

NATIONAL LOTTERIES COMMISSION

TERMS OF REFERENCE THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF FIVE YEARS

BID PROCESS	BID REQUIREMENTS
Bid Number	NLC/2025-024
Bid Advertisement Date	24 February 2026
Closing Date and Time	23 March 2026 @11:00am (South African Standard Time)
Bid Validity Period	120 days <i>from the closing date</i>
	<p>The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/</p> <p>Enquiries may be addressed to maureen@nlcsa.org.za and quotation@nlcsa.org.za</p>

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Bidder's initials



**THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR
GENERAL BUILDING ROUTINE, PREVENTATIVE AND
REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL
OFFICES FOR A PERIOD OF FIVE (5) YEARS**

PART T1: TENDERING PROCEDURE

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THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF FIVE (5) YEARS

T1.1 Tender Notice and Invitation to Tender

Project Name	THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF FIVE (5) YEARS	
Tender Number	NLC 2025-024	
Tender documents availability	E-TENDER PORTAL AND NLC WEBSITE	
Address for submission of tenders	via E-TENDER SUBMISSION - https://www.etenders.gov.za/	
Closing date of the tender	23 March 2026	
Closing time of the tender	11:00	
Compulsory briefing meeting (<i>Tenderers must sign the attendance register in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance register</i>)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Meeting venue	N/A
	Date	
	Time:	
Evaluation criteria	<ol style="list-style-type: none"> 1. Compliance with mandatory or compulsory requirements 2. Technical Evaluation 3. Price 4. Specific Goals 	
Mandatory or Compulsory Requirements (<i>failure to submit or comply with these requirements will lead to automatic disqualification</i>)	<p>Only those tenderers who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a 4GB or higher class of construction work, are eligible to have their tenders evaluated.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> 1. every member of the joint venture is registered with the CIDB. 2. the lead partner has a contractor grading designation in the 4GB or Higher class of 	

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	<p>construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status.</p> <p>3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 4GB or higher class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.</p>
	<p>Completed and signed Form of Offer</p>
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annex C of Board Notice 423 of 2019 in Government Gazette No. 42622 of 08 August 2019, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.CIDB.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data.</p> <p>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 clause in the Standard Conditions of Tender to which it mainly applies.</p>
	<p>Submission of bids on the National Treasury e-Tenders portal. The onus remains with the bidder to ensure successful submission of their bids. Any discrepancies must be resolved with the National Treasury.</p>

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T1.2 Tender Data

Clause number	Tender Data
C.1.1	The Employer is the National Lotteries Commission
C.1.2	<p>The Tender</p> <p>Part T1: Tendering procedures T1.1 Tender notice and invitation to tender T1.2 Tender data</p> <p>Part T2: Returnable documents T2.1 List of returnable documents T2.2 Returnable schedules</p> <p>The Contract Part C1: Agreements and contract data C1.1 Form of offer and acceptance C1.2 Contract data C1.3 Joint Venture Agreement (If Applicable)</p> <p>The Contract Part C2: Pricing data C2.1 Pricing instructions C2.2 Bills of Quantities/ scope of work</p> <p>Part 3: Scope of work C3.1 Special Notes to Bidders C3.2 Specifications</p> <p>Part 4: Site information</p>

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C.1.4	<p>The employer's representative is:</p> <p>Name : Maureen Senyatsi Tel No. : 012 432 1470 Email : maureen@nlcsa.org.za</p> <p>However, all communications related to this bid should be directed to the persons indicated under Enquires on this tender document.</p> <p>Attention is also drawn to the fact that verbal information, given by the Employer's agent during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to Tenderers will be regarded as amending the Tender Documents</p>
C.1.5	The employer reserve to cancel the tender prior to the award of the tender.
C1.6.2	A competitive negotiation procedure will not be followed.
C1.6.3	A two-stage system will not be followed.
C.2.1	<p>Eligibility in respect of CIDB grading</p> <p>Only those tenderers who are registered with the CIDB in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a 4GB or higher class of construction work, are eligible to have their tenders evaluated.</p>
C2.2	<p>Cost of tendering</p> <p>The tenderer accepts that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements</p>
C.2.7	<p>Compulsory site briefing</p> <p>A compulsory briefing meeting will be held as per Tender invite</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance list</p>
C.2.11	<p>Alterations to the documents</p> <p>Bidders are required to not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations</p>
C.2.12	<p>Alternative tender offer</p> <p>No alternative tender offer is permitted in this tender.</p>

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C.2.13.2	Replace sub-clause C.2.13.2 with the following. Return all returnable documents to the employer after completing them in their entirety by writing in non-erasable black ink
C.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original
C.2.13.4	The tender shall be signed by a person duly authorized to do so.
C.2.13.5	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Please note that only e-tender submission will be accepted. Identification details: Sealed Tender with Tender reference number, Title of Tender and the closing date and time of the tender.
C.2.15.1	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
C.2.16.1	The tender offer validity period is 16 weeks or 120 days.
C.2.16.2	The tender accepts that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).
C.2.16.3	Duration of contract The expected duration of the contract is five (5) years which may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or as directed and at the discretion of the NLC.
C.3.1	The tenderer is required to indicate how they claim points for each preference point system and attached relevant supporting documents. The specific goals for claiming of preference points include the following: <ul style="list-style-type: none"> - Black Owned Companies - Women - Disabled persons - Promotion of Youth - Promotion of local Enterprises
	Proof of CIDB Grading designations Tenders are required to provide proof of registration with the CIDB register of contractors indicating the category of registration, grading as well as the CRS number of the tenderer. Letter of Good Standing Tender are required to submit, bound with the tender submission, a letter of good from the compensation commissioner indicating that the bidder is in good standing (COIDA).
C3.2	Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.

