

TENDER NO. CTICC 008/2026

TENDER

FOR THE

HVAC & REFRIGERATION MAINTENANCE

(RETURNABLE DOCUMENT)

NAME OF TENDERER:	
TOTAL BID PRICE (INCL. VAT) <i>(Refer to page 71):</i>	
B-BBEE LEVEL CLAIMED:	
CIDB GRADING:	
LOCALITY:	

APPROVED AND ISSUED BY:

ZANDA VAN ROOYEN

SUPPLY CHAIN MANAGER: CAPE TOWN INTERNATIONAL CONVENTION CENTRE COMPANY (RF) SOC (LTD)

OCTOBER 2026

PHYSICAL ADDRESS – CTICC 1:

1 LOWER LONG STREET, CONVENTION SQUARE, FORESHORE,
CAPE TOWN

PHYSICAL ADDRESS – CTICC 2:

CORNER OF HEERENGRACHT AND RUA BARTHOLOMEU DIAS,
CONVENTION SQUARE, FORESHORE, CAPE TOWN

POSTAL ADDRESS:

PO BOX 8120, ROGGEBAAI, 8012

Issued By:	Zanda van Rooyen	Authorized by:	Wayne de Wet	Date Reviewed:	2024/02/27
Tender No:	CTICC 008/2026	Reference No.	SCM-08	Revision No.	09
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CONTEXTUALISING THE CTICC

The CTICC is a leading convention centre in South Africa and on the African continent that hosts international, national, and regional conferences, exhibitions, trade fairs, banquets, special events, film and photo shoots and other events. As a knowledge hub where people meet, collaborate, innovate and find solutions, the CTICC's commitment to client centricity, service excellence and sustainability has ensured the retention of its 5-star tourism rating, along with seven recent coveted industry awards.

Since opening its doors 21 years ago, the Centre has impacted lives by creating economic opportunities. It is a catalyst for social change, stimulates significant economic growth and job creation in the province and is recognised as an invaluable contributor to the sustainable development of the City of Cape Town, the Western Cape and South Africa.

The CTICC's business success is sustained through consistent service standards and effective cost management, underpinned by its commitment to tangible and measurable Environmental Social Governance (ESG) principles, while creating extraordinary client and guest experiences.

The CTICC's revised purpose, vision and mission include:

- Accelerating economic prosperity, opportunity, inclusivity, creativity, and innovation
- Contributing to enabling Africa's smartest community of creativity, opportunity, sustainability, and excellence
- Establishing an integrated smart hub model that unlocks innovation, collaboration, and transformation, creating opportunity for all.

The CTICC's new value proposition drives the progress and future of the Centre and can be summarised as follows: "The long-term sustainability of the CTICC will be in providing consistent quality services and being socially relevant by intentionally facilitating, supporting or managing programmes, projects or activities that benefit society."

During the 2023/2024 financial year, the CTICC contributed positively to the national and provincial economies. Its contribution to the South African Gross Domestic Product (GDP) was R6.9bn, while the Western Cape Gross Geographic Product (GGP) was R6.5bn. Since the CTICC opened its doors in 2003, it has contributed R66.9bn to the GDP and almost R58bn to the GGP. On top of this, the CTICC created or sustained nearly 13 000 jobs nationally in the 2024 financial year. During the same period, 97.7% of total procurement was spent on locally based service providers, of which 54% were women-owned enterprises.

As a municipal entity, the CTICC is also committed to implementing procurement policies and the awarding of bids that promote the advancement of persons or categories of persons disadvantaged by unfair discrimination and for that purpose, specific preference points are allocated as prescribed. All companies need to meet the Municipal Finance Management Act (MFMA) requirements, as well as the relevant Supply Chain Management Regulations to work with the CTICC.

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THE TENDER

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Part T2 : Returnable Documents

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T1.1 Tender Notice and Invitation to Tender

THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE INVITES TENDERS FOR TENDER NO. CTICC 008/2026: HVAC & REFRIGERATION MAINTENANCE

Suitably qualified, experienced and registered companies are hereby invited to submit proposals to the Cape Town International Convention Centre (CTICC) for the following tender:

BID NUMBER	SCORING MECHANISM	TENDER DOCUMENT COLLECTION DETAILS			COMPULSORY BRIEFING SESSION		
		DATE	TIME	VENUE	DATE	TIME	VENUE
CTICC 008/2026: HVAC & Refrigeration Maintenance	80/20 80 = PRICE 15 = B-BBEE STATUS 5 = LOCALITY	AS OF 17 OCTOBER 2025,	10H00	PLEASE REQUEST A COPY OF THE DOCUMENT VIA E-MAIL.	05 NOVEMBER 2025	10H00	CTICC 2 MEETING ROOM: DAISY

It is estimated that tenderers must have a CIDB contractor grading designation of **6ME** or higher.

The tenders will be evaluated on the functionality criteria as stated in the tender document. The minimum qualification score for functionality is **70**.

The following tenders Department may be contacted only in writing in respect of enquiries with the subject line:

- **"TENDER NO. CTICC 008/2026 – Enquiries"**
 - General Enquiries: Please contact the Tenders Department at tender2@cticc.co.za for further information.

Bidders not registered on the CTICC Database, or the Central Supplier Database are not precluded from submitting tenders but must be registered prior to the adjudication date of the offers to be responsive.

Physical tender documents can be purchased in cash, at a non-refundable fee of **R 200** per document and can be collected directly from the tender's department as of the dates indicated above. Please reserve yourself a set of tender documents, by sending an email to the above-mentioned department. Preferably, tender documents must be requested electronically, free of charge, by sending a request to the above email addresses. Alternatively tender documents can be downloaded from the CTICC website: www.cticc.co.za.

To ensure that bids are not invalidated, bid documents must be completed in accordance with the terms and conditions stated on them. The completed original bid documents must be placed in a sealed A4 envelope – clearly stating the bid number and name of tender. The sealed bids must be deposited into **Tender box 2** situated at the reception area on the ground floor of the Cape Town International Convention Centre 1 (1 Lower Long Street, Convention Square, Foreshore).

CLOSING DATE AND TIME FOR BID: FRIDAY, 28 NOVEMBER AT 12:00

All bids received will be opened in public, late proposals and proposals submitted by e-mail or fax will under no circumstances be accepted. The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals or to accept any part of it. The CTICC does not bind itself to accepting the lowest bid or to award a contract to the bidder who scores the highest number of points.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

T1.2 Tender Data

Clause Num.									
	The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement as per Board Notice No. 423 of 2019 published in Government Gazette No. 42622 of 08 August 2019 and as amended from time to time. (see www.cidb.org.za). 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 the Tender. Each item of data given below is cross-referenced to the clause marked "C" in the above-mentioned Standard Conditions of Tender.								
C.1.1.	The employer is the Cape Town International Convention Centre Company (CTICC).								
C.1.2.	For this contract the three-volume approach is adopted. The three volume procurement documents issued by the employer comprises the following: <u>Volume 1: Tendering procedures</u> T1.1 – Notice and invitation to tender. T1.2 – Tender data <u>Volume 2: Returnable documents</u> T2.1 – List of returnable documents T2.2 – Returnable schedules <u>Volume 3: Contract</u> Part C1: Agreement and contract data C1.1 –Form of offer and acceptance C1.2 – Contract data C1.3 – Form of guarantee <u>Part C2: Pricing data</u> C2.1 – Pricing instructions C2.2 – Pricing Schedule <u>Part C3: Scope of work</u> C3 – Scope of work <u>Part C4: Site information</u> C4 – Site information National Treasury General Conditions of Contract								
C.1.3.2	Replace with: All the items listed in C1.2 shall form part of the contract.								
C.1.4.	The CTICC's representative/agent: <table border="1"> <tr> <td>Name</td><td>Gertrude Smith</td></tr> <tr> <td>Capacity</td><td>SCM Practitioner</td></tr> <tr> <td>Tel.</td><td>021 410 5193</td></tr> <tr> <td>Email</td><td>Tender2@cticc.co.za</td></tr> </table> Add: Attention is drawn to the fact that verbal information given by the CTICC' s representative prior to the close of tenders will not be regarded as binding on the CTICC. Only information issued formally by the CTICC in writing to tenderers will be regarded as binding.	Name	Gertrude Smith	Capacity	SCM Practitioner	Tel.	021 410 5193	Email	Tender2@cticc.co.za
Name	Gertrude Smith								
Capacity	SCM Practitioner								
Tel.	021 410 5193								
Email	Tender2@cticc.co.za								

