwelling and outbuilding and single quarters, and singles quarters which includes two old stone buildings (heritage).

C3.2.7.2 Scope

General maintenance, repainting and replacement of roofs, windows, doors, ceilings, floor coverings, sanitary ware, electrical wiring and fittings, air conditioners including fences, concrete hard stands, walkways and replacement of water-, sewer and storm water infrastructure. An additional conservancy will be constructed and one lean-to roof for public waiting area.

C3.2.7.3 Location of the Project

Storms River SA Police Station, 14 Darnell Street, Eastern Cape Province, South Africa, 6308
LATITUDE: -33.97407 LONGITUDE: 23.8889

C3.2.7.4 Project Programme

The programme for the execution of the project is dependent on the various approval processes within the Department and a programme with specific time frames can therefore not be provided at tender stage since it will depend on the time frames required by the consultants for completion of the design and documentation based on the final scope of work, as well as approval processes within the Department and other legislative bodies from whom approvals may be required. The

final programme will be in accordance with the approved programme in accordance with clause 3.15 of the Standard Professional Services Contract and clause C1.2.2 - 3.15.1[CD]. The following table depicts provisional project milestone dates envisaged for tendering purposes only:

Project Milestones		Anticipated Date
1.	Appointment and Briefing of Design Consultants	09-Feb-26
2.	Preliminary design report and Concept Design Submission Date	11-May-26
3.	Preliminary design report and Concept Design Approval Date	20-Jun-26
4.	Sketch Plan Submission date (Bills of Quantities to be submitted on R&R projects and Elemental Estimate on New Construction projects)	26-Oct-26
5.	Sketch Plan Approval Date	09-Nov-26
6.	Final Design Report, Working Drawings, Specifications, Finishing Schedules and Bills of Quantities Submission Date	30-Nov-26
7.	Final Design Report, Working Drawings, Specifications, Finishing Schedules and Bills of Quantities and Bills of Quantities Form and Format Approval	14-Dec-26
8.	Planning Completion Date	18-Jan-27
9.	Confirmation of funds by Client	18-Jan-27
10.	Advertise Bids for construction	12-Mar-27
11.	Closing of Bids for construction	02-Apr-27
12.	Adjudication of Bids and Bid award for construction	24-Jun-27
13.	Site handover	02-Aug-27
14.	Anticipated Practical Completion 14-month construction period + 2 months for anticipated Extension of Time)	29-Sep-28
15.	Anticipated Works Completion	28-Nov-28
16.	Anticipated Final Completion (After 12-month defect liability period)	27-Nov-29

C3.2.7.5 Information available from Employer
No as-built drawings of existing structures nor the infrastructure is available. As-built drawings of the existing structures and services are to be produced by the respective disciplines as part of their appointment. Note that two buildings to be renovated are heritage buildings (Stone Construction).

C3.2.7.6 Other Contracts on Site
No other contracts will be implemented concurrently with this contract.

C3.2.7.7 Reporting Requirements and Approval Procedure
Submit monthly progress report encompassing all activities and submit close-out report on listed outputs and outcomes of the facilitation processes depicting processes, achievements, challenges, lessons learnt and proposals for improvement once completed.

C3.3 Use of reasonable skill and care

It will be expected of the SF to apply reasonable skills and due diligence in the execution of the duties stipulated in this document, which shall include *inter alia* the following:

Although the SF documents may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. The Employer shall also be entitled to have any documentation or calculations verified by Others. In the event of non-performance/ incomplete performance, default or negligence, the Employer shall have the right to claim compensation or damages and set off such against any amount payable.

C3.4 Co-operation with other services providers

C3.4.1 It will be required of the Pr. CHSA to co-operate with all other service providers appointed on the Project. Service Providers from the following professions are/will be appointed on the Project to form the professional team **as indicated with an ☒**:

- | | |
|--|---|
| ☒ Architects | ☒ Social Facilitator |
| ☒ Quantity Surveyors | ☐ Landscape Architect |
| ☐ Structural Engineers | ☐ Construction Project Managers |
| ☒ Civil Engineers | ☒ Health and Safety Agent i.t.o. Construction Regulations OHS Act |
| ☒ Electrical Engineers | ☐ Fire Engineer |
| ☐ Mechanical Engineers | ☐ Other: specify other or insert "N/A" |

and other Service Providers as may from time to time be deemed necessary.

The above-mentioned **Architect** will act as principal agent

The required professional services will be executed by the professional team under the control and management of the designated Departmental Project Manager (T1.1.4) who, at the time of invitation to perform professional services, will be the person mentioned in T1.1.4. The Employer reserves the right to replace the mentioned Departmental Project Manager (T1.1.4) with another member of its staff or any individual/firm from the private sector should it be deemed necessary at any stage during the execution of the Project.