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C.3.4.1	Tenders will not be opened immediately after the closing time for tenders.
C.3.11	<p>The tenderers will be evaluated in four stages</p> <ul style="list-style-type: none"> (ii) Stage 1: Compliance with administrative and mandatory requirements as stated in Part T1.1 (iii) Stage 2: Technical Evaluation (iv) Stage 3: Price (v) Stage 4: Specific Goals <p>Contractors will be required to declare the status of their key staff and any administrative compliance. In cases where there are changes in the key staff, the contractor should provide CVs and qualifications of the new similar competent staff to the NLC. The new staff should have similar skills, qualifications and experience as the staff submitted during tender. Similarly, the contractors will be expected to provide an update on any changes in their administrative compliances - and should submit the required SBD forms document in such cases.</p> <p>The award will only be issued to contractors with valid Tax Clearance certificates, active CIDB grading and the contractor who meets all the legislative requirement - this shall be verified by SCM in line with the NLCs SCM Policy.</p>
	<ul style="list-style-type: none"> a) Stage 1: Administrative Compliance: The Compliance or compulsory documents and returnable are detailed in Section T.2.1 of this tender document. Failure to submit, complete or comply with these requirements will lead to automatic disqualification. b) Stage 2: Technical Evaluation
	<p>Stage 3 and 4:</p> <p>The procedure for final evaluation of responsive tenders is Method 2 (Financial offer and preference). The total number of tender evaluation points (<i>TEV</i>) shall be determined in accordance with the following formula.</p> $TEV = NFO + NP$ <ul style="list-style-type: none"> a) <i>NFO</i> is the number of tender evaluation points awarded for the financial offer made. The score for financial offer is calculated using the following formula: $P = A * \left(1 - \frac{(P_o - P_m)}{P_m}\right)$ <p>Where:</p> <ul style="list-style-type: none"> A is 80 since the estimated financial value of works inclusive of VAT is equals or is less than R 50,000,000.00. P is the points awarded to the bid under consideration <i>P_m</i> is the lowest Comparative bid price <i>P_o</i> is the comparative price under consideration

	<i>NP</i> is the number of tender evaluation points awarded for preferences claimed in accordance with the Preferencing Schedule in 3.18
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T1.3. EVALUATION CRITERIA

T1.3.1. TEST FOR RESPONSIVENESS/ PRE-QUALIFICATION

1. Letter of Good Standing from the Department of Labor or an Accredited Institution (COIDA).
2. Only those tenderers who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a **4GB** or higher.*class of construction work, are eligible to have their tenders evaluated.

T1.3.2. FUNCTIONALITY EVALUATION

Bid submissions will be evaluated on the criteria outlined in items (1-5) below. Each Item (1 to5) has an assigned "Weight" and "Rating" scale. During the evaluation process, Bidders shall be assigned a "Rating" for each item in 1 to 5.

The maximum "Score" that a Bidder can achieve will be equal to the "Weight" for a particular item. The Total Scores of each functionality criterion will be multiplied by its weight and then the total score summed up to a total score out of 100.

A detailed description of the "Rating" scales and associated adjudication documentation are as follows:

<i>FUNCTIONALITY CRITERIA</i>	WEIGHT	SCORING GUIDELINE (1-5)
<p>PREVIOUS RELATED EXPERIENCE (Similar to current TOR Scope/Work)</p> <p>The rating of this item is based on a Five-point scale: Number of completed for General Building, Routine, Preventative and Reactive maintenance projects in the last five years.</p> <p>Provide written reference letters contactable existing / recent clients (public / private sector) within the past 5 years from the closing date of the bid. References should be presented in a form of a written letter on an official letterhead from clients you have completed projects with.</p> <p>The date on the letter must not be older than 5 years from the closing date of this tender. Letters from one client will be regarded as one reference, despite it being for different appointments for the same services. Letters must include the company name, contact name address, phone number, a brief description of</p>	30	<ul style="list-style-type: none"> • Five reference letters that meet the requirements = 5 points • Four reference letters that meet the requirements = 4 points • Three reference letters that meet the requirements = 3 points • Two reference letters that meet the requirements = 2 points • One reference letter that meet requirements =

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<p>the services that you provided and must be signed and dated.</p> <p>Appointment letters/orders from clients must be attached as support for each reference letter. A letter that does not meet any of the requirements will not be accepted.</p>		<p>1 points</p> <ul style="list-style-type: none"> • None of the reference letters meet the requirements or no reference letters submitted = 0 Points
<p>KEY PERSONNEL EXPERIENCE</p> <p>Adjudicated based on Human Resource Capacity Schedule required for the execution of the scope of work. The purpose is to establish an overall picture of the company's human resource capacity and ability to undertake the work.</p> <p>Bidder to provide 1 to 3-page CV with proof of trade test certificate, relevant licenses and professional body registrations as per below specialties:</p> <ul style="list-style-type: none"> • Qualified Electrician (Trade certificate/ Wireman License and registered with the department of Labour as certified Electrician) • Qualified Plumber (Trade Certificate and registered with Plumbing Industry Registration Board) • Qualified Airconditioning Artisan (trade certificate with South African Refrigeration and Air conditioning Contractors Association) • Qualified Fire Technician (Certification with South African Qualifications Certifications Committee 1475 and registered with South African Refrigeration and Air conditioning Contractors Association) • Qualified General Building Artisan (trade certificate for one of the following bricklayers, Painter) <p>NB: The above professionals to have a minimum of Three years' work experience. CVs indicating experience of less than 3 year will not be accepted, counted and allocated scores.</p>	<p>40</p>	<ul style="list-style-type: none"> • Bidder provided five (5) CVs, Qualifications and licenses of all per the list of specialties = 5 points • Bidder provided four (4) CVs, Qualifications and licenses of all per the list of specialties = 4 points • Bidder provided three (3) CVs, Qualifications and licenses of all per the list of specialties = 3 points • Bidder provided two (2) CVs, Qualifications and licenses of all per the list of specialties = 2 points • Bidder provided one (1) CV, Qualifications and licenses of all per the list of specialties = 1 point • No submission = 0 points

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<p>METHODOLOGY (PROJECT PLAN)</p> <p>The bidder should provide NLC with a smart and practical methodology, clearly demonstrating that they understand NLC properties to be managed. A methodology that provides a workable solution aligned to Maintenance targets and any applicable laws and regulations.</p> <p>This methodology should at-least cover the following:</p> <ul style="list-style-type: none"> • Property management strategy incorporating best practice repairs and maintenance plan. (Detailed maintenance plan not required at this stage) • Legal compliance e.g., Compliance to health and safety regulations, fire regulations and building standards • Maintenance Administration eg: Help desk procedure, Job cards and Reporting 	<p>10</p>	<ul style="list-style-type: none"> • Project plan/ Methodology covering all three (3) maintenance topics i.e.: property management, Legal Compliance and Maintenance administration. = 5 points • Project plan/ Methodology covering all two (2) maintenance topics i.e.: property management, Legal Compliance and Maintenance administration. = 3 points • Project plan/ Methodology covering all One (1) maintenance topics i.e.: property management, Legal Compliance and Maintenance administration. = 1 points <ul style="list-style-type: none"> • No project plan or Methodology = 0 points.
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<p>RESPONSE SCHEDULE/PLAN</p> <p>Bidder to provide a maintenance response schedule in accordance with the deliverables section, the must outline how it will respond to maintenance issues(incidents) including its response times for emergency or critical issues and how quickly it will be resolved.</p>	<p>20</p>	<ul style="list-style-type: none"> • The plan/ schedule clearly states times of 2 hours for Emergency and normal maintenance incidents and full resolution within 24 - 48 hours = 5 points • The plan/ schedule clearly states times of 2 - 4 hours for Emergency and normal maintenance incidents and full resolution within 48 - 72 hours = 4 points • The plan/ schedule clearly states times of 4 -6 hours for Emergency and normal maintenance incidents and full resolution in more than 72 - hours = 3 points • The plan/ schedule states times of more than 6 hours for Emergency and normal maintenance incidents and full resolution more than 72 hours = 2 points • The plan/ schedule states unclear times for Emergency and normal maintenance incidents and full resolution not clearly defined = 1 points • No submission of the response plan schedule = 0 points
TOTAL	100	
MINIMUM POINTS REQUIRED TO BE EVALUATED FURTHER	70	