C.1.5.1	Replace with: An organ of state may, before the award of a tender, cancel a tender invitation if- (a) due to changed circumstances, there is no longer a need for the goods or services specified in the invitation. (b) funds are no longer available to cover the total envisaged expenditure. (c) no acceptable tender is received; or (d) there is a material irregularity in the tender process.
C.1.6.2.	The competitive negotiation procedure will not apply
C.1.6.3.	The procedure using the two stage-system will not apply
C.2.1.	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders: a) Only those tenderers who are registered with the CIDB or are capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated. It is estimated that tenderers must have a CIDB contractor grading designation of 6ME or higher. b) Only those tenderers who are registered on the CTICC - and CSD Supplier Databases as a service provider, prior to the adjudication of tenders are eligible to have their tender evaluated. The CTICC will only enter into a formal contract with a tenderer who is registered on both Supplier Databases. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture. c) Due to the nature of the service, the proximity of the tenderer is imperative to the CTICC and in terms of the CTICC's Cost Containment Policy, in order to limit disbursement costs related to travel and subsistence costs, the successful service providers must operate from an established operational office situated within a 60km radius from the CTICC, from where all communication with the CTICC will flow, and where the majority of work in terms of this tender will be carried out.
C.2.2.2	Replace with: The cost of the tender documents charged by the CTICC shall be R200. Alternatively, the tender document can be made available electronically at no cost to the tenderer, by contacting the representative listed in the Invitation to Tender T1.1.
C.2.6.	Add: Notwithstanding the lack of any formal acknowledgement 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.
C.2.7	The date, time and venue of the clarification meeting / briefing session are as per Invitation to Tender T1.1. Where the clarification meeting / briefing session is indicated as compulsory, tenders will only be considered by entities who have attended the meeting and whose names appear on the attendance list. <i>Should a tenderer be 15 minutes late to the compulsory meeting, the tenderer will be regarded as not having attended.</i>
C.2.8	Replace with: Clarification of the tender documents may be requested, if necessary, by notifying the CTICC up to two (2) working days before the closing date and time stated in the Invitation to Tender T1.1.
C.2.9	Add: The employer shall not award a contract to any tenderer that does not hold valid public indemnity insurance of R10 million providing cover in respect of each and every claim during the period of insurance. Proof of insurance or confirmation from a reputable Insurance Broker that the Tenderer

	is eligible for the prescribed insurance cover should he/she be awarded the contract, must be submitted with the tender. The necessary proof of insurance must be submitted with the tender offer prior to the evaluation of the tender. For further details please refer to Schedule 9.
C.2.12	Alternative tender offers will not be considered.
C.2.13.2	The tender document shall be submitted in its entirety, in writing using non-erasable ink .
C.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original, plus 0 (nil) copies .
C.2.13.4	All parts of the tender shall be signed by a person duly authorised to do so.
C.2.13.8	Replace with: Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated or is submitted in the incorrect tender box.
C.2.13.10	The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender no. and title, the tender box No. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before the closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at reception adjacent to the tender box. The tender box is located at CTICC 1 Reception (No.1 Lower Long Street, Convention Square, Foreshore, Cape Town). <u>Tender Box No. and Location:</u> Tender Box No. 2 CTICC 1 Reception (No.1 Lower Long Street, Convention Square, Foreshore, Cape Town). <i>The onus remains with the tenderer to ensure that the tender is placed in the correct tender box.</i>
C.2.15	The closing date and time is as per that stated in the Tender Notice T1.1.
C.2.16	The tender offer(s) will be valid for acceptance for a period of 90 days after the closing time. Note that bids shall remain valid for acceptance for a period of six (6) months after the expiry of the original validity period unless the CTICC is notified in writing to the contrary by the bidder.
C.2.17	Add: A tender will be rejected as non-responsive if the tenderer fails to provide any clarification requested by the employer within the time for submission stated in the employer's written request for such clarification.
C.2.19	Any requests for clarification, inspections, tests and analysis must be directed to the Enquiries representative listed on the Tender Invitation T1.1 by no later than two (2) working days before the closing date of the tender.

C.2.23.1	<u>Tax Clearance Certificate</u> Tenderers must be registered and in good standing with the South African Revenue Service (SARS) and must submit documentary evidence in the form of a valid Tax Clearance Certificate issued by SARS or proof that he or she has made arrangements with SARS to meet his or her outstanding tax obligations. Alternatively, tenderers may submit the tax compliance PIN issued by SARS and grant authority to the Employer to verify the tenderer's tax compliance status via eFiling. Each party to a Consortium/Joint Venture shall submit a separate valid Tax Clearance Certificate, or proof that he or she has made the necessary arrangements with SARS.
C.2.23.2	<u>B-BBEE Certificate/Affidavit</u> Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or sector-specific sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
C.3.5	Not Applicable
C.3.8.1	The CTICC will determine, after opening and before detailed evaluation, whether each tender offer was properly received: a) complies with the requirements of these Conditions of Tender, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender data and relevant documents.
C.3.8.2	A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CTICC's opinion, would: a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work, b) significantly change the CTICC's or the tenderer's risks and responsibilities under the contract, or c) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified. The CTICC may reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
C.3.8.3	Add: Tenders may be considered non-responsive if, inter alia: a) the tenderer does not comply with the eligibility criteria. b) the tenderer, or any of its directors or shareholders are in the service of the state. c) the tenderer's tax matters are not in order. d) the tenderer or any of its directors is listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. e) the tenderer has: i. failed to pay municipal rates and taxes or service charges and such rates, taxes and charges are not in arrears for more than three months (this also applies to any of the company's directors). ii. been found to be in the service of the state; or any of its directors, managers, principal shareholders or stakeholders. f) the tenderer has completed the Compulsory Declaration and there are conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the CTICC or potentially compromise the tender process. g) the tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employer's written request. h) the tenderer tenders the incorrect pricing information. i) if the Form of Offer and Acceptance and/or Pricing Schedule has not been signed. j) the tenderer has failed to achieve the minimum score for functionality/quality. k) the tenderer has failed to complete, sign and return all the returnable schedules.

	l) if the tender offer is not submitted on the Pricing Schedule and Form of Offer and Acceptance bound into this tender document (or in a similar format). m) if the tender is not completed in non-erasable ink. n) all schedules are not duly completed as such and proof handed in as required. o) the tenderer has failed, during the last five years, to perform satisfactorily on a previous contract with the CTICC or any other organ of state. p) the tenderer has abused the supply chain management system of the CTICC or has committed any improper conduct in relation to this system). q) any other responsiveness criteria as stipulated in the tender data.															
C.3.9.1	Replace with: a) Where there is a discrepancy between the amounts in words and amounts in figures, the arithmetic sum of the line items shall govern.															
C.3.9.4	Replace with: a) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the unit rate shall govern, and the line item shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern. b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the product of the unit rates and quantities shall govern, and the tenderer will be asked to revise the tendered total of the prices.															
C.3.11.1	Add: In order to be considered for a contract in terms of this tender, tenderers must achieve the minimum score for quality. The minimum score for quality/functionality is 70. Tenderers that fail to achieve the minimum score for quality/functionality will be rejected. The Quality/Functionality evaluation shall be scored independently by more than one evaluator in accordance with the following criteria and points: <table><tr><th colspan="2">CRITERIA</th><th>MAXIMUM POINTS</th></tr><tr><td>1</td><td>Tenderer's Experience</td><td>60</td></tr><tr><td>2</td><td>Experience of Key Staff</td><td>30</td></tr><tr><td>3</td><td>Quality Control Procedures and Practices</td><td>10</td></tr><tr><td colspan="2">TOTAL</td><td>100</td></tr></table> Each evaluation criteria will be assessed in terms of five indicators (unless indicated otherwise in the relevant schedules) – non-compliant, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to non-complaint, poor, satisfactory, good and very good respectively. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality/functionality.	CRITERIA		MAXIMUM POINTS	1	Tenderer's Experience	60	2	Experience of Key Staff	30	3	Quality Control Procedures and Practices	10	TOTAL		100
CRITERIA		MAXIMUM POINTS														
1	Tenderer's Experience	60														
2	Experience of Key Staff	30														
3	Quality Control Procedures and Practices	10														
TOTAL		100														
C.3.13	Add: The CTICC will, subject to the relevant prescripts and after completion of the eligibility and responsiveness tests and risk analysis, accept the tender offer if in the opinion of the CTICC, it does not present any risk and only if the tenderer: i) Is eligible and responsive. ii) is not under restrictions, or has principals who are under restrictions, preventing participating in the CTICC's procurement; iii) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract. iv) has the legal capacity to enter into the contract. v) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a															

	court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing. vi) complies with the legal requirements, if any, stated in the tender data; and vii) is able, in the opinion of the CTICC, to perform the contract free of conflicts of interest.
C.3.17	1 copy
C.3.19	Evaluation of tender offers The method of evaluation shall be as follows: Method 2: Functionality, Price and Preference In the case of a functionality, price and preference: 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data. 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender evaluation. 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system as prescribed in the CTICC Preferential Procurement Policy.
C.3.20	Notification of award 1. The CTICC will notify the successful tenderer of the CTICC's acceptance of his tender offer by issuing of a Successful Letter before the expiry of the validity period stated in the tender data or agreed additional period. 2. After the successful tenderer has been notified of the CTICC's acceptance of the tender, notify other tenderers that their offers have not been accepted, subject to an objection or complaint period of 14-days as stipulated in SCM Regulation 49.
C.3.21	Negotiations with preferred tenderers As stipulated in SCM Regulation 24, the CTICC may negotiate the final terms of the contract with tenderers identified through a competitive tendering process as preferred tenderers. Minutes of any such negotiations shall be kept for record purposes.
C.3.22	Risk Analysis and Other Objective Criteria The CTICC may perform a risk analysis in respect of the following: a) reasonableness of the financial offer b) reasonableness of unit rates and prices c) the tenderer's ability to fulfil its obligations in terms of the tender document
C.3.23	Imbalance in tendered rates In the event of tendered rates or lump sums being declared by the CTICC to be unacceptable to it because they are either excessively low or high or not in proper balance with other rates or lump sums, the Tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CTICC is still not satisfied with the tendered rates or lump sums objected to, it may request the Tenderer to amend these rates and lump sums along the lines indicated by it. The Tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the Contract Price. Should the Tenderer fail to amend his Tender in a manner acceptable to the Employer, the Employer may reject the Tender.