C3.4.2 Furthermore, the SF shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation, instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under the OHS Act.

C3.4.3 Other role players
Local, provincial and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

C3.5 Brief

C3.5.1 Target dates and times
The Service Provider will be expected throughout to give preference to the execution of the work involved in this commission.

The work of all Service Providers will be co-ordinated by the principal agent. All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to clause 3.15 of the Contract Data (and/or PEP according to the same clause, if applicable).

During the construction phase of the Project it will be expected of the principal agent to obtain a construction programme from the main contractor, to continuously monitor his progress against that programme for compliance and to take whichever steps have been described in the relevant manual and the Working Guideline for Project Managers. This should be done in collaboration with the rest of the professional team, should the progress not be according to the said programme.

C3.5.2 Reporting requirements
Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly audit report indicating H&S compliance and possible risks as well as proposals as to how to mitigate the identified risks.

C3.5.3 Close-out Report

The Service Provider shall prepare the close-out report and substantiating documentation in conjunction with the Contractor and the Principal Agent and submit to the Employer within sixty (60) working days from the date of Practical Completion. Late completion of the close-out report will result in penalties being applied per calendar day, as tabled under Clause 3.12 of the Contract Data.

C3.5.4 Final disposal of documents

Upon approval and finalisation of the close-out report and final account of projects requiring a security clearance, it is a requirement that the Service Provider forward to the Employer all documents relating to this service. The same may be requested on any other project of the Employer.

C3.6 Applicable legislation and standards

Legislation emanating from national and provincial governments as well as that of any local authority in whose area of jurisdiction the subject of the appointment falls and which has bearing on the activities and facilities under this appointment, is applicable.

All the applicable legislation, which may not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.

Should any applicable legislation allow discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by the Departmental Project Manager (T1.1.4).

The Service Provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the facilities to be affected by the Service shall be in accordance with all relevant legislation and upon delivery, will function as required by said relevant legislation. The Service Provider's actions and the outcome thereof will in no way be detrimental to the health and safety of the occupants or persons present therein or in the vicinity thereof. Similarly it must not be detrimental to any aspects of the environment in its structure or operation if operated as specified in operation manual(s). The relevant legislation meant herein, as amended, consist of *inter alia* the following, but not limited to:

- Occupational Health and Safety Act, 1993 (Act 85 of 1993);
- Council for the Built Environment Act, 2000 (Act 43 of 2000);
- Construction Industry Development Board Act, 2000 (Act 38 of 2000);
- Project and Construction Management Profession Act, 2000 (Act 48 of 2000);
- SANS 0400 - 1993 or the latest amended version;
- Fire Brigade Services Act, 1987 (Act 99 of 1987);
- Engineering Profession Act, 2000 (Act 46 of 2000);
- Architectural Profession Act, 2000 (Act 444 of 2000);
- Atmospheric Pollution Prevention Act, 1965 (Act 45 of 1965);
- Constitution of the Republic of South Africa 1996, Chapter 2- Bill of rights (in particular sections pertaining to the access to public buildings and facilities for the physically disabled);
- Electricity Act, 1987 (Act 41 of 1987);
- Employment Equity Act, 1998 (Act 55 of 1998) (in particular sections pertaining to equity towards the physically disabled);
- Environmental Conservation Act, 1989 (Act 73 of 1989);
- Environmental Conservation Amendment Act, 2003 (Act 50 of 2003);
- Local Government Municipal Systems Act, 2000 (Act 32 of 2000), municipal by-laws and any special requirements of the local service supply authority;
- National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);
- National Environmental Management Act, 1998 (Act 107 of 1998);
- National Health Act, 2003 (Act 61 of 2003);

- National Heritage Resources Act, 1999 (Act 25 of 1999);
- National Water Act, 1998 (Act 36 of 1998);
- Compensation for Occupational Injuries & Diseases. Act No 61 of 1997
- Unemployment Insurance Contribution Act, No 4 of 2002.
- Public Health Amendment Act, 1971 (Act 42 of 1971);
- Quantity Surveying Profession Act, 2000 (Act 49 of 2000);
- Telecommunications Act, 1996 (Act 103 of 1996);
- Tobacco Products Control Amendment Act, 1999 (Act 12 of 1999);
- Water Services Act, 1997 (Act 108 of 1997) and general authorizations;
- the latest issue of SANS 10142: "Code of Practice for the Wiring of Premises";
- the Regulations of the local Gas Board, where applicable;
- The latest issue of SANS 10142: "Code of Practice for the Wiring of Premises";
- Legislation pertaining to the access to public buildings and facilities for the physically disabled and
- All regulations promulgated under the above Acts and all amendments made from time to time.