*Responses are required to meet a **minimum of 70 percent** to be further evaluated.*

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PART T2: RETURNABLE DOCUMENTS

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T2.1: LIST OF RETURNABLE DOCUMENTS

The following documents will form part of the documents submitted to the Contractors as part of the Request for Proposals:

- 2.1 Fully completed Form of Offer
- 2.2 Bills of Quantities/ Pricing Schedule
- 2.3 BBBEE/Sworn Affidavit
- 2.4 SBD 1
- 2.5 SBD 4
- 2.6 SBD 6.1.
- 2.7 SCM Consent Form
- 2.8 Proof of CIDB grading designations
- 2.9 Full CSD Report
- 2.10 Tax Pin
- 2.11 Valid COIDA
- 2.12 Technical Proposal
- 2.13 Proof of address / local presence at the office location - service provider to attached proof of address as one of the following:
 - Municipality Statement or Account in the name of the company or
 - Signed and dated Lease Agreement or
 - Letter from a Ward Councilor or the Tribal Authority
- 2.14 Joint Venture Agreement and relevant documents (where applicable)

Failure by the service provider to submit or complete item 2.1 or 2.2,2.5, 2.7,2.10,2,11, 2.12,2,13.2.14 (where applicable) will render their proposal not responsive and will not be considered.

The bidder should also not appear on the National Treasury's list of blacklisted entities

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T 2.2: RETURNABLE SCHEDULE

	Document Name	Returnable document
Administrative Requirements		
1.	SBD 1: Invitation to tender	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Full CSD report	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Valid Tax Pin	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	SCM Consent Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	BBBEE or Sworn Affidavit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mandatory Requirements		
7.	SBD 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Form of offer	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Proof of address / local presence at the office location - service provider to attached proof of address for provinces bidding for as one of the following: <ul style="list-style-type: none"> • Municipality Statement or account in the name of the company • Signed lease agreement • Letter from a ward councilor or tribal Authority 	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Priced bills of quantities	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Proof of CIDB grading: 4GB or higher.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Valid COIDA	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Technical Proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Joint Venture Agreement and relevant documents (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Declaration on the status of administrative compliance

Please indicate, by circling either **Yes** or **No**, whether the administrative information submitted with the original framework tender documents has changed or not. If yes, kindly provide the particulars below and any supporting documents.

.....
.....
.....
.....

Signed Date

Name Position

.....
Enterprise

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SBD 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES COMMISSION					
BID NUMBER:	NLC/2025-024	CLOSING DATE	23 March 2026	CLOSING TIME:	11:00am
DESCRIPTION	THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED ONLINE VIA E-TENDER					
E-TENDER SUBMISSION - https://www.etenders.gov.za/					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Ms Maureen Senyatsi				
TELEPHONE NUMBER	012 432 1470	E-MAIL ADDRESS	maureen@nlcsa.org.za		
CONTACT PERSON (TECHNICAL)	Mr. Simon Fete				
TELEPHONE NUMBER	012 432 1515	E-MAIL ADDRESS	simon@nlcsa.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE NO:	MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

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- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE CIDB STANDARD CONDITIONS OF TENDER (ANNEX C) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER

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

DATE:.....

Bidder's initials



THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF FIVE (5) YEARS

BIDDER'S DISCLOSURE (SBD 4)

1 PURPOSE OF THE FORM

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

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

2 Bidder's Declaration

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

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

Full Name	Identity Number	Name of State institution

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

Bidder's initials



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2.1.3 If so, furnish particulars:.....

.....

2.2 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**

2.2.1 If so, furnish particulars:.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market

allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

Bidder's initials



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3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and there have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

Bidder's initials



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SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

Bidder's initials



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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

Bidder's initials



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80/20

$$Ps = 80 \frac{(1 + Pt - Pmin)}{P min}$$

Were

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

Bidder's initials

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1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence Required
Tenderer who has 100% black Ownership	8	8		Copies of ID's/CIPC Report / CSD Recent Report
Tenderer who has 51% to 99% black ownership	4			
Tenderer who has less than 51% black ownership	0			
2. Procurement from entities who are women Owned				
Tenderer who has 100% women Ownership	4	4		B-BBEE Certificate / Sworn Affidavit
Tenderer who has 30% to 99% women ownership	2			
Tenderer who has less than 30% women ownership	0			
3. Youth Ownership				
Tenderer who has 100% youth ownership	4	4		Recent CSD Report
Tenderer who has 30% to 99% youth ownership	2			
Tenderer who has less than 30% youth ownership	0			
4. Procurement from Disabilities				
Tenderer who has 20% or more owners with disability	2	2		Letter from the Doctor confirming disability and CSD report
Tenderer who has less than 20% but more than 10% owners with disability	1			
Tenderer who has less than 10% owners with disability	0			
5. Procurement from Enterprises in the Relevant Local District				
Tenders who has local offices in the relevant provincial offices	2	2		Municipality Statement or Account in the name of the company; Signed and dated Lease Agreement or Letter from the traditional leader
Tenders who does not have local office at provincial office	0			
Total points for specific goals				

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DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

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- (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:

.....

.....

.....

.....

Bidder's initials



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SCM: CONSENT
REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF
PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND
SERVICES APPLICATION, IN LINE WITH THE NLC'S SUPPLY CHAIN MANAGEMENT
POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL
INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA").

TO: **NATIONAL LOTTERIES COMMISSION**

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC).

You are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.

2. "Processing" means any operation or activity or any set of operations, whether or not

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by automatic means, concerning personal information, including—

- 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 2.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. “Personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
- 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 3.4 the biometric information of the person;
 - 3.5 the personal opinions, views or preferences of the person;
 - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - 3.7 the views or opinions of another individual about the person; and the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Full names of the designated person on behalf of the Responsible Party

Signature of Designation person

Bidder's initials



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DECLARATION OF CURRENT PROJECTS

Current value refers to current value of projects for General Building (GB) Please list the current projects which your company is busy executing in the table below.