C.3.24	Irrespective of the procurement process followed, the CTICC reserves its rights not to make an award, revoke an award already made or cancel a contract where the implementation of the contract may result in reputational risk or harm to the CTICC as a result of (inter alia): (a) reports of poor governance and/or unethical behaviour. (b) association with known family of notorious individuals. (c) poor performance issues, known to the CTICC. (d) negative social media reports; and (e) adverse assurance (e.g. due diligence) report outcomes. Where any of the above risks are identified, the CTICC will provide the supplier with an opportunity to submit representation.
C.3.25	Data Protection in terms of the Protection of Personal Information Act (POPIA) 1. The CTICC will only collect personal information of the supplier/bidder consistent with the purpose for which it is required. The specific purpose for which the information is collected will be apparent from the context in which the information is requested. 2. The nature of the personal information which will be collected relates to contact details (such as name, address, telephone number and e-mail address), company registration details, VAT registration numbers, details of Directors/Owners/Members and any other information required in terms of the CTICC Supply Chain Management Policy. 3. In providing the personal information to the CTICC, the supplier/bidder acknowledges that the information has been collected directly from it and that it has consented to its processing by the CTICC. Where the supplier/bidder is providing another person's personal information to the CTICC, the supplier/bidder acknowledges and warrants that it has obtained such person's consent to the processing of their personal information for the purposes of the CTICC in terms of the supplier/bidder's intention to submit offers/quotations to render services/goods to the CTICC. 4. Provision of personal information to the CTICC is voluntary, however, in the event that the requested information is not provided, the bidder/supplier may be precluded from being registered as a supplier with, and providing services/goods to, the CTICC. 5. The personal information shall only be used for the purpose for which it was collected, unless the supplier/bidder has agreed to an alternative purpose in writing or as allowed by any applicable law. The CTICC will only process personal information in a manner that is adequate, relevant and not excessive in the context of the purpose for which it is processed. The CTICC will take such steps as may be required to ensure that it complies with any law in respect of transfer, storage, security, use and disposal of the personal information. 6. The supplier/bidder may contact the CTICC at any time to review, update or correct personal information stored by the CTICC in terms of this clause.

List of Returnable Documents

The tenderer must complete the following Returnable Documents in **black ink**:

T2.1.1. Returnable Schedules required for tender evaluation purposes

	Pages
1 : BID SUBMISSION CHECKLIST	14
2 : COMPULSORY DECLARATION	15
3: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION (MBD 9)	22
4: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (MBD 5).....	23
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C3.2: ANNEXURES AND/OR DRAWINGS	79
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T2.2 Returnable Schedules

SCHEDULE 1: BID SUBMISSION CHECKLIST

Bidders are required to complete the schedule below indicating that all requested information has been submitted with their offer.

Failure by the bidder to complete, sign and submit all the returnable schedules will result in the bid being disqualified.

Schedule No.	Document	Please tick if enclosed
2	Compulsory declaration	
3	Certificate of independent tender determination (MBD 9)	
4	Declaration for Procurement above R10 million (MBD 5)	
5	Confirmation of CTICC and Central Supplier Database registration	
6	Preference Points Claim Form	
7	Record of addenda to tender documents	
8	Proposed amendments and qualifications by tenderer	
9	Insurance	
10	Minimum Requirements	
11	Tenderer's Experience	
12	Experience of Key Staff	
13	Quality Control Procedures and Practices	
14	Schedule of Sub-contractors	
C1.1	Form of Offer and Acceptance	
C2.2	Pricing Schedule	
C3.3	Performance evaluation checklist	

SCHEDULE 2: COMPULSORY DECLARATION

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

SECTION 1: ENTERPRISE DETAILS

Name of enterprise	
Contact person	
Email	
Telephone	
Cell	
Fax	
Physical address	
Municipal Acc. number	
Postal address	

SECTION 2: PARTICULARS OF COMPANY REPRESENTATIVE

Full name and surname	
Identification number	
Position occupied in the company	
Email address of representative	

Signatory(ies) for companies, close corporations, partnerships shall confirm their authority to sign this tender and to enter in any resulting contract, where applicable,

Authority to participate in this tender and any contract that may result from it may be in the form of a resolution taken by the board (in the case of a company), a resolution taken by the members (in the case of a close corporation) or a resolution taken by the partners (in the case of a partnership). Alternatively, the person(s) authorised to sign this tender or any contract which may result from it, must confirm their authority to do so as delegated or sub-delegated as the case may be, by the board, members or partners. **Where a resolution has been taken, a copy of such resolution must be submitted with this bid.**

The entity submits a tender to CTICC, in respect of this tender.

I, Mr/Mrs/Ms.....

in my capacity as.....(position)

of.....(entity name)

confirm that I am hereby authorised to sign the tender and all other documents and/or correspondence in connection with and relating to it, as well as to sign any contract, and all documentation, resulting from the award of this tender to the entity mentioned above.

SECTION 3: TAX COMPLIANCE REQUIREMENTS

Bidders must ensure compliance with their tax obligations, and it is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations.

Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the CTICC to view the taxpayer's profile and tax status by doing the following:

1. Bidders must complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/individuals who wish to submit bids. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The Tax Clearance Certificate must be submitted together with the bid. Failure to submit a valid Tax Clearance Certificate may result in the invalidation of the bid.
4. Alternatively, in terms of the new Tax Compliance Status (TCS) System implemented by SARS on 18 April 2016, taxpayers are now able to issue the CTICC with a TCS Pin which can be used to verify a bidder's tax status online. As a result, bidders who are not in possession of a Tax Clearance Certificate must issue the CTICC with the following:

1) Tax Clearance Certificated printed for SARS E-filing

2) Tax Compliance Status Pin:

5. By completing the above the tenderer grants consent that SARS may disclose to the CTICC its tax compliance status, on an on-going basis during the term of the contract, when called upon to do so.
6. Foreign suppliers must complete the pre-award questionnaire in **Section 12**.
7. In bids where consortia/ Joint Ventures/ Sub-contractors are involved; each party must submit a separate TCS certificate/ PIN/ CSD number.
8. Bidders may also submit a printed TCS certificate together with the bid.
9. Where no TCS is available, but the bidder is registered on the CSD, a CSD number must be provided.

SECTION 4: PARTICULARS OF COMPANIES AND CLOSE CORPORATIONS

Company / Close Corporation registration number

SECTION 5: SARS INFORMATION

Tax reference number

VAT registration number

(state Not Registered if not registered for VAT)

SECTION 6: PARTICULARS OF PRINCIPALS

Principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No.71 of 2008), a trustee, shareholder or a member of a close corporation registered in terms of Close Corporations Act, 1984, (Act No.69 of 1984).

Full name of principal	Identity number	Residential Address	Municipal Acc. Number

Full name of principal	Identity number	Residential Address	Municipal Acc. Number

*(insert separate page if necessary)

NB: Please attach certified copy(ies) of ID document(s) and municipal accounts.

If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender. Alternatively, if property is neither owned nor rented, then an affidavit must be submitted confirming this and that the relevant person has no municipal accounts owing.

SECTION 7: RECORD OF SERVICE TO THE STATE

Are you or any of the company's principals presently in the service of the state, or been in the service of the state in the past twelve months?

YES	
-----	--

NO	
----	--

(Tick appropriate box)

If YES, indicate by marking the relevant boxes with a cross:

- | | |
|---|--|
| ☐ a member of any municipal council | ☐ an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Provinces | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of principal in the service of the state	Name of relevant organ of state	Position held at the relevant organ of state	Status of service (tick appropriate column)	
			Current	Within last 12 months

*(insert separate page if necessary)

Please note: No bid may be accepted from persons employed in the service of the state (this does not include being a contractor in the service of the state), unless such person (who is presently employed by the state) has the necessary permission to undertake remunerative work outside of such employment (attach permission to this declaration).

SECTION 8: RECORD OF FAMILY MEMBER IN THE SERVICE OF THE STATE

Family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption.

Is any family member of the company's principals in the service of the state? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If YES, indicate by marking the relevant boxes with a cross:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

Name of Principal	Name of Family Member of Principal in the service of the state <u>and</u> relation	Name of the relevant organ of state <u>and</u> position held there	Status of service (tick appropriate column)	
			Current	Within last 12 months

*(insert separate page if necessary)

Please note:

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

SECTION 9: RECORD OF OTHER INTERESTS

9.1. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

*(insert separate page if necessary)

9.2. Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

.....

**(insert separate page if necessary)*

9.3. Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

If YES, furnish particulars:

Name of the Principal	Name of other company	Central Supplier Database registration number (if registered)

**(insert separate page if necessary)*

SECTION 10: RECORD OF TERMINATION OF PREVIOUS CONTRACTS WITH AN ORGAN OF STATE

Was any contract between the tendering entity, including any of its joint venture partners, terminated during the past five years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

.....