Although the more salient legislation has been referred to above, the *onus* remains on the Service Provider to adhere to, and apply, any and all Acts and/or Regulations not specifically mentioned in the list above but which will have an effect on the Project.

This will be a continuous process throughout the appointment, which will manifest itself during the following phases:

- Development of plans and documentation;
- Supervision of any Service Provider under the appointment;
- Ensuring compliance of the end product;
- Compiling and issuing of Instruction/Operational Manuals indicating *inter alia* what the legal and safety requirements entail for the user(s)/operator(s) of the facilities;
- Providing instruction to the intended users/operators.

The Pr. CHSA shall accept full and complete responsibility (both contractually and/or in delict) regarding compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) for his acts and omissions as well as those of his employees and indemnifies the Employer against any legal action in this regard.

The Pr. CHSA undertakes to ensure that the requirements of the Occupational Health and Safety Act, 1993 will similarly apply to the agreement with any sub service providers inclusive of indemnifying the Employer against any legal action regarding the actions and/or omissions by them.

C3.7 Software application for programming

The Service Provider must avail himself of software to be used in the Project documentation for compatibility with other service providers as well as the Employer. Specific requirements for compatibility are specified in the relevant manuals.

C3.8 Security clearance

It is an explicit condition of this agreement that partners, directors and/or the members of staff who will have insight into the planning of projects requiring security clearance, be kept to a minimum and that such persons will not object to being submitted to a security clearance, if the Employer so requires.

If the latter is applicable, the necessary forms will accompany this tender or be provided to the Service Provider at any stage thereafter. These forms must be completed, if attached, and returned with the tender. It is important to furnish information which is complete in every respect.

Should the authority responsible for the clearance, for security reasons not be satisfied with the classification obtained of any of the staff members of the Pr. CHSA, it will be a further condition of this appointment that none of such staff members be involved with any aspect of the Project.

All documents pertaining to these projects must be stored in a safe place when not in use so as to ensure that the level of security of the projects is maintained.

The Employer will not accept liability for any costs in this regard.

FINGER PRINTS (except for projects for facilities of SA National Defence)
Persons of whom security clearance is required can obtain a finger print form SAP 91(a) from any police station. Kindly ensure that the police official responsible for taking the finger prints certifies the form since absence of the certification will result in the form being unacceptable.

C3.9 Forms for contract administration

All forms required during contract administration, called PRM forms, are available on the Employer's website at [http://www.publicworks.gov.za/under "Documents"; "Consultants Guidelines"; item 14](http://www.publicworks.gov.za/under%20Documents%20Consultants%20Guidelines%20item%2014). The agreement and conditions of contract to be entered into with the main Service Provider shall be the most recent version of the JBCC, if it is a multi-disciplinary contract, or GCC, if it is an engineering contract, or the NEC suite of contracts, or the FIDIC suite of contracts, or any other form of contract **as approved and in use by the National Department of Public Works & Infrastructure**.

C3.10 Submission of Accrual Reports

The Service Provider shall submit accrual reports to the client representative at the end of March and September each year for the duration of the Service Contract period from the date of appointment up to and including project closeout. This is to ensure that PMTE complies with the accounting framework GRAP, which requires that PMTE disclose all its accruals as at the end of each reporting date.

C3.11 Submission of monthly Project Execution Plans (PEP)

The Principle Agent will submit monthly an updated Project Execution Plans (PEP) in accordance with DPWI standard proforma, on a date as agreed with the Departmental Project Manager (T1.1.4).

C3.12 Additional Services carrying additional fees

Specific Additional Services pertaining to all Stages of the Project: are not applicable

Additional services required and specified in the Activity Schedule (C2.2.2) are listed below:

a) Provisional number of hours for ad-hock additional services priced per hour.

b) Insert specific additional services is required or insert Not applicable

C3.13 Contract Skills Development Goal

The Contract Skills Development Goal **is not applicable** to this project.

C3.14 Co-funded projects

Co-funding of Capital Works by the End-user Client is not applicable to this project.

When applicable, the service provider shall render the standard services but will submit two separate quarterly consultant fee invoices for services rendered by the Service Provider apportioned between Repairs & Renovations and Capital Works / Co-funded portions of the Works respectively, including P&Gs.

The Service provider shall be remunerated in accordance with C2.1.7 above.

C4: SITE INFORMATION

C4.1 SITE INFORMATION

(Refer to C3.2.7.5 above.)