If no projects at the moment the tender must indicate/write on this table

Table 1 List of current projects executed by the bidder

1. Do you have the current projects being executed Yes/No?
2. If Yes, please indicate the details on the table below. Please note that it is compulsory to answer the question and if the answer is yes, complete the table. If the question not answered or the table is not completed the points will not be allocated.

Project Description	Project Value	Start date	Planned end date	Client Name	Contact Person number

Bidder's initials



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Bidder's initials



THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF FIVE (5) YEARS

THE CONTRACT

Bidder's initials



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PART C1: AGREEMENT AND CONTRACT DATA

Bidder's initials



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C1.1. FORM OF OFFER AND ACCEPTANCE

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

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The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender 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 the Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS (CONTRACT PRICE)

Rand(in words);.....

.....(in figures)

R.....

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 contractor in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

For the tenderer:

Name & signature of Witness _____

Date:

Bidder's initials



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Acceptance (To be completed by the employer - not the bidder)

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 Consultant 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 Form of Offer and Acceptance) Part C2

Pricing Data

Part C3 Scope of Work and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable 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 Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of 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 securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of 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 on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now *Consultant*) within five working days of the date of such receipt 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

Signature

Name

Capacity

Name and address of organization

Signature

Name



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Capacity

.....

Bidder's initials



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Schedule of Deviations

1 Subject
Details
.....
.....
.....

2 Subject
Details
.....
.....
.....

3 Subject
Details
.....
.....
.....

4 Subject
Details
.....
.....
.....

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 returnable 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.



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PART C2: PRICING DATA

C2.1 CONTRACT DATA

The Conditions of Contract are clauses 1 to 41 of the **JBCC Principal Building Agreement (Edition 6.2 of)** published by the Joint Building Contracts Committee.

Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011-3154140), Master Builders Association (011-205-9000; 057- 3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051-4474909; 011-4860684; 053-8312003;)

The JBCC Principal Building Agreement makes several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities, and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the JBCC Principal Building Agreement.

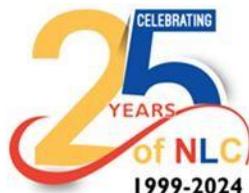


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PART C2.2: BILLS OF QUANTITIES/ PRICING SCHEDULE

The Supplier must complete the following pricing schedule:

	MILESTONES / LINE ITEMS	UNIT	QTY	UNIT PRICE	TOTAL COSTING				
					YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1.	P&G's are a fee that's issued on the total amount based on: Site establishment, contractors all risk insurance, public liability insurance, appointment of safety and risk management consultant and preparation of the safety file with all relevant occupational health and safety requirements etc.	No	1	20 000	20 000	20 000	20 000	20 000	20 000
2.	ELECTRICAL WORKS								
2.1	Electrician per hour	No	1						
2.2	Assistant per hour	no	1						
3	PLUMBING WORKS								
3.1	Plumber per hour	No	1						
3.2	Assistant per hour	No	1						
4	AIR CONDITIONING WORKS								
4.1	Airconditioning Artisan per hour	no	1						



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4.2	Assistant per hour	no	1						
5 FIRE PREVENTION AND PROTECTION SYSTEMS									
5.1	Fire Artisan per hour	No	1						
5.2	Assistant per hour	no	1						
6 GARDEN SERVICES									
6.1	Garden service per week	No	1						
7 GENERAL BUILDING WORKS									
7.1	Handyman per hour	no	1						
7.2	Assistant per hour	no	1						
8 CALL OUT FEES									
8.1	Call out normal hours (8 to 16h30)	No	1						
8.2	Call out After Hours (16h30 to 8am)	No	1						
8.3	Call out weekends and public holidays	No	1						
9 MATERIALS									
9.1	Percentage materials mark up	%							
TOTAL									
VAT									
TOTAL [VAT INCLUDED]									



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PART C3 SCOPE OF WORKS

DESCRIPTION OF THE WORKS

The work to be carried out shall consist of, but not be limited to, the following general activities:

Preventive Maintenance - Work which must be done to preserve and extend the useful life of various elements of your physical property and avoid emergency situations.

Programmed Maintenance - Work which is important and is completed to the greatest extent possibly within time and budget constraint. Programmed maintenance is grouped and scheduled to make their completion as efficient as possible.

Sources of programmed maintenance will include:

- **Routine Work** includes those tasks that need to be done on a regular basis to keep the physical property in good shape.
- **Inspections** are the other source of programmed maintenance.
 - o Inspections are visual and operational, examinations of parts of the property to determine their condition.

Requested Maintenance - Work which is requested by residents or others does not fall into any category above and should be accomplished as time and funds are available.

The following are the scope requirements for the service provider:

- General reactive maintenance of fixtures and fittings (cupboards, benches, desks, drawers, doors) throughout the above identified property as requested by the Provincial Manager.
- Replacement works associated with the above fixtures and fittings.
- Repair and replacement work to minor partitioning, floor covering, ceiling and any internal structures as well as fixtures and fittings.
- General handyman duties through the identified properties on request of the Provincial Manager.
- Preparation and submission of service/activity reports.
- Attendance for urgent and emergency works needed to general infrastructure.

Bidder's initials



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- Other minor works not specifically identified but necessary for the effective completion of the specified tasks and procedures; and
- Provide quotes for works on request of the Provincial Manager.

Deliverables

- Minor and major Plumbing works,
- Minor Electrical Works - Proof of Qualification required (Wireman's license etc.),
- Minor and major Glazing works.
- Provision of Lock Smith.
- Domestic Water Filtration System.
- Minor and major Air-conditioning works
- Minor and Major Standby generator services
- Diesel Supply
- Garden maintenance and external cleaning services - Weekly
- Minor and major Fire detection system inclusive of fire extinguishers
- Waste Management

Sourcing Strategy

The NLC aims to appoint Five (5) service providers for owned offices and Three (3) service providers per leased provincial office as per annexure C4 with the following Disciplines.