**(insert separate page if necessary)*

SECTION 11: RECORD IN TERMS OF THE MFMA (NO. 56 OF 2003)

11.1. Is the bidder or any of its principals listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? *(Tick appropriate box)*
(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

*(insert separate page if necessary)

- 11.2. Is the bidder or any of its principals listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (Tick appropriate box)
(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

*(insert separate page if necessary)

- 11.3. Was the bidder or any of its principals convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

*(insert separate page if necessary)

- 11.4. Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

*(insert separate page if necessary)

SECTION 12: QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS (ONLY)

- 12.1. Is the entity a resident of the Republic of South Africa (RSA)? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If NO, furnish particulars.....

*(insert separate page if necessary)

- 12.2. Does the entity have a branch in the RSA? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

*(insert separate page if necessary)

12.3. Does the entity have a permanent establishment in the RSA? (Tick appropriate box)

YES	
-----	--

NO	
----	--

12.4. Does the entity have any source of income in the RSA? (Tick appropriate box)

YES	
-----	--

NO	
----	--

12.5. Is the entity liable in the RSA for any form of taxation? (Tick appropriate box)

YES	
-----	--

NO	
----	--

SECTION 13: DECLARATION

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the tendering entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:

- i) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers.
- ii) the tendering entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a tender;
- iii) the tendering entity has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest.

Note:

- a) MSCM Regulations: "in the service of the state" means to be –
 - (a) member of –
 - (i) any municipal council.
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces.
 - (b) a member of the board of directors of any municipal entity.
 - (c) an official of any municipality or municipal entity.
 - (d) an employee of any national or provincial department, national or provincial public entity or constitution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
 - (d) a member of the accounting authority of any national or provincial public entity; or
 - (e) an employee of Parliament or provincial legislature.
- b) "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
- c) "National or provincial public entity" shall bear the meaning as defined in the PFMA. Major public entities are listed in schedule 2 of the PFMA and other public entities are listed in schedule 3 of the PFMA.
- d) "Accounting authority" means the board or other controlling body of a public entity, or if the public entity does not have a controlling body, the chief executive officer or other person in charge of the public entity unless specific legislation applicable to that public entity designates another person.

SIGNED ON BEHALF OF TENDERER:

FULL NAME AND SURNAME:

DATE:

Please note:

1. The CTICC complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA) and bidders hereby agree that their personal information may be recorded and processed by the CTICC for purposes of the evaluation of this tender.
2. This declaration will be valid for twelve (12) months from the signed date and must be updated and renewed accordingly.

SCHEDULE 3: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION (MBD 9)

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

1. I have read and I understand the contents of this Certificate.
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the tenderer to sign this Certificate, and to submit this tender on behalf of the tenderer.
4. Each person whose signature appears on this tender has been authorized by the tenderer to determine the terms of, and to sign, the tender, on behalf of the tenderer.
5. For the purposes of this Certificate and this tender, I understand that the word "competitor" shall include any individual or organisation, other than the tenderer whether affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this invitation to tender.
 - (b) could potentially submit a tender in response to this invitation to tender, based on their qualifications, abilities, or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive tendering.
7. Without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 - (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation).
 - (c) methods, factors, or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit a tender.
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the tender.
8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this invitation to tender relates.
9. The terms of this tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that , in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNED ON BEHALF OF TENDERER:

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SCHEDULE 4: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (MBD 5)**MBD 5**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements for auditing?

YES		NO	
-----	--	----	--

- 1.1 If yes, please submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

YES		NO	
-----	--	----	--

- 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

- 2.2 If yes, please provide particulars.

.....

.....

- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

YES		NO	
-----	--	----	--

- 3.1 If yes, please furnish particulars.

.....

.....

- 4 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

YES		NO	
-----	--	----	--

- 4.1 If yes, furnish particulars.

.....

.....

SIGNED ON BEHALF OF TENDERER:

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SCHEDULE 5: CONFIRMATION OF CTICC AND CENTRAL SUPPLIER DATABASE REGISTRATION

Company Name					
CTICC Supplier Database	Registered	YES		NO	
		(tick appropriate box)			
	Supplier Code				
Central Supplier Database (a copy of the CSD summary report must be attached to this schedule)	Registered	YES		NO	
		(tick appropriate box)			
	Supplier Code	MAAA.....			
	Unique 36 Character Registration Code				
CIDB Registration	Registration Number				

Bidders who are not registered on the CTICC and/or Central Supplier Databases are not precluded from submitting tenders but must however be registered prior to the adjudication of tenders in order for their tenders to be responsive.

In this regard it is the sole responsibility of bidders to ensure that this requirement is complied with. In the case of Joint Venture Partnerships this requirement will apply to each party to the Joint Venture.

SIGNED ON BEHALF OF TENDERER:	
--------------------------------------	--

*** CTICC and Central Supplier Database Registration:**

Only those bidders who are registered on the CTICC Supplier Database and the Central Supplier Database as a service provider prior to the adjudication of this bid are eligible to have their tenders evaluated. The employer will only enter a formal contract with a bidder who is registered on both databases. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Bidders who wish to register on the CTICC Supplier Database may download the supplier application form from the website at www.cticc.co.za under the SUPPLIER tab.

Bidders who wish to register on the Central Supplier Database may do so online on www.csd.gov.za and click on the REGISTER A NEW CSD ACCOUNT tab.

SCHEDULE 6: PREFERENCING POINTS CLAIM FORM

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE AND OTHER PREFERENCE, AS PRESCRIBED IN THE CTICC PREFERENTIAL PROCUREMENT POLICY.

1. GENERAL CONDITIONS

1.1 The following preference points systems are applicable to all invitations to bid:

- the 80/20 system for acquisition of goods or services with a Rand value equal to or above R30 000 and up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for acquisition of goods or services with a Rand value above R50 000 000 (all applicable taxes included).
- the 80/20 system for income-generating contracts with a Rand value equal to or below R50 000 000 (all applicable taxes included); and
- the 90/10 system for income-generating contracts with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The purpose of this bid is for the acquisition of goods or services / an income-generating contract and the following preference points system shall be applicable for this bid:

i. The 80/20 preference points system.

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goals, as follows:

- i) B-BBEE Status Level of Contributor.
- ii) Locality: Western Cape Province

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	15
LOCALITY: WESTERN CAPE PROVINCE	5
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

1.5 Failure on the part of a bidder to submit proof of the necessary documentation (required in terms of this bid to claim points for specific goals) together with the bid, will be interpreted to mean that preference points for the specific goals listed in this bid are not claimed.

1.6 The CTICC reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the CTICC.

2. DEFINITIONS

- (a) **"Acceptable tender"** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- (b) **"All applicable taxes"** includes Value-Added Tax, Pay-as-you-Earn, Income Tax, Unemployment Insurance Fund Contributions and Skills Development Levies.
- (c) **"B-BBEE"** means Broad-Based Black Economic Empowerment as defined in Section 1 of the Broad-Based Black Economic Empowerment Act.
- (d) **"B-BBEE Status Level of Contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (e) **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by the CTICC for the provision of goods or services, or income-generating contracts, through price quotations, advertised competitive bidding processes or proposals.

- (f) **“Broad-based Black Economic Empowerment Act (B-BBEEA)”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (g) **“Comparative”** means the price after the factors of non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- (h) **“Conditions of Tender”** means a document of the procedures, the manner in which those engaged in the procurement process are to behave, the obligations of the tenderer and the undertakings of the CTICC. The Conditions of Tender are included in the tender document and distinct from the General Conditions of Contract and the Special Conditions of Contract.
- (i) **“Consortium of Joint Venture”** 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.
- (j) **“Contract”** means the agreement that results from the acceptance of a tender.
- (k) **“EME”** means an Exempted Micro Enterprise in terms of a Code of Good Practice on Black Economic Empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (l) **“Functionality”** means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.
- (m) **“Highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders.
- (n) **“Locality”** means the local suppliers and/or service providers that resides within the provincial boundaries.
- (o) **“Lowest acceptable tender”** means a tender that complies with all specifications and conditions for tender and that has the lowest price compared to other tenders.
- (p) **“Person”** includes reference to a juristic person.
- (q) **“Price”** includes all applicable taxes less all unconditional discounts.
- (r) **“Proof of B-BBEE status level of contributor”** means-
 - 1) The B-BBEE Status level certificate issued by an authorised body or person.
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - 3) Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.
- (s) **“QSE”** means a Qualifying Small Business Enterprise in terms of a Code of Good Practice on Black Economic Empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (t) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the bid invitation, and includes all applicable taxes.
- (u) **“SMME”** means Small, Medium and Micro Enterprises namely an eligible Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) as defined within the Broad-Based Black Economic Empowerment Act and applicable Sector Codes.
- (v) **“Special Goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability as well as implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.
- (w) **“Sub-contract”** means the primary contractor's assigning or leasing or making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (x) **“Tender”** means a written offer in a prescribed or stipulated form in response to an invitation by the CTICC for the provision of services, work or goods, through price quotations, advertised competitive tender processes or proposals.

- (y) **"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;
- (z) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (aa) **"Total revenue"** bears the same meaning assigned to this expression as in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act, 2003 and promulgated in the Government Gazette on 9 February 2007.