Annexure A

SCB-01: SPECIAL CONDITIONS OF BID

SCB-01: SPECIAL CONDITIONS OF BID

1 INTERPRETATION

- 1.1 The word "Bidder" in these conditions shall mean and include any firm of Contractors, Services Providers or any company or body incorporated or unincorporated or any other legal entities.
- 1.2 The word "Department" in these conditions shall mean the DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
- 1.3 Any reference to words "Bid" or "bidder" herein and or any other documentation shall be construed to have the meaning as the words "Tender" or Tenderer".

2 PRECEDENCE

- 2.1. If any other condition (bid rule) in the bid document is in contradiction with the "Special Conditions of Bid" the "Special Conditions of Bid" will take preference.
- 2.2. The "Special Conditions of Bid" can only be amended by an official addendum before the closing date of the bid.

3 GENERAL BID RULES

- 3.1. "Written" or "in writing" means hand-written in non-erasable ink or any form of electronic or digital writing and or a combination thereof.
- 3.2. The digital and or electronic completion and signing of documents is permitted.
- 3.3. A bidder participates in this bid process entirely at its own risk and cost.
- 3.4. The Department may accept or reject any bid offer or may cancel the bid process (or reject all bid offers at any time) prior to award, due to the following:
 - 3.4.1. due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
 - 3.4.2. funds are no longer available to cover the total envisaged expenditure;
 - 3.4.3. no acceptable tender is received;
 - 3.4.4. there is a material irregularity in the tender process; or
 - 3.4.5. there is material change in the scope of works.
- 3.5. The Department shall not accept or incur any liability for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- 3.6. Completed bid documents in a sealed envelope, endorsed with the relevant bid number, bid description and the closing, must be deposited in the bid box as indicated in the bid document.
- 3.7. Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental Bid box, prior to the closing date and time. The Department will not accept responsibility for any bids, which are not timeously deposited in the Bid Box.
- 3.8. A Bid will be treated as a late bid, if it is not received in the bid box. The Department will not accept responsibility for any late depositing of bids or for the non-depositing of bids in the bid box, which are as a result from an act committed or omitted by an official. This is not limited to the following cases:
 - 3.8.1. A Bidder handed over its bid to a departmental official or to the security services personnel timeously, but they omit to deposit the bid in the bid box on or before the closing date and time.
 - 3.8.2. If a courier service delivers the bid to a departmental official or to the security services personnel timeously and it is not deposited in the bid box timeously.
 - 3.8.3. The bid documents were sent through mail / Post Office and it is not timely collected and or timely deposited in the Departmental Bid Box.
- 3.9. Bids received after the closing date and time will not be accepted for consideration and where practical, be returned unopened to the Bidder(s).
- 3.10. Bidders who are not registered on the CSD, must register on the CSD within 7 working days, if requested to do so. No award letters or purchase orders or contracts will be signed, with a bidder not registered on the CSD.
- 3.11. The Department will download the following documents, to verify the information submitted by bidders:
 - 3.11.1. CSD registration certificate (if the bidder is registered in the CSD)
 - 3.11.2. CIPC registration
 - 3.11.3. CIDB registration
- 3.12. Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

4 AMBIGUITIES/ CONTRADICTIONS / OMISSIONS

- 4.1. If a bidder becomes aware of any ambiguities or contradictions or omissions in the bid document or the specifications, drawings or descriptions or functionality or quality, or any part of the bid document, this

should be clarified with the Department, at least five (5) working days before the closing time stated in the tender data.

- 4.2. If the Department found, after the closing date of the bid, that there is an ambiguity/ contradiction or omission in the bid document, the Department reserves the right to:
 - 4.2.1. If the ambiguity or contradiction or omission in the bid document is of an administrative nature, request bidders to correct any non-compliances caused by the ambiguity or contradiction or omission or
 - 4.2.2. If the ambiguity or contradiction or omission is immaterial, proceed to finalise the procurement process and notify the delegated authority in the submission of the ambiguity or contradiction or omission for the consideration of the approving authority or
 - 4.2.3. Cancel the bid and process

5 PERIOD OF VALIDITY FOR BIDS AFTER CLOSING DATE

- 5.1 All Bids must remain valid from the closing date for a period as stipulated in the bid document.
- 5.2 The Department reserves the right to request for the validity extensions of bids, should it be deemed necessary. The following conditions will apply when the Department request for a validity extension of a bid:
 - 5.2.1 The request for a validity extension will be done while the validity period of the bids is still valid.
 - 5.2.2 Bidders have the right to refuse the extension of the validity period of their bids.
 - 5.2.3 If a request for validity extensions are send to bidders while the validity period of the bids is still valid, non-replying to the request for validity extension before the expiry date will be deemed a tacit agreement to the extension of the validity period. The Department will communicate with the affected bidders to confirm such tacit agreement.
 - 5.2.4 Should the bidder not agree with the tacit agreement, the bidder shall be deemed to be non-responsive and not considered for further evaluation.
 - 5.2.5 If a bidder(s) refused a validity extension, it will be deemed that the bidder(s) had withdrawn their bids from the bidding process. The Department reserves the right to continue with its bid evaluation and adjudication of the remaining bids and finalise the process.