1. General Building Maintenance
2. Electrical Engineering Works
3. Water supply and drainage for buildings (Plumbing Services)
4. Mechanical Engineering/ Airconditioning Services
5. Fire prevention and protection systems
6. Garden Services

Bidder's initials



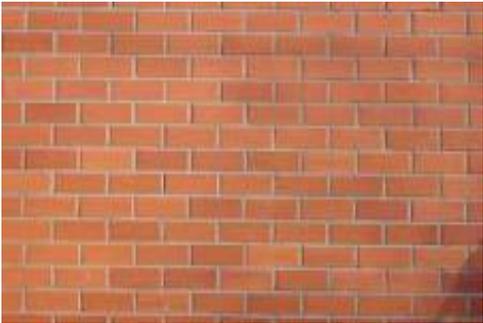
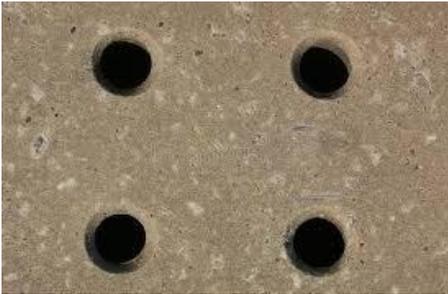
THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A PERIOD OF FIVE YEARS

GROUND MAINTENANCE WORK, LANDSCAPING, ETC.	
LANDSCAPING	<p>General maintenance of existing lawn,</p> <p>Walk property-pick up trash</p> <p>Mow lawn (trim); edges if needed</p> <p>Rake leaves (Fall, spring)</p> <p>Snow (Shovel, low) Treat (Walkways)</p> <p>Seasonal cleaning (Spring and Fall)</p>
	

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<p>PAVING</p>	<p>Existing paving:</p> <p>Sweep paving blocks</p> <p>Wash paving blocks</p> <p>Wash out the grout</p> <p>Repair grouting in-between the pavers</p> <p>Redirect water to flow away from the paving</p> <p>This will also prevent moss from growing from the paving</p> <p>Seal paving</p>	 
<p>MASONRY, BRICKWORK, PLASTERED WALLS, FACEBRICK, ETC.</p>		
<p>STOCK BRICK, PLASTERED WALLS</p>	<p>Plastered walls -</p> <p>Patch small holes as they occur and ensure that the correct material is used to patch the holes on cement slurry plastered walls</p> <p>If the cracks are large, uneven in width, or recessed, a structural assessment is required to carry a feasible structural integrity assessment as the problem may be structural.</p>	

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<p>FACEBRICKS</p>	<p>Face bricks wall are to be inspected annually</p> <p>Clean face brick with mild detergent</p> <p>Unclog weep holes</p> <p>Use and/or evenly apply bleach to banish moss, Mold and mildew</p> <p>Clean and wash off pesky plant growth</p> <p>Use sealants to protect masonry from water damage</p> <p>Repoint aging facebrick</p>	
<p>WATERPROOFING, ETC.</p>		
<p>DAMP-PROOF COURSE</p>	<p>Derbigum - Roof concrete slabs</p> <p>Floated concrete surfaces are to be finished smooth without voids and/or protrusions.</p> <p>One-layer Derbigum SP4 waterproofing membrane, with 75mm side laps and 100mm end laps, sealed to primed surface to falls and crossfalls by torch-fusion finished with two coats bituminous aluminium paint. Waterproofing to be installed by an approved derbigum contractor under a ten-year guarantee.</p> <p>The weep holes allow water to escape from behind the wall, to also allow moisture to escape from your wall cavity and provide ventilation. With weep holes, you can relieve</p>	 

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	<p>pressure on your concrete slab and avert a lot of problems.</p> <p>Clear weep holes to ensure excess water flows into the drainage system.</p> <p>Pour $\frac{3}{4}$ cup baking soda into the drain, sprinkling some of it down the weep hole, immediately follow with $\frac{1}{2}$ cup of vinegar. Cover the drainpipe opening and surrounding weep holes with a flat rubber plug or old rag and let it sit for about 20minutes.</p>	
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WATERPROOFING, ETC.		
<p>DAMP PROOF COURSE</p>	<p>SABS 250 MICRON DPC UNDERWALLS</p> <ul style="list-style-type: none"> • Crumbling or blistering plaster due to salt crystallisation, Peeling or lifting plaster and paint - Apply a generous coat of Damp Seal and leave to dry for 24 hours. You can apply a second coat if required, again leave to dry. - Plaster Primer and paint over the treated area - make sure all cracks and joints are well sealed. <p>Repaint your wall with your colour-matched paint.</p>	

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FLOOR COVERINGS, ETC.		
<p>LAMINATED FLOORING</p>	<p>Laminated flooring: a relatively low - maintenance flooring choice</p> <p>Use microfiber mops every two months to mop laminated flooring</p> <p>Follow up with a dry, absorbent cloth</p> <p>1 part rubbing alcohol + 3 parts water + a squirt of dish soap, applied using a lightly dampened cloth.</p>	
<p>LAMINATED FLOORING</p>	<p>Laminated flooring: a relatively low - maintenance flooring choice</p> <p>Use microfiber mops every two months to mop laminated flooring</p> <p>Follow up with a dry, absorbent cloth</p> <p>1 part rubbing alcohol + 3 parts water + a squirt of dish soap, applied using a lightly dampened cloth.</p>	

FLOOR COVERINGS, ETC.

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<p>CARPET, ETC.</p>	<p>Commercial offices should have their carpets cleaned every 6 months to a year, depending on the number of employees and the conditions they walk in on the way to the building.</p> <ul style="list-style-type: none"> • Keep outdoor areas clean • Provide walk-off and walk in mats • Vacuum regularly • Use desks and/or chair mats • Clean carpets • Prevent common stains • Encounter proper spot cleaning • Arrange for regular deep cleanings 	
<p>ROOF COVERINGS, ETC.</p>		
<p>IBR ROOF SHEETING</p>	<p>Periodically check and replace your screws and fasteners, Loose or broken fasteners should be removed completely, and new ones put in to replace them.</p> <p><u>Uncoated IRB Roof Sheeting</u></p> <p>Clean and prime before applying any suitable metal paint</p> <p><u>Coated IBR Roof Sheeting</u></p>	

	<p>Required recoating</p> <p><u>Rusted IRB Roof sheeting</u></p> <p>Use rust converter and rust stripper to neutralise areas of rust</p>	
<p>RIDGES, FASCIA BOARDS, BARGE BOARD,</p>	<p>Paint where applicable</p> <p>Remove old and replace with new</p> <p>Fasten barge boards where they are loose</p>	

<p>ROOF COVERINGS, ETC.</p>		
<p>GUTTERS, DOWNPIPES, GULLEYS, ETC.</p>	<p>If gutters, downpipes can no longer flow correctly or are completely blocked and no water can flow through the gutters, cleaning once a year is recommended.</p> <p>In a place where there are trees, it is recommended to clean gutters every six months. This is because gutters quickly get dirty due to falling leaves, twigs, moss, dirt and soil.</p>	

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Cleaning gutters, downpipes, is best done at the end of autumn or at the beginning of spring

1. First, scoop all the loose waste with a garden scoop from the roof gutter. This is best when the material is slightly damp as this way the leaves and dirt all stick together and is easier to scoop. Spray it first with a garden hose.
2. You then flush the gutter with the garden hose. Place the hose in the gutter and then slowly move the nozzle towards the pipe. You can possibly remove stubborn waste with a sourer or wire brush. Be careful not to spray your roof full of mud.
3. Rinse the gutter well.