3. FORMULAE FOR APPLYING THE PREFERENCE POINTS SYSTEM

2.1. POINTS AWARDED FOR PRICE

2.1.1. THE 80/20 PREFERENCE POINT SYSTEMS FOR THE ACQUISITION OF GOODS OR SERVICES

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of clause 9(4) of the CTICC Preferential Procurement Policy, preference points will be allocated to promote this goal, and points will be allocated to bidders in terms of the B-BBEE status level & locality of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/10 system)
1	15
2	14
3	12
4	10
5	8
6	6
7	4
8	2
Non-compliant contributor	0
LOCALITY: WESTERN CAPE PROVINCE	5
TOTAL SPECIAL GOALS	20

- 3.2. In cases where it is unclear whether the 80/20 or 90/10 preference points system applies, the CTICC will, in terms of clause 3.1(b) of the CTICC Preferential Procurement Policy, stipulate in the bid documents, in the case of-

- a) an invitation to bid for income-generating contracts, that either the 80/20 or 90/10 preference points system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- b) any other invitation to bid, 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.

4. ADJUDICATION BY USING THE PREFERENCE POINTS SYSTEM

- 4.1.** Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.
- 4.2.** Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3.** Points scored will be rounded off to 2 decimal places.
- 4.4.** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.
- 4.5.** If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 4.6.** If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
- 4.7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

B-BBEE Status Level of Contributor: = (Maximum of 15 points) (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

4.8. LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 4.1

Locality: _____ (maximum of 5 points)

5. SUB-CONTRACTING

- 5.1.** Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 5.1.1.** If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE:
(Tick applicable box)

EME		QSE		N/A	
-----	--	-----	--	-----	--

6. DECLARATION WITH REGARDS TO COMPANY/FIRM THAT IS TENDERING

- 6.1.** Name of company/firm.....
- 6.2.** VAT registration number.....
- 6.3.** Company registration number.....
- 6.4.** 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]

6.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES AND THE APPLICABLE SECTOR CODE IN WHICH THE BUSINESS OPERATES

.....

.....

.....

- ☐ Generic
- ☐ Financial
- ☐ Agri-BEE
- ☐ Construction
- ☐ Property
- ☐ Forest
- ☐ Information and Communication Technology
- ☐ Marketing, Advertising and Communication
- ☐ Tourism
- ☐ Defence
- ☐ Mining

[TICK APPLICABLE BOX]

6.6. COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

6.7. MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:

6.8. Total number of years the company/firm has been in business.....

6.9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advertised for this tender and indicated in paragraph 1.4, qualifies the company/ firm for the preference(s) shown and I / we 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 schedule.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4, the contractor may be required to furnish documentary proof to the satisfaction of the CTICC 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 CTICC may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder 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.

<u>SIGNED ON BEHALF OF TENDERER:</u>			
WITNESS 1:		WITNESS 2:	

SCHEDULE 7: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the CTICC before the submission of this tender offer, amending the tender document, have been taken into account in this tender offer:

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

*Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 8: PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER

The Tenderer should record any **proposed** deviations or qualifications it may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause C.3.8.2 of the Tender Data regarding the Employer's handling of material deviations and qualifications.

If no deviations or modifications are desired, the schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSAL

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 9: INSURANCE

The tenderer is referred to C.2.9 of the Tender Data and shall state below details of the insurance held by the tenderer. Where the tenderer is a joint venture, each party to the joint venture must submit details of their insurance. Proof of insurance or confirmation from a reputable Insurance Broker that the tenderer is eligible for the prescribed **public liability** insurance cover **of at least R10 million** should he/she be awarded the contract, **must** be appended to this schedule.

INSURANCE		
NAME OF INSURED	NAME OF INSURER	LIMIT OF INDEMNITY IRO EACH CLAIM

<u>SIGNED ON BEHALF OF TENDERER:</u>	
---	--

SCHEDULE 10: MINIMUM REQUIREMENTS

Minimum Requirements:		Please indicate with an "X" whether the offer complies with the requirements.			Supporting Evidence to be Attached
		YES	NO	Comment	
1.	Bidders must have a local operational office within a 60km radius from the CTICC, including workshop and storerooms, through which all communication with CTICC will flow, and where most of the work in terms of this tender will be carried out.				Schedule 11.1 to be completed & Table 1 (Proof of address – Municipal Account / Lease Agreement)
2.	Bidders must be a member of the professional body SARACCA (South African Refrigeration and Air Conditioning Contractors Association) and proof of this must be provided with the tender.				Proof of SARACCA membership must be attached to Schedule 11.2 (Table 2)
3.	Bidders must have an authorised gas practitioner that will be dedicated to this contract. This person must be registered with SAQCC Gas (South African Qualification and Certification Committee for Gas) as an authorised gas practitioner and proof of this must be provided, along with the practitioner's CV and copies of relevant qualifications.				Completed Table in Schedule 11.3 – Table 3 & Copy of Authorised Practitioner Card & Copy of CV & Relevant Qualifications
4.	Bidders must provide a valid Letter of Good Standing from the Workmen's Compensation Commissioner. A Letter of Good Standing is a document that acts as a form of security stating that the South African Workman's Compensation Fund will pay for any work-related injuries and illnesses. Any employer who has one or more employees under them is required by law to register with the WCA (Workers Compensation Assistance).				Copy of Valid Letter of Good Standing

SIGNED ON BEHALF OF TENDERER:

TABLE 1 PROOF OF LOCAL OFFICE

PROOF OF LOCAL OFFICE	
Company Name:	
Address: (Within 60km radius from the CTICC & Cape Town Stadium)	
Municipal Account Number: (if applicable)	
Proof:	Proof Attached (Please mark off which is applicable and if attached)
Lease agreement (if property is being rented)	
Municipal account (if property is owned by the company)	

SIGNED ON BEHALF OF TENDERER:

TABLE 2: SARACCA REGISTRATION

SARACCA REGISTRATION			
COMPANY NAME	REGISTRATION NUMBER	<u>YES</u>	<u>NO</u>

SIGNED ON BEHALF OF TENDERER:	
--------------------------------------	--

TABLE 3: AUTHORISED GAS PRACTITIONER

STAFF DETAILS: AUTHORISED GAS PRACTITIONER		Please mark off if the necessary supporting documentation has been attached	
		ID	CV
NAME AND SURNAME:			
QUALIFICATIONS: <i>PLEASE ATTACH COPIES OF RELEVANT QUALIFICATIONS</i>			
SAQCC GAS REGISTRATION NO: <i>PLEASE ATTACH COPY OF AUTHORISED PRACTITIONER CARD</i>			
NUMBER OF YEARS EXPERIENCE IN THIS ROLE:			

SIGNED ON BEHALF OF TENDERER:	
--------------------------------------	--

SCHEDULE 11: TENDERER'S EXPERIENCE

The following criteria will be used to calculate points for functionality in terms of the Tenderer's Experience, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

TENDERER'S EXPERIENCE		Maximum possible score
TENDERER'S EXPERIENCE	a) Number of Similar Contracts: Bidders must submit a comprehensive portfolio of 3 or more current or completed projects in the rendering of HVAC and Refrigeration maintenance services, in a commercial environment over the last five years, each to the value of R 1 000 000 or greater per annum. Note: Bidders who have previously conducted business with the CTICC may list the CTICC as a reference or completed contract.	30
	b) Contactable References: Bidders must set out in the attached Contactable Reference Sheets the details of at least 3 contactable references of work done like this tender's scope of work, in a commercial environment, over the last five years, with a value of R1 000 000 or greater per annum. The contactable references must be willing to answer the stated questions and score the bidder accordingly in terms of their performance. The CTICC will liaise with the stated references to verify the authenticity of the submitted scoring. Only those reference sheets of an average score of "Satisfactory" (scoring at least 70 points) will be considered. Note: Bidders who have previously conducted business with the CTICC may list the CTICC as a reference or completed contract.	30

The following is important to note:

- 1) This section counts **60** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) Bidders must therefore ensure that all the information requested is provided in detail. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria.
- 3) Unclear or incomplete information provided will result in no points being allocated.
- 4) Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.
- 5) Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.

Bidders are referred to the attached table and contactable reference sheets for the necessary evidence to be provided in order to score this schedule.

LIST OF CURRENT AND COMPLETED CONTRACTS

LIST OF CURRENT AND COMPLETED CONTRACTS		
1.	Company Name <i>(Employer / Contracting Site)</i>	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work (Incl. VAT)	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
2.	Company Name <i>(Employer / Contracting Site)</i>	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
3.	Company Name <i>(Employer / Contracting Site)</i>	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
4	Company Name <i>(Employer / Contracting Site)</i>	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
5	Company Name <i>(Employer / Contracting Site)</i>	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	

	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
6	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
7	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
8	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
9	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

Number of sheets, appended by the tenderer to this Schedule..... (If nil, enter NIL).

CONTACTABLE REFERENCE NUMBER 1

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME.....

CONTACT PERSON.....

DESIGNATION/ POSITION.....

CONTACT DETAILS

TELEPHONE..... CELLULAR NUMBER.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 1:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.

SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE
(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE.....

DATE.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 2

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME.....