6 BRAND NAMES

- 6.1 Wherever a brand name is specified in this bid document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

7 CONTRACTUAL PRICE ADJUSTMENTS

- 7.1 The Bid will not be subjected to any price escalation, unless specified otherwise in the bid documents.

8 AUTHORITY TO SIGN BID DOCUMENTS

- 8.1 No authority to sign (PA 15.1: Resolution of Board of Directors) is required from an enterprise which has only one director or is a sole ownership.
- 8.2 In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence should be submitted with the bid at the closing time, that the Bid has been signed by a person properly authorised by resolution of the directors or under the articles of the entity. For that purpose, forms PA-15.1-15.3 (Resolution of Board of Directors) are included in the bid document for completion by the relevant Board(s) of Directors
- 8.3 The department further accepts that, in the absence of a PA 15.1: Resolution of Board of Directors, any director or any member of the enterprise may have the authority to bind the enterprise. Therefore, the following will apply when only one director or one member of the enterprise signed the bid documents:
 - 8.3.1 The signature of any one of the directors or any one of the members of the enterprise will bind the enterprise and all the directors/ members of the enterprise. This condition will therefore render the bid valid; and
 - 8.3.2 The Department will verify the authority to sign (if deemed necessary) and where possible, may request proof of such authority of the relevant director or relevant member to act on behalf of the enterprise in the form of a "Resolution of the Board of Directors", if such " (PA 15.1: Resolution of Board of Directors)", was not submitted with the bid or was not completed or was incorrectly completed,
- 8.4 In the case of a sub-contractor agreement, a joint venture or consortia, the signing of the sub-contractor agreement, or Joint Venture or Consortia agreement by any director or member of each of the parties to the agreement, will render the sub-contractor agreement or Joint Venture or Consortia agreement valid. Therefore:

8.4.1 The Department reserves the right to request from each party to the sub-contractor agreement or Joint Venture or Consortia" agreement, proof of such authority of the relevant director or relevant member to act on behalf of the enterprise(s), in the form of a "Resolution of the Board of Directors", if it was not submitted with the bid or was not completed or was incorrectly completed,

8.5 In the event that a non-member or non-director to the enterprise(s) sign the bid documents and or sign a joint venture or consortia agreement, an "Authority to sign" issued by a director of the enterprise(s) or by the Board of Directors of the enterprise(s) must be submitted with the bid at the closing date. Failure to comply with this requirement at the closing date of the bid, will invalidate the bid submitted.

9 CONTRACT PERIOD

9.1 The contract period is stipulated in the Contract Data or the specifications.

9.2 The construction period for Infrastructure works, will commence from the date of site handover.

10 NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER

10.1 The Bid will be awarded to the bidder who scores the highest PPPFA number of points:

10.1.1 However, should an offer not be market related, the Department reserves the right to negotiate with bidders a reasonable market price /offer?

11 AWARD OF CONTRACTS TO TENDERERS NOT SCORING HIGHEST POINTS

11.1 The Department reserves the right to award the bid to a tenderer not scoring the highest points, after having applied an objective criterion or a risk assessment criterion, if such (i.e. the objective criteria/ risk assessment) is specified in the bid document.

12 TAX COMPLIANCE

12.1 No tender shall be awarded to a bidder who is non-tax -compliant.

12.2 All bidders' tax matters must be in order prior to award.

12.3 Bidders' tax matters will be verified through CSD.

12.4 If the recommended bidder's tax status is non-compliant, the recommended bidder must submit written proof from SARS of their tax compliant status or submit written proof that they have arranged with SARS to meet their outstanding tax obligations.

12.5 The recommended bidder will be given a maximum of seven (7) working days to correct their tax compliance status.

12.6 Failure to comply within seven (7) working days, from the date of the request, the Department will reject the bid submitted by the bidder.

13 REGISTRATION AS A VAT-VENDOR

13.1 Non-VAT vendors do not have to include VAT in their bid prices.

13.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R1 million, must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.

13.3 The award of contract would be conditional (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.

13.4 Failure to comply within 21 days after being notified to do so will lead to the automatic withdrawal of the "provisional letter of award" and elimination of the bidder's offer.