Regularly clean out gutters, inspect your downspouts for clogs, Perform routine needed maintenance, Install gutter guard to protect your gutters from debris, And install downspout extensions, Paint where applicable, Remove old and replace with new, Fasten barge boards where they are loose



CARPENTRY AND JOINERY, ETC.

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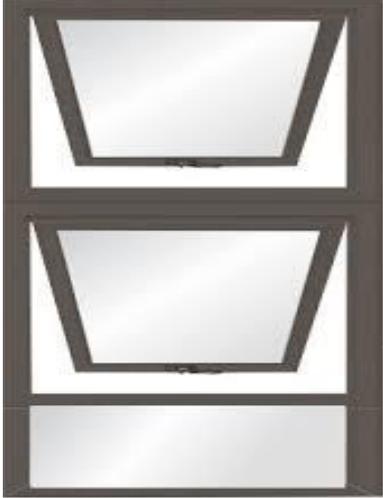
<p>ROOF TRUSSES</p>	<p>Structural problems are common in roof trusses of older buildings. An informed layperson or building professional should inspect wood trusses annually and the entire structural system of a building every three years. A structural engineer should inspect the entire structural system at least once every ten years. When performing the annual inspection of roof trusses look for: Physical deformities, such as horizontal and vertical deflection (bending in one direction or another) and bowed members Loose or separated connections new cracks or splits in wood members (particularly at connections) Shrinkage checks (small cracks running parallel to the grain of wood) Moisture deterioration Fungus or insect infestation</p>	
<p>DOORS</p>	<p>Thoroughly clean doors twice a year with damp cloth.</p> <p>Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt.</p> <p>Make sure you dry the surface after washing it with water.</p>	
<p>CUPBOARDS</p>	<p>Thoroughly clean cupboards twice a year with damp cloth.</p> <p>Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt.</p> <p>Make sure you dry the surface after washing it with water.</p>	

CEILINGS, PARTITIONING AND ACCESS FLOORING, ETC.		
<p>SUSPENDED CEILINGS</p>	<p>1. 600 x 1200 x 15mm thick acoustic white square edged ceiling tiles, laid on 24mm wide x 38mm high pre-painted exposed grid tee suspension system, including all necessary hangers, grids and hold down clips. Ceiling perimeter to be finished with pre-painted wall angle, all in accordance with the manufacturer's recommendations and SABISA guidelines.</p> <p><u>Ceiling wall trim:</u> Aluminium shadow wall trim, fixed to plastered brickwork with 5 x 25mm wall anchors at 450mm centres.</p>	
<p>GYPSUM PLASTERED BOARD, BULKHEADS, ETC.</p>	<p>2. Skimmed ceiling system with 9mm thick plasterboard fixed at right angles using 25mm drywall screws at 150mm centres to steel brading comprising steel brading at 400mm centres in one direction only. All joints to be covered with fiba tape and the entire surface plastered with 3mm to 6mm thick skimming plaster.</p> <p><u>Cornice:</u> Cove moulded gypsum cornice, overall size 75 x 75mm high, fixed using a utility adhesive, all in accordance with the manufacturer's recommendations.</p>	
IRONMONGERY, ETC.		

<p>IRONMONGERY (EXTERNAL DOORS)</p>	<p>HANDLES: Handle (as pictured) on 150 x 45mm pressed backplate with Anodised Silver finish including Euro Profile cylinder upright lock case and 66mm Euro Profile double cylinder.</p> <p>HINGES: Two ball bearing butt hinges with Stainless Steel finish.</p> <p>DOORSTOP: Aluminium doorstop with Anodised Silver finish.</p> <p>DOOR CLOSER: Medium duty cam action overhead door closer with slide channel and hold open and necessary mounting brackets, etc.</p> <p>SIGNAGE: "Female/Male" engraved grade 304 Stainless Steel sign, size 150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws.</p>	
<p>IRONMONGERY, ETC.</p>		
<p>IRONMONGERY (INTERNAL DOORS)</p>	<p>HANDLES: Handle (as pictured) on 152 x 76mm backplate with Anodised Silver finish including mortice latch.</p> <p>HINGES: Two ball bearing butt hinge with Stainless Steel finish.</p> <p>HOOK: Aluminium hat, coat, and robe hook with Anodised Silver finish.</p>	

	<p>DOORSTOP: Aluminium doorstop with Anodised Silver finish.</p> <p>INDICATOR BOLTS: Aluminium indicator bolts with Anodised Silver finish.</p> <p>INDICATOR BOLTS (PARA): Aluminium helping hand disabled facility indicator bolt with Anodised Silver finish.</p> <p>PUSH PLATE: Anodised Silver 152 x 76mm push plate, size 152 x 76mm.</p>	
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METALWORK, STEELWORK, PLATEWORK, ETC.

<p>ALUMINIUM</p>	<p>Clean glass and/or window panes twice a month to minimise streaks and ensure the glass dries evenly.</p> <p>Powder - finished aluminium does not corrode easily and as such, it is a very easy material to maintain to good effect with minimal effort.</p> <p>Clean aluminium frame once a month, as the powder coating protects the aluminium frame from scratches and abrasions.</p> <p>Avoid using abrasive sponges or cloths when scrubbing.</p>	
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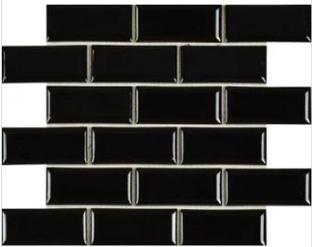
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<p>STEELWORK</p>	<p>Perform and/or conduct bi-annual maintenance checks, the checks must be seasonal checks after episodes of severe weather conditions</p> <p>Make minor repairs</p> <p>Fill all holes and use primer and paint to repair scratches.</p> <p>Corrosion is likely to damage steel piles, regular maintenance is advise by</p> <p>Reinforcing of H-piling by welding steel plates onto flanges, reinforcing rods welded along the main axis of the repaired member across the damaged area.</p>	
<p>PLASTERWORK, ETC.</p>		
<p>SOFFITS OF SLABS</p>	<p>Inspect regularly for leakages</p> <p>Apply correct plaster to repair cracks and/or leakages</p>	
<p>PLASTERED WALLS</p>	<p>Inspect regularly for cracks and plaster peeling off</p> <p>Apply correct plaster to repair cracks</p>	