CONTACT PERSON.....

DESIGNATION/ POSITION.....

CONTACT DETAILS

TELEPHONE..... CELLULAR NUMBER.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 2:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.

SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE
(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE.....

DATE.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 3

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME.....

CONTACT PERSON.....

DESIGNATION/ POSITION.....

CONTACT DETAILS

TELEPHONE..... CELLULAR NUMBER.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 3:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.

SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.
2. In terms of quality, were there any call backs on tasks completed? YES/NO.
3. Did their conduct reflect high levels of professionalism? YES/NO.
4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE
(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE.....

DATE.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 4

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME.....

CONTACT PERSON.....

DESIGNATION/ POSITION.....

CONTACT DETAILS

TELEPHONE..... CELLULAR NUMBER.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 4:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.

SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE
(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE.....

DATE.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

The scoring of the tenderer's experience will be as follows:

a) Number of Similar Contracts

Non-complaint (Score 0%)	The bidder listed no relevant projects.
Poor (Score 40%)	The bidder has limited portfolio experience and only listed less than 3 relevant projects within the last five years.
Satisfactory (Score 70%)	The bidder has relevant portfolio experience and lists 3 but less than 5 relevant projects within the last five years.
Good (Score 90%)	The bidder has extensive portfolio experience and lists 5 but less than 7 relevant projects within the last five years.
Very good (Score 100%)	The bidder has outstanding portfolio experience and lists 7 or more relevant projects within the last five years.

b) Contactable References

Non-compliant (Score 0%)	The bidder provided no relevant satisfactory contactable references (scoring at least 70 points).
Poor (Score 40%)	The bidder provided less than 3 relevant satisfactory contactable references (scoring at least 70 points).
Satisfactory (Score 70%)	The bidder provided 3 relevant satisfactory contactable references (scoring at least 70 points).
Good (Score 90%)	The bidder provided 4 relevant satisfactory contactable references (scoring at least 70 points).
Very good (Score 100%)	The bidder provided 5 or more relevant satisfactory contactable references (scoring at least 70 points).

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 12: EXPERIENCE OF KEY STAFF

The following criteria will be used to calculate points for functionality in terms of the Experience of Key Staff, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
Experience of Key Staff	Bidders must set out the details in the below table of the following key staff who will be assigned to work on this contract: a) HVAC and Refrigeration Technician b) Controls Technician c) HVAC and Refrigeration Assistant A maximum of 12 points will be allocated for each Technician and 6 points for the Assistant. Please note that the key staff's experience in HVAC and Refrigeration maintenance services in a commercial environment must be highlighted.	30

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills and experience of the assigned staff in the specific sector, field, subject, etc. which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

The CV's and proof of necessary qualifications of the key personnel **must** be attached to this schedule.

PLEASE NOTE:

The assigned technicians and assistant must preferably be in the employ of the company at the time of submitting the offer. Should the staff be sub-contracted, proof must be provided of an official agreement with the company and commitment to this contract, in order to be considered for evaluation.

The following is important to note:

- 1) This section counts **30** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) Bidders must therefore ensure that all the information requested is provided in detail. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria.
- 3) Unclear or incomplete information provided will result in no points being allocated.
- 4) Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.
- 5) Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.

Bidders are referred to the attached table for the necessary evidence to be provided in order to score this schedule.

TABLE OF KEY STAFF	
KEY STAFF MEMBER 1 – HVAC and Refrigeration Technician	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 2 – Controls Technician	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
KEY STAFF MEMBER 3 – Refrigeration Assistant	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	

The scoring of the experience of key staff will be as follows:

Non-compliant (Score 0%)	The key staff member no relevant experience, skills and expert knowledge.
Poor (Score 40%)	The key staff member has less than 5 years' relevant experience, skills and expert knowledge.
Satisfactory (Score 70%)	The key staff member has 5 years but less than 7 years' relevant experience, skills and expert knowledge.
Good (Score 90%)	The key staff member has 7 but less than 10 years' relevant experience, skills and expert knowledge.
Very good (Score 100%)	The key staff member has 10 or more years' relevant experience, skills and expert knowledge.

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 13: QUALITY CONTROL PROCEDURES AND PRACTICES

The following criteria will be used to calculate points for functionality in terms of the Quality Control Procedures and Practices, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
QUALITY CONTROL PROCEDURES & PRACTICES	The bidder's quality control practices and procedures which ensures compliance with the CTICC' s requirements will be evaluated. Bidders should very briefly outline their procedures in relation to this contract's scope of work and attach it to this schedule. Bidders must attach their quality management plan as well as valid ISO certificates as proof of certification for the following standards (if applicable): a) ISO 9001: Quality Management System. b) ISO 14001: Environmental Management. c) ISO 45001: Occupational Health and Safety Management System. Compliance must also be shown by the bidder that it has a sustainability or environmental practices policy in place that addresses key social and environmental impact associated with commercial HVAC and Refrigeration works or similar services including: a) Energy efficient measures such as use of energy saving equipment. b) Encourage energy efficiency through energy saving technology. c) Implementation of processes that minimize energy consumption and refrigeration waste. d) Use of environmentally friendly products.	10

The following is important to note:

- 1) This section counts **10** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) Bidders must therefore ensure that all the information requested is provided in detail. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria.
- 3) Unclear or incomplete information provided will result in no points being allocated.
- 4) Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.
- 5) Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.

Bidders must attach the necessary evidence in order to score this schedule.

The scoring of the quality control procedures & practices will be as follows:

Non-compliant (score 0%)	The bidder did not submit any quality control process to determine the scoring.
Poor (score 40%)	The bidder submitted proof that they conform to ISO 9001; 14001 or 45001 certifications pre-requisites but are not yet certified.
Satisfactory (score 70%)	The quality management plan submitted can ensure compliance with the CTICC' s requirements and includes any one of the following valid certifications: ISO 9001; 14001 or 45001 certifications.
Good (score 90%)	The quality management plan submitted can ensure compliance with the CTICC requirements and includes any two of the following valid certifications: ISO 9001; 14001 or 45001 certifications.
Very good (score 100%)	The quality management plan submitted can ensure compliance with the CTICC' s requirements and includes all three of the following valid ISO 9001; 14001 and 45001 certifications.

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 14: SCHEDULE OF SUB-CONTRACTORS

We notify you that it is our intention to employ the following Sub-contractors for work in this contract.

Acceptance of this tender shall not be construed as approval of all or any of the listed sub-contractors. Should any of the sub-contractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed below being approved by the Employer.

SUB-CONTRACTORS				
Category/ type	Sub-contractor Name/Address/Contact Person/Phone/Cell/Details of Organisation/Firm Experience	Items of work (pay items) to be undertaken by the Sub-contractor	Does the Sub- contractor's portion of the works exceed 25% of the contract amount? YES/NO	If yes , please provide a valid B-BBEE certificate / Sector-specific affidavit of the sub-contractor.

Number of sheets, appended by the tenderer to this Schedule..... (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

THE CONTRACT

Part C1: Agreements and Contract Data

	Pages
C1.1 Form of Offer and Acceptance	53
C1.2 Contract Data	57
C1.3 Form of Guarantee	58
C1.4 Health and Safety Agreement	61

Part C2: Pricing Data

	Pages
C2.1 Pricing Instructions.....	63
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C1.1 Form of Offer and Acceptance

C1.1.1 Offer

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

CONTRACT NO. CTICC 008/2026: HVAC & REFRIGERATION MAINTENANCE

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 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 PRICES INCLUSIVE OF VALUE ADDED TAX IS AS PER

SECTION C2.2: PRICING SCHEDULE IS:

Rand.....

..... (in words).

R..... (in figures)

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 and address of organization/tenderer)

Name and signature of witness Date

C1.1.2 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 contractor 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 work
- Part C4: Site information

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 as 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 after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's representative (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 contractor) 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.

Signature(s)

Name(s)

Capacity

for the Employer
Cape Town International Convention Centre
Convention Square
1 Lower Long Street
Cape Town

Name and signature of witness

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 terms of 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 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.

For the Tenderer:

Signature(s)

Name(s)

Capacity

(Name and
address of
organization/tenderer)Name and
signature
of witness Date**For the Employer:**

Signature(s)

Name(s)

Capacity

(Name
address of
organization) Cape Town International Convention Centre
Convention Square
1 Lower Long Street
Cape TownName and
signature
of witness Date

C1.2 Contract Data

C1.2.1 Contract Data provided by the CTICC

C1.2.1.1 General Conditions of Contract

The General Conditions of Contract are the CIDB General Conditions of Contract. The General Conditions of Contract shall be read in conjunction with the variations, amendments and additions set out in the Contract Specific Data below and the Special Conditions of Contract.

Contract Specific Data

C1.2.1.2 Employer

The Employer is Cape Town International Convention Centre Company (RF) SOC (LTD).

The contracting party may be a consortium/joint venture contracting as a formally constituted Joint Venture Partnership, in which all parties are jointly and severally liable. In terms of this definition, the words consortium and joint venture shall be regarded as synonymous.

The authorised and designated representative of the Employer is Mrs Zanda van Rooyen.