13.5 VAT vendors must include VAT in their bid prices and failure to comply will lead to an automatic elimination of the bidder's offer.

13.6 In all other instances, where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of award will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.

13.7 If a Non-VAT vendor/ bidder is contracted with the Department with a price which is Excluded Vat, and it becomes a VAT vendor after award or alternatively becomes a VAT vendor due to a cumulative number of awards, the bidder will have to absorb the adverse financial implications of not including VAT in their price quoted. VAT cannot be claimed from the Department for any payments already made or from any future payments.

14 CERTIFICATION OF DOCUMENTS

14.1 Where so required in the bid documents, bidders are required to submit copies, which are certified as a "true copy of the original".

- 14.2 If a bidder submitted an uncertified copy of an original document, or an original copy which is not correctly certified, the bidder will be afforded an opportunity to correct such non-compliance within a minimum period of 48 hour.
- 14.3 All bidders' whose copies complies with the minimum requirements above, will be "deemed in order" and will be subjected for consideration in further evaluation processes, even if the Department did not request any corrections.
- 14.4 No submissions of new or alternative documents, which forms part of the substantive responsiveness criteria may be submitted after the bid closing date.
- 14.5 The Department will not accept a copy of a previously certified document where it was a requirement to submit originally certified copies of documents and will not provide any bidder an opportunity to correct such a non-compliance.

15 REQUIREMENTS FOR A VALID BBBEE CERTIFICATES AND SWORN AFFIDAVITS

- 15.1 A valid B-BBEE Certificate is a B-BBEE Certificate which has not expired at the closing date of the bid.
- 15.2 A "Sworn Affidavit" must comply with the following minimum requirements at the closing date, to be considered valid. If the submitted "Sworn Affidavit" does not comply with the minimum requirements below, the bidder will not be given an opportunity to correct it:
 - 15.2.1 The "Sworn Affidavit" must not be expired at the closing date.
 - 15.2.2 The BBBEE Level Contributor must be indicated (ticked)
 - 15.2.3 The "Sworn Affidavit" must be signed and dated by the bidder (Deponent).
 - 15.2.4 The "Sworn Affidavit" submitted must be signed and stamped by the "Commissioner of Oath".
 - 15.2.5 The "latest financial year-end" field must not be left blank.
 - 15.2.5.1 The latest "financial year-end date" cannot be a future date.
 - 15.2.5.2 If only the year is indicated (it is not in the format: day/month/year), the Department will validate the financial year-end (day/month) from CIPC or deal with any clarity seeking matter/ confirmation as an administrative matter.
- 15.3 In respect of "Sworn Affidavits" of the Construction sector, Property Sector, the field (block) where the bidder must confirm its financial information (i.e. Net Assets or Annual Turnover) must be completed (ticked) and must not be left blank or not ticked.
- 15.4 The Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.
- 15.5 The Department will seek the following clarity matters in respect of the Sworn Affidavits (should it be deemed necessary) and upon request, the bidder will be given a minimum of five (5) working days to respond to the Department:
 - 15.5.1 If the bidder did not select/circle/ticked "Member/ Director/ Owner" where so required. The Department will communicate with such affected the bidder in writing.
 - 15.5.2 If a bidder did not select/ circle/ ticked the required field "Financial Statements/ Management Accounts/ Audited Financial Statements" where so required. The Department will communicate with such affected the bidder in writing.
 - 15.5.3 If only the year is indicated (it is not in the format: day/month/year), the Department will validate the financial year-end (day/month) on CIPC or against any other submitted document or will seek clarity / confirmation from the bidder and deal with it as an administrative matter.
 - 15.5.4 If the financial year-end indicated in the sworn affidavit is not at the end of the month or it is not the correct month when validated on CIPC or against any other submitted documents, the Department will enquire from the affected bidder to indicate its correct latest financial year end in the format (day/month/year) and:
 - 15.5.4.1 If the "day" indicated on the submitted affidavit is wrong, but the month and year is correct, the bidder's affidavit will be "deemed valid" and it will be evaluated.
 - 15.5.4.2 If the "month" indicated on the submitted affidavit is wrong, the bidder's affidavit will be will be considered invalid.
- 15.6 The Department will deal with all other matters, which is not listed under the minimum requirements as reflected above, as administrative matters, should it be deemed necessary.
- 15.7 For all sectors (example the construction sector, the property Sector and or any sector), a "Sworn Affidavit" issued in terms of the relevant sector must be used. All the minimum requirements applicable to "valid sworn affidavits" as per this "Special Conditions of Bid" will apply.