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TILING WORK, ETC.		
WALL TILING	Polished tile, fixed to internal wall plaster backing with TAL tile adhesive with joints continuous in both directions and grouted with tile grout, excess grout on the surface to be cleaned with water as work proceeds, all in accordance with the manufacturer's recommendations. (technical specification to be issued)	
FLOOR TILING	Porcelain tiles, fixed to internal floor screed with TAL tile adhesive mixed with TAL Bond® in lieu of water with joints continuous in both directions and grouted with TAL tile grout, excess grout on the surface to be cleaned with water as work proceeds. (technical specification to be issued)	
TILE SKIRTING	<p>100mm Cut Tile skirting to match floor tile</p> <p>Trim: 12mm Aluminium tile trim fixed to substrate with an approved adhesive.</p>	

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PLUMBING AND DRAINAGE, ETC.		
	<ol style="list-style-type: none"> 1. WC (WC): Low level pan colour White, 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxo silicone sealant. 2. FV: 20mm BSP, exposed, lever operated, chrome toilet flushing valve with back entry flush pipe. 3. URINAL (UR): 60cm urinal colour White, with back or top inlet and waste outlet including wall mounting brackets and connected to water supply, sealed with silicone sealant where urinal meets wall. 4. URINAL DIVIDERS: 12mm compact high pressure laminate urinal screen colour Pastel Grey, overall size 450 x 750mm fixed to wall with 304 grade stainless steel brackets. 5. UNDERCOUNTER BASIN (WHB): Undercounter wash basin colour White, fixed with 3 fixation brackets, and sealed with acetoxo silicone sealant fixed to undercounter. Height: 560mm x Width: 420mm x Depth: 210mm. 6. BASIN MIXER (M): Deck mounted basin mixer, overall size 136.93 x 43.38 x 123.74mm, installed in accordance with the manufacturer's recommendations. 	    
PLUMBING AND DRAINAGE, ETC.		

	<ol style="list-style-type: none"> 1. TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged and screw to wall with stainless steel screws. 2. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high. 3. SOAP DISPENSER (SD): Hand Cleanser and Sanitizer Dispenser - Cassette 1L colour White, overall size 235 x 116 x 114mm high. 4. BIN: Plastic / Medium size colour White. Dimensions : 56.9cm (L) x 42.2cm (W) x 28.7cm (D) 5. SANITARY BIN (bin FEMALE WCs): 12L Pedal-operated Dimensions: 46.3(D) x 14 (W) x 48cm (H). Colour - White 6. MIRROR: 450mm x 650mm Bevelled edge mirror fixed to walls with mirror dome screws. 7. BLINDS (ONLY WHERE APPLICABLE): 50mm Wood Grain venetian blind, colour Alu Oak, size (as per window reveal dimensions), reveal fixed in accordance with manufacturer's recommendations. <p>BATHROOM SHELF (STAFF ABLUTIONS ONLY) (SH): White glass shelf, overall size 110 x 53 x 450mm high, plugged and screwed to wall with</p>	   
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	<p>dome head screws, installed in accordance with the manufacturer's recommendations.</p>	
<p>PARAPLEGIC</p>	<ol style="list-style-type: none"> 1. WC (WC2): Raised paraplegic CC WC with side lever and grab rails combo colour White 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxysilicone sealant. 2. BASIN (WHB2): 50cm Medical basin with brackets colour White fixed with stainless steel screws and washers to plugs in wall with optional concealed wall brackets sealed with acetoxysilicone sealant where basin meets wall. 3. BASIN MIXER (M2): Chrome finish Medical Pillar Tap with Blue/Red indices deck mounted basin mixer, overall size 63mm (h) x 41mm (d) x 79mm (l), installed in accordance with the manufacturer's recommendations. 4. HAND DRYER (HD): Electric hand dryer, colour white. Power 550W, 20 000RPM Drying time - 5 to 10 Seconds 5. TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged and screw to wall with stainless steel screws. 6. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high. 7. SOAP DISPENSER (SD2): Elbow operated soap dispenser frame. High-grade stainless-steel satin finish. Dimensions: 295 (H) x 70(W) x 290(D) 	    

	<p>8. DOGLEG GRABRAIL: Dog Leg grab rail colour Silver fixed to walls with fixation bolts.</p>	
<p>PLUMBING AND DRAINAGE, WATER SUPPLIES, ETC.</p>		
<p>COUNTERTOPS</p>	<p>12mm thick non-porous, homogeneous natural minerals and pure acrylic polymer solid surfacing sheet, joined inconspicuously with matching adhesive and bonded to substrate with an approved silicone, fabricated and constructed by an approved fabricator in accordance with the drawings, all in accordance with the manufacturer's recommendations.</p> <p>JOJO TANKS WITH PRESSURE BOOSTER PUMPS</p> <p>All jojo polyethylene products come with a 10-year guarantee, the tanks are manufactured with good-grade, quality virgin LLDPE, with a UV - stabilizer outer layer, designed to withstand African climate, the food-grade, black inner lining prevents algae growth and keeps water fresher for longer</p> <p>The pump must run at least once a week to stop the impeller from getting stuck (this is normally caused by sediment in the water)</p> <p>With the pump outlet facing you, remove the 3 x 6mm screws from the front casing Split the front cover from the pump Move the cover away from the pump and be careful not to damage the electric cord.</p>	 

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ELECTRICAL WORKS, ETC.		
<p>LIGHT FITTINGS</p>	<p>LED Baton Linear Luminaire. Lamp source: LED 49W, 6000Lm, 3000K, CRI>80 Dimensions: 1140mm. IP Rating of 20. Colour: White</p> <p>LED recessed Downlight. Lamp source: LED 28W, 3000Lm, 4000K, CRI>80 Dimensions: 238mm diameter. IP rating of 65. Colour: White</p> <p>LED Bulkhead. Lamp source: LED 24W, 2000Lm, 4000K, CRI>80 IP rating of 54. Colour: White.</p>	  
ELECTRICAL WORKS, ETC.		
<p>SOLAR PANEL AND STANDBY GENERATORS, ETC.</p>	<p>The system component must go through a routine maintenance once or twice a year.</p> <ul style="list-style-type: none"> - Check the connections of wires - Testing voltage / current through wires and PV modules - Inspection components for moisture 	

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	<ul style="list-style-type: none"> - Greasing actuator gears and topping off hydraulic fluid on tracker components - Testing of SCADA and meteorological system communications - Confirming settings on the inverter - Resealing of system components 	
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ELECTRICAL WORK		
<p>ELECTRIC FENCE AND ELECTRIC GATE MOTOTRS, ETC.</p>	<p>Look for and remove sources of "load." Mow or trim under bottom strand to prevent grass and weeds from touching the fence; watch for fallen limbs or other objects on the fence or caught in insulators. (Tips: Listen for the rhythmic snap that indicates a voltage leak; follow your ears to find the source. Drag a long stick on the ground beneath the bottom strand as you walk the fence-line; it may knock away an interfering object you don't even see.</p> <p>Check insulators. A broken insulator can allow the fence strand to touch the post--not an immediate problem with a nonconductive wood post, but if you're using steel T-posts a broken insulator can cause the fence to go dead when the strand touches the metal</p>	

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Check connections. Ground-rod wires can get knocked or kicked away. Wires attaching the cable to the fence may come loose.