The address for receipt of communications is:

Telephone: (021) 410 5000

Facsimile: (021) 410 5001

E-mail:

Postal Address: PO Box 8120

ROGGEBAAL

8012

Physical Address: CTICC

Convention Square

1 Lower Long Street

CAPE TOWN

8001

C1.2.1.3 Start Date

The start date is the date indicated on the letter of award.

C1.2.1.4 Location

The location for the performance of the Project will be the **LOCAL OFFICE** of the service provider together with the site where the construction project will take place. Key personnel will be expected to work out of the local office as the exigencies of this contract require.

C1.2.1.5 Project timeline

The service provider is to commence the performance of the services on the date indicated on the letter of award. The contract shall also become effective on this date.

C1.2.1.3 Data provided by the Service Provider

This shall be the information as stipulated on the Compulsory Declaration Schedule 2.

SIGNED ON BEHALF OF TENDERER:

C1.3 Form of Guarantee

PERFORMANCE GUARANTEE

For use with the General Conditions of Contract for Construction Works, Third Edition, 2015.

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:

"Physical address:

"Employer" means: Cape Town International Convention Centre Company (RF) SOC (LTD)

"Contractor" means:

"Employer's Agent" means:

"Works" means: **CONTRACT NO. CTICC 008/2026: HVAC & REFRIGERATION MAINTENANCE**

"Site" means: The site as defined in Clause 1.1.1.29 of the General Conditions of Contract.....

"Contract" means: The Agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"Contract Sum" means: The accepted amount inclusive of tax of R.....

Amount in words:

"Guaranteed Sum" means: The maximum aggregate amount of R.....

Amount in words:

"Expiry Date" means: The date of issue by the Employer's Agent of the Certificate of Completion of the Works

CONTRACT DETAILS

Engineer issues: Interim Payment Certificates, Final Payment Certificate and the Certificate of Completion of the Works as defined in the Contract.

PERFORMANCE GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Performance Guarantee and up to and including the Expiry Date or the date of issue by the Engineer of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Employer's Agent and/or the Employer shall advise the Guarantor in writing of the date on which the Certificate of Completion of the Works has been issued.
3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship.
 - 3.2 its obligation under this Performance Guarantee is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:

- 4.1 A copy of a first written demand issued by the Employer to the Contractor stating that payment of a sum certified by the Employer's Agent in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;
- 4.2 A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address with a copy to the Contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid.
- 4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum certified in 4.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:
 - 5.1 the Contract has been terminated due to the Contractor's default and that this Performance Guarantee is called up in terms of 5; or
 - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Performance Guarantee is called up in terms of 5; and
 - 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Where the Guarantor has made payment in terms of 5, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.
8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. Payment by the Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.
10. The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit, and the Guarantor shall not have the right to claim his release from this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
11. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
12. This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
13. This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
14. Where this Performance Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

C1.4 Occupational Health and Safety Agreement

AGREEMENT MADE AND ENTERED INTO BETWEEN THE CTICC (HEREINAFTER CALLED THE "EMPLOYER") AND

.....,
(Contractor/Mandatar/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT No. 85 OF 1993 AS AMENDED.

I,, representing

....., as an employer
in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA), and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

Signed at on the day of 20....

Witness

Mandatar

Signed at on the day of 20

Witness

for and on behalf of
CTICC

OCCUPATIONAL HEALTH AND SAFETY CONDITIONS

1. The Chief Executive Officer of the Contractor shall assume the responsibility in terms of Section 16(1) of the Occupational Health and Safety Act (as amended). Should the Contractor assign any duty in terms of Section 16(2), a copy of such assignment shall immediately be provided to the representative of the Employer as defined in the Contract.
2. All work performed on the Employer's premises shall be performed under the supervision of the construction supervisor who understand the hazards associated with any work that the Contractor performs on the site in terms of Construction Regulations 2014.
3. The Contractor shall appoint a Competent Person who shall be trained on any occupational health and safety aspect pertaining to them or to the work that is to be performed.
4. The Contractor shall ensure that he familiarises himself with the requirements of the Occupational Health and Safety Act and that he, his employees, and any sub-contractors, comply with them.
5. Discipline in the interests of occupational health and safety shall be strictly enforced.
6. Personal protective equipment shall be issued by the Contractor as required and shall be worn at all times where necessary.
7. Written safe work procedures and appropriate precautionary measures shall be available and enforced, and all employees shall be made conversant with the contents of these practices.
8. No substandard equipment/machinery/articles or substances shall be used on the site.
9. All incidents referred to in terms of Section 24 of the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour and the Employer.
10. The Employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of Section 32 of the Occupational Health and Safety Act and into any incident involving a Contractor and/or his employees and/or his sub-contractor/s.
11. No use shall be made of any of the Employer's machinery / plant / equipment / substance / personal protective equipment or any other article without prior arrangement and written approval.
12. No alcohol or any other intoxicating substance shall be allowed on the site. Any person suspected of being under the influence of alcohol or any other intoxicating substance shall not be permitted access to or allowed to remain on the site.
13. Prior to commencement of any work, verified copies of all documents mentioned in the agreement, must be presented to the Employer.

C2.1 Pricing Instructions

Pricing Instructions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has taken into account when developing his prices.

C2.1.1 The short descriptions given in the pricing schedule below are brief descriptions used to identify the activities for which prices are required. Detailed descriptions of the activities to be priced are provided in the Scope of Work.

C2.1.2 While it is entirely at the tenderer's discretion as regards pricing the pricing schedule below, guideline tariffs of fees or indicative time-based fee rates are gazetted annually, which are useful documents that will give tenderers some idea of industry norms against which they may compare their rates, sums, percentage fees and/or prices as applicable.

C2.1.3 For the purpose of the pricing schedule, the following words shall have the meanings hereby assigned to them:

Unit:	The unit of measurement for each item of work.
Quantity:	The number of units of work for each item.
Rate:	The agreed payment per unit of measurement.
Amount:	The product quantity and the agreed rate for an item.
Sum:	An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.

C2.1.4 A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in the pricing schedule. An item against which no price is entered will deem the offer non-responsive.

C2.1.5 The rates, sums, percentage fees, and prices in the pricing schedule are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.

C2.1.6 Where quantities are given in the pricing schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of accepted and certified for payment will be used for determining payments due and not the quantities given in the pricing schedule. In respect of time-based services, the allocation of staff must be agreed with the employer before such services are rendered.

C2.1.7 All rates, sum, percentage fees, or prices (as applicable) tendered in the pricing schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract.

C2.1.8 It will not be acceptable to merely refer to an attached pricing schedule; this will deem the offer non-responsive.

C2.1.9 Only firm prices will be accepted. Non-firm prices will not be considered.

C2.2 Pricing Schedule

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

Name of Bidder:

Tender number: CTICC 008/2026: HVAC & Refrigeration Maintenance

Closing time: 12:00

Closing date: 28 November 2025

OFFER WILL BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF THE BID. THEREAFTER THE BID WILL REMAIN VALID FOR AN ADDITIONAL 6 MONTHS, UNLESS THE BIDDER WITHDRAWS THE BID IN WRITING.

SCHEDULE 1 – SERVICE COST FOR CTICC 1 HVAC AND REFRIGERATION EQUIPMENT

YEAR 1: 01 JULY 2026 – 30 JUNE 2027

Item No.	Equipment Type	Service Type	Unit Rate <u>per Service</u> (Excl. VAT)	Number of Units	Unit Rate per Service <u>for all Units</u> (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year <u>for all Units</u> (Excl. VAT)
1.	Chillers	Quarterly		5		3	
		Annual				1	
2.	Pumps, Motors, Starter Gear and Drivers	Quarterly		16		3	
		Annual				1	
3.	Main Electrical Control Panels	Quarterly		2		3	
		Annual				1	
4.	Cooling Towers	Bi-Annually		4		1	
		Annual				1	
5.	Bitzer Compressors	Monthly		6		8	
		Quarterly				4	
6.	Refrigeration Systems	Monthly		2		8	
		Quarterly				4	
SUB-TOTAL FOR YEAR 1 (EXCL. VAT)							

SCHEDULE 1 – SERVICE COST FOR CTICC 1 HVAC AND REFRIGERATION EQUIPMENT

YEAR 2: 01 JULY 2027 – 30 JUNE 2028

Item No.	Equipment Type	Service Type	Unit Rate <u>per Service</u> (Excl. VAT)	Number of Units	Unit Rate per Service <u>for all Units</u> (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year <u>for all Units</u> (Excl. VAT)
1.	Chillers	Quarterly		5		3	
		Annual				1	
2.	Pumps, Motors, Starter Gear and Drivers	Quarterly		16		3	
		Annual				1	
3.	Main Electrical Control Panels	Quarterly		2		3	
		Annual				1	
4.	Cooling Towers	Bi-Annually		4		1	
		Annual				1	
5.	Bitzer Compressors	Monthly		6		8	
		Quarterly				4	
6.	Refrigeration Systems	Monthly		2		8	
		Quarterly				4	
SUB-TOTAL FOR YEAR 2 (EXCL. VAT)							

SCHEDULE 1 – SERVICE COST FOR CTICC 1 HVAC AND REFRIGERATION EQUIPMENT

YEAR 3: 01 JULY 2028 – 30 JUNE 2029

Item No.	Equipment Type	Service Type	Unit Rate per Service (Excl. VAT)	Number of Units	Unit Rate per Service for all Units (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year for all Units (Excl. VAT)
1.	Chillers	Quarterly		5		3	

SCHEDULE 1 – SERVICE COST FOR CTICC 1 HVAC AND REFRIGERATION EQUIPMENT

YEAR 3: 01 JULY 2028 – 30 JUNE 2029

Item No.	Equipment Type	Service Type	Unit Rate <u>per Service</u> (Excl. VAT)	Number of Units	Unit Rate per Service <u>for all Units</u> (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year <u>for all Units</u> (Excl. VAT)
		Annual				1	
2.	Pumps, Motors, Starter Gear and Drivers	Quarterly		16		3	
		Annual				1	
3.	Main Electrical Control Panels	Quarterly		2		3	
		Annual				1	
4.	Cooling Towers	Bi-Annually		4		1	
		Annual				1	
5.	Bitzer Compressors	Monthly		6		8	
		Quarterly				4	
6.	Refrigeration Systems	Monthly		2		8	
		Quarterly				4	
SUB-TOTAL FOR YEAR 3 (EXCL. VAT)							

SCHEDULE 2 – SERVICE COST FOR CTICC 2 HVAC AND REFRIGERATION EQUIPMENT

YEAR 1: 01 JULY 2026 – 30 JUNE 2027

Item No.	Equipment Type	Service Type	Unit Rate per Service (Excl. VAT)	Number of Units	Unit Rate per Service for all Units (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year for all Units (Excl. VAT)
1.	Chillers	Quarterly		4		3	
		Annual				1	

SCHEDULE 2 – SERVICE COST FOR CTICC 2 HVAC AND REFRIGERATION EQUIPMENT

YEAR 1: 01 JULY 2026 – 30 JUNE 2027

Item No.	Equipment Type	Service Type	Unit Rate <u>per Service</u> (Excl. VAT)	Number of Units	Unit Rate per Service <u>for all Units</u> (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year <u>for all Units</u> (Excl. VAT)
2.	Pumps, Motors, Starter Gear and Drivers	Quarterly		9		3	
		Annual				1	
3.	Main Electrical Control Panels	Quarterly		2		3	
		Annual				1	
4.	Cooling Towers	Bi-Annually		2		1	
		Annual				1	
5.	Scroll Compressors	Monthly		5		8	
		Quarterly				4	
6.	Refrigeration Systems	Monthly		2		8	
		Quarterly				4	
SUB-TOTAL FOR YEAR 1 (EXCL. VAT)							

SCHEDULE 2 – SERVICE COST FOR CTICC 2 HVAC AND REFRIGERATION EQUIPMENT

YEAR 2: 01 JULY 2027 – 30 JUNE 2028

Item No.	Equipment Type	Service Type	Unit Rate per Service (Excl. VAT)	Number of Units	Unit Rate per Service for all Units (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year for all Units (Excl. VAT)
1.	Chillers	Quarterly		4		3	
		Annual				1	
2.	Pumps, Motors,	Quarterly		9		3	

SCHEDULE 2 – SERVICE COST FOR CTICC 2 HVAC AND REFRIGERATION EQUIPMENT

YEAR 2: 01 JULY 2027 – 30 JUNE 2028

Item No.	Equipment Type	Service Type	Unit Rate <u>per Service</u> (Excl. VAT)	Number of Units	Unit Rate per Service <u>for all Units</u> (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year <u>for all Units</u> (Excl. VAT)
	Starter Gear and Drivers	Annual				1	
3.	Main Electrical Control Panels	Quarterly		2		3	
		Annual				1	
4.	Cooling Towers	Bi-Annually		2		1	
		Annual				1	
5.	Bitzer Compressors	Monthly		5		8	
		Quarterly				4	
6.	Refrigeration Systems	Monthly		2		8	
		Quarterly				4	
SUB-TOTAL FOR YEAR 2 (EXCL. VAT)							

SCHEDULE 2 – SERVICE COST FOR CTICC 2 HVAC AND REFRIGERATION EQUIPMENT

YEAR 3: 01 JULY 2028 – 30 JUNE 2029

Item No.	Equipment Type	Service Type	Unit Rate per Service (Excl. VAT)	Number of Units	Unit Rate per Service for all Units (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year for all Units (Excl. VAT)
1.	Chillers	Quarterly		4		3	
		Annual				1	
2.	Pumps, Motors, Starter Gear and Drivers	Quarterly		9		3	
		Annual				1	

SCHEDULE 2 – SERVICE COST FOR CTICC 2 HVAC AND REFRIGERATION EQUIPMENT

YEAR 3: 01 JULY 2028 – 30 JUNE 2029

Item No.	Equipment Type	Service Type	Unit Rate <u>per</u> Service (Excl. VAT)	Number of Units	Unit Rate per Service <u>for all Units</u> (Excl. VAT)	Est. Number of Services per Year	Total Cost Per Year <u>for all Units</u> (Excl. VAT)
3.	Main Electrical Control Panels	Quarterly		2		3	
		Annual				1	
4.	Cooling Towers	Bi-Annually		2		1	
		Annual				1	
5.	Bitzer Compressors	Monthly		5		8	
		Quarterly				4	
6.	Refrigeration Systems	Monthly		2		8	
		Quarterly				4	
SUB-TOTAL FOR YEAR 3 (EXCL. VAT)							

SCHEDULE 3 – SUMMARY OF TOTAL OFFER

SCHEDULE	YEAR 1: 01 JULY 2026 – 30 JUNE 2027	YEAR 2: 01 JULY 2027 – 30 JUNE 2028	YEAR 3: 01 JULY 2028 – 30 JUNE 2029	TOTAL OFFER (EXCL. VAT)
SCHEDULE 1: SERVICE COST FOR CTICC 1 HVAC AND REFRIGERATION EQUIPMENT				
SCHEDULE 2: SERVICE COST FOR CTICC 2 HVAC AND REFRIGERATION EQUIPMENT				
TOTAL OFFER (EXCL. VAT)				
ADD VAT @ 15%				
TOTAL OFFER (INCL. VAT) <i>Transfer Total to Front Page</i>				

SCHEDULE 4: MARK-UP FOR GOODS, SPARES AND PARTS

The CTICC has a current contract in place for the supply and delivery of various hardware materials. The below table will only be applicable in those instances when the appointed contractor, while conducting a service, identifies unforeseen goods/spares/parts that are damaged and need to be replaced. The contractor must first report the matter to the relevant manager at the CTICC. The CTICC will then ascertain whether it has the relevant stock available onsite. If the CTICC does not have the stock available and the contractor would be able to obtain the necessary goods/spares/parts in a quicker turn-around time in order to get the "emergency"/unforeseen situation under control, then the below table will become applicable.

ITEM NO.	PROCUREMENT OF GOODS, SPARES AND PARTS BETWEEN THE FOLLOWING MONETARY THRESHOLDS	MAXIMUM PERCENTAGE MARK-UP TO BE APPLIED	PROPOSED MARK-UP PERCENTAGE
1	Between R0 and R 10 000	A maximum of 10% will be accepted	%
2	Between R 10 001 and R 25 000	A maximum of 8% will be accepted	%
3	Between R 25 001 and R 100 000	A maximum of 7% will be accepted	%
4	Between R 100 001 and R 200 000	A maximum of 6% will be accepted	%
5	Above R 200 000	A maximum of 5% will be accepted	%

SCHEDULE 5: PRICING FOR LABOUR

(NORMAL HOURLY RATE TO BE PROVIDED)

ITEM	DESCRIPTION	YEAR 1: 01 JULY 2026 – 30 JUNE 2027 RATE PER HOUR	YEAR 2: 01 JULY 2027 – 30 JUNE 2028 RATE PER HOUR	YEAR 3: 01 JULY 2028 – 30 JUNE 2029 RATE PER HOUR
1	HVAC and Refrigeration Technician	R	R	R
2	Controls Technician	R	R	R
3	HVAC and Refrigeration Assistant	R	R	R

PLEASE NOTE: All tenders differ, and each tender may have its own unique pricing schedule.

I / We the undersigned in my /
our capacity as of the firm (full
name of Bidder) hereby offer to the CTICC to render the goods and/or services as described, in
accordance with the specifications and conditions of contract to the entire satisfaction of the CTICC
and subject to the conditions of tender for the amounts indicated above.

SIGNED ON BEHALF OF TENDERER:	
--------------------------------------	--

C3.1 Scope of Works

C3.1.1 Purpose

C3.1.1 The Cape Town International Convention Centre (CTICC) invites suitably qualified service providers to bid for HVAC, refrigeration, and control systems maintenance services for its two facilities, CTICC1 and CTICC2.

C3.1.2 Background

C3.1.2.1 It is the objective of this Bid to identify and appoint a service provider whose services may be utilised by CTICC for the provision of HVAC and refrigeration maintenance.

C3.1.2.2 CTICC seeks the services of an appropriately qualified service provider with suitable experience to render specialised services that includes installations, service, repairs and maintenance work to the HVAC and refrigeration systems on site, on "as and when required" basis.

C3.1.3 Scope of Work

C3.1.3.1 The Successful Contractor will be required to provide the following services, but not limited to:

- a) The installation, maintenance, repairs, upgrade, refurbishment or replacement (of any damaged