16 AWARDING OF POINTS FOR SPECIFIC GOALS (PA-16)

- 16.1 In accordance with the PPPFA regulations 2022, bidders will not be eliminated if they do not submit a BBBEE – certificate or a “valid sworn affidavits”. The bidder will not be scored for points, but will be evaluated further.
- 16.2 For a bidder to be awarded points for specific goals as per the bid, the bidder must submit proof as specified in the bid document with the bid at the closing date and time.
- 16.3 The requirements of a valid BBBEE-Certificate and or “Sworn Affidavit” as specified in the Special Conditions of Tender applies.
- 16.4 Parties in an unincorporated joint venture must submit its own consolidated B-BBEE certificate, which has not expired at the closing date of the bid.
- 16.5 If a bidder submits with the bid at the closing date the required proof for specific goals, as specified in the bid document, but the proof is not certified or is certified incorrectly, the bidder will be given a minimum of 48 hours to submit a copy which is correctly certified. The copy maybe certified after the closing date of the bid. The copies maybe certified after the closing date of the bid.
- 16.6 Non-submission of the PA-16 form or non-completion the PA-16 form or an incomplete PA-16 form, is not an elimination criterion.
- 16.7 If a bidder submits at the closing date of the bid a valid proof as specified in the bid document, but the bidder’s PA 16 is not signed or dated or witnessed or it is not properly completed, or its not completed or submitted or did not claim points, the bidder will be given a minimum of 48 hours to submit or correctly complete its PA 16.
- 16.8 All bidders’ whose submitted proof as specified in the bid document and it complies with the minimum requirements above, will be “deemed in order” and will be subjected for consideration in further evaluation, even if the Department did not request any corrections/ certifications.
- 16.9 No submissions of alternative proof for specific goals as specified in the bid document will be allowed after the bid closing date.
- 16.10 Bidders who failed to submit the required proof for points for specific goals, will not be scored for the relevant specific goal(s), but there offers will still be evaluated further.

17 BIDDER’S DISCLOSURE/ BIDDER’S DECLARATION (PA - 11)

- 17.1 The Department will afford a bidder an opportunity to correct its PA-11 form, if the bidder omitted to sign or to complete or to properly complete this form.
- 17.2 A bidder’s offer may be eliminated if the bidder’s declaration is proven to have mislead or untrue during the bid evaluation process.

18 FORM OF OFFER AND ACCEPTANCE

- 18.1 The tender amount in words takes precedence, where there is a discrepancy between the amount in figures, and the amount in words will govern.
- 18.2 The successful bidder will be required to balance its rates prior signing of a contract.
- 18.3 If the tenderer makes an obvious grammatical error in the amount of words, the wording will be compared to all the submitted comparative figures (i.e. the amount in figures on the submitted “Form of Offer and Acceptance” and the amount stipulated in the bills of quantities or the final summary page, or activity schedule or pricing schedule) and if deemed the same:
 - 18.3.1 The tenderer’s offer will not be disqualified.
 - 18.3.2 The tenderer can be requested to correct the error and ratify its “Form of Offer and Acceptance”.
- 18.4 If there is no amount in words, the amount in figures on the submitted “Form of Offer and Acceptance” will be compared to all the submitted comparative figures (i.e. the amount stipulated in the submitted bills of quantities or the final summary page or the activity schedule, or the pricing schedule) and if deemed the same:
 - 18.4.1 The tenderer’s offer will not be disqualified.
 - 18.4.2 The tenderer can be requested to correct the omission of the amount in words and ratify its “Form of Offer and Acceptance”.
- 18.5 In addition to the above, the form of Offer and Acceptance, must at the closing date of the bid, comply with the following minimum criteria:
 - 18.5.1 It must be signed by an authorised person of the Bidder;
 - 18.5.2 The Surname with Initials/ Name of the authorised person must be clearly indicated;
 - 18.5.3 The date on the form of offer must be completed;
 - 18.5.4 The name of the bidder/ legal entity must be clearly indicated.
- 18.6 If both the “amount in words” and the “amount in figures” is not completed, the bid will not be considered further.

19 CORRECTION OF ERRORS

- 19.1 Only the authorised signatory to the tender should initial corrections in the tender document.
- 19.2 All corrections must be in non-erasable ink and the use of correcting fluid (tippex) is prohibited.
- 19.3 In the event that a correction is not initialled or the correction is initialled by a person not having the prescribed authority, the Department will:
 - 19.3.1 Seek the necessary clarification from the tenderer and;
 - 19.3.2 If accepting the response from the tenderer, evaluate the bid further and or;
 - 19.3.3 Allow the tenderer to correct / ratify any noncompliance, where necessary.