Check the charger. A spider's web built between terminals can cause it to spark.

Check insulated cable. Look for places where the cable may be abraded, for instance where it passes through a hole cut in metal barn siding.

Check fence strands. Look for frayed spots in poly tape--if metal fibres in the weave become separated, tape can't conduct current.

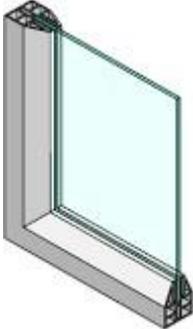
Gate Motors

Check bearing for abnormal temperature and vibration, Check oil level of bearing, Identify any leakages, Check for abnormal sound, Check for unusual noise.



GLAZING, ETC.

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<p>WINDOWPANES</p>	<p>Clean glass and/or windowpanes twice a month to minimise streaks and ensure the glass dries evenly.</p>	
<p>PAINTWORK, ETC.</p>		
<p>VARNISH (SKIRTINGS)</p>	<p>Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an overcoating time of 18 hours.</p>	
<p>VARNISH (DOORS)</p>	<p>Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an over coating time of 18 hours.</p>	

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<p>PAINT – METAL WORK</p>	<p>Polyurethane Enamel to interior new mild steel. Surface to be clean and dry. Remove surface contaminants using degreaser with bristle brush or Brillo pads. Rinse thoroughly with tap water until surface is water break-free. Remove rust and mill scale by abrasive blasting to ISO 8501 - 01:1988 - Sa2½ or by hand/mechanical wire brushing to St3 of the same standard. Allow to dry completely and prime within 4 hours of cleaning. Prime with one coat 75 Zinc Phosphate Epoxy Primer with an overcoating time of 4 hours and finish with two coats Polyurethane Enamel with 30 minutes drying time between coats, for a maintenance cycle of 8 years in a C1 - inland environment. (Colour: TBD)</p>	
<p>WALL PAINT</p>	<p>Low sheen acrylic emulsion paint (colour to later spec) to new cement plaster. Surface to be dry, sound, and clean and cured for a minimum of 14 days, with a moisture content measured with a Doser Hygrometer (or equivalent), of BD 2 scale - 8% or less. Prime with one coat Professional Plaster Primer with an overcoating time of 16 hours and finish with two coats colour with 16 hours drying time between coats. (Colour TBD)</p>	

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PART C3.1: SPECIAL NOTES TO BIDDERS

The following special conditions are for compliance and attention to bidders:

- 1.1. NLC reserve the right to call interviews with short-listed bidders before final selection.
- 1.2. NLC reserve the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include surprise site visits.
- 1.3. NLC reserve the right to appoint the bidder that proves to be fully capable and qualified to handle and execute the job.
- 1.4. The proposals submitted must be in line with the detailed specification.
- 1.5. NLC reserve the right to cancel or withdraw this bid if:
 - i. Due to changed circumstances, there is no longer a need for these services; or
 - ii. Funds are no longer available to cover the total envisaged expenditure; or
 - iii. No acceptable bids are received; or
 - iv. There is a material irregularity in the Bid process.
- 1.6. In the case of sub-contracting or joint venture agreement, NLC will enter into a single contract with the principal bidder.
- 1.7. Bidders who are not registered on Central Supplier Database (CSD) must register before submission of bids.
- 1.8. Any completion of the bid document in pencil or erasable ink will not be acceptable and will automatically disqualify the submitted bid.
- 1.9. Successful bidder will be required to sign and enter into a formal contract upon the award.
- 1.10. Notwithstanding shortcomings and/or inconsistencies, if any, in this specification, which is only a minimum specification, a bidder shall make provision for a complete solution that will deliver the required service efficiently and cost-effectively.
- 1.11. Bid documents must be submitted physically to the closing address as reflected on the Tender document.
- 1.12. Bids received after the closing date and time will not be accepted for consideration.
- 1.13. This request for bid document contains confidential information about NLC, which has been provided to supply potential bidders with the data necessary to provide a holistic response.
- 1.14. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party, in any manner whatsoever without the prior written permission of NLC.

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- 1.15. Any reproduction or transmission of information contained in this document except for the sole purpose of responding to this bid is strictly prohibited

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PART C4 SITE INFORMATION

NATIONAL LOTTERIES COMMISSION

PROVINCIAL ADDRESS	PROVINCE BIDDING FOR MARKED WITH (X) (Bidder to attach Proof of address as per Mandatory requirements on T2	
	Province bidding for:	Attached Proof of address
FREE STATE PROVINCIAL OFFICE 282 STATEWAY STREET BEDELIA WELKOM 9459	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
EASTERN CAPE PROVINCIAL OFFICE 7 ROCHESTER STREET VINCENT EAST LONDON	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MPUMALANGA PROVINCIAL OFFICE 25 ROOD STREET SONHEUWEL DORP NELSPRUIT 1200	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NORTHERN CAPE PROVINCIAL OFFICE 11 A SCHMIDTSDRIFT ROAD KIMBERLEY 8301	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NORTH-WEST PROVINCIAL OFFICE 12 VISSER STREET, GOLFVIEW MAFIKENG	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE
MAINTENANCE FOR THE NLC PROVINCIAL OFFICES FOR A
PERIOD OF FIVE (5) YEARS**

2745		
HEAD OFFICE PRETORIA AND GAUTENG OFFICE 333 GROSVENOR STREET HATFIELD PRETORIA 0083	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
LIMPOPO PROVINCIAL OFFICE 5 LANDDROS MARE STREET POLOKWANE 0699	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
WESTERN CAPE PROVINCIAL OFFICE 1C SUMMER GREENS DRIVE CENTURY CITY, MILNERTON 7441	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
KWA ZULU NATAL PROVINCIAL OFFICE 20 KINGSMEAD BOULEVARD KINGSMEAD OFFICE PARK 2 ND FLOOR MARRIOT BUILDING DURBAN, 4001	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

END