20 CONDITIONS WITHDRAWN FROM THE GENERAL CONDITIONS OF CONTRACT

- 20.1 N/A

21 INCOMPLETE SECTIONS OR SCHEDULES IN BID DOCUMENTS

- 21.1 Bidders' who omitted or incorrectly completed a section(s) or a schedule(s) in the bid document, but have submitted with the bid the required / specified proof or supportive documents for that particular sections of the document, may be allowed to correct such non-compliance unless the item/s to be rectified is listed as a substantive criteria.

22 REFEREE CONTACT DETAILS AND REFERENCE LETTERS

- 22.1 Bidders must use the DPWI Referee Details template provided in the bid where specified;
Or
Where required and specified, the DPWI reference letter format issued with the tender must be used to qualify for points. In this instance no other form or format of reference letters will be considered.
- 22.2 If the bidder's performance is not indicated by the referee in the reference letter, the Department will deem the bidder's performance was unsatisfactory and will not verify the contrary.
- 22.3 It is the bidder's responsibility to ensure that their references are contactable.
- 22.4 The Department will only request the bidder to provide an alternative contact number when the listed referee/s is not contactable. The Department will only engage with the bidder once to provide alternative contact numbers to verify the reference letter, if it is listed referee is not contactable on the Department's first attempt.
- 22.5 If the Department receives no response on the bidder's referees, the bidder will be deemed to have performed unsatisfactory work on the relevant project. Also, a "no comment" reply will be deemed as an unsatisfactory performance.
- 22.6 Bidders will not be allowed to submit new or alternative referee/s or reference letter, if the initial listed referee/s are not responding.

23 POINTS FOR SPECIFIC GOALS

- 23.1 To qualify for points for Specific goals, as specified in the "Invitation to Bid" and the "PA-16", bidders must comply with the requirements at the closing date of the bid.
- 23.2 It is the bidder's responsibility to ensure that it submit the correct evidence at the closing date of the bid, for the validation of the points the bidder is claiming.
- 23.3 Bidder's will not be given an opportunity to submit evidence after closing date, if the evidence is not submitted or if incorrect evidence was submitted.

24 THE OTHER ADDITIONAL INFORMATION WHICH MAY BE REQUIRED FOR EVALUATION

Criteria	Special Conditions of Bid
a) A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement - CK1
b) A profit company duly registered as a private company. [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: i. Certificate of Incorporation - CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.

Criteria	Special Conditions of Bid
c) A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d) A profit company duly registered as a public company.	Copy of Certificate of Incorporation - CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e) A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: i. The Founding Statement - CK1; and ii. The Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f) A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or each of the Partners to the Partnership.
g) A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

25 DISCLAIMER

- 25.1 It is impractical and cumbersome for the Department to communicate with all qualifying bidders to correct / ratify all eligible matters as articulated in this "Special Conditions of Bid". The Department therefore reserves the right and discretion, during its evaluation and other administrative processes to:
- 25.1.1 Limit its correspondences for corrections/ ratifications/ clarities to potential higher point scoring bidders only and to Further evaluate any potential qualifying lower scoring bidder(s) as "deemed responsive" or giving points, etc., without requesting the corrections/ ratifications of a matter, which is eligible as per the "Special Conditions of Bid".

– End Special Conditions of Bid –
(Version: Approved 26 June 2024 and amended 19 May 2025)



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Annexure B

Referee Contact Details

Referee Contact Details

The bidder to provide contact details of contactable referees, which may include Principal Agents, Consultants, Project Managers or Clients for the projects listed in the FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents Criterion 1 and required in terms of 6.1.1 Substantive responsiveness requirements applicable for this tender.

If references cannot be verified due to the inability to get hold of the referee or failure on his / her part to respond to a written request to do so, that reference will be disregarded. Bidders to provide contact details of referees whom are reachable and are willing to be contacted for responses on the bidder's past or present performance. Bidders will not be afforded opportunity to submit new referee details, if their initial referees are not responding.

Forms not completed in full and signed by the bidder will result in no allocation of points (zero points).

PROJECT NAME: _____

CONTRACT VALUE: _____ DISCIPLINE VALUE: _____

PRACTICAL COMPLETION DATE: _____ CONTRACT DURATION: _____

Referee contact details are:

Company Name: _____

Name: _____

Principal Agent / Consultant / Project Manager / Client (Cross out whichever is not applicable)

Telephone: _____ Mobile Phone: _____

E-mail: _____

Thus, signed by bidder's dully authorized representative (Name) _____

at _____ on this _____ day of _____ (Year)

Signature of Bidder

COMPANY STAMP
(If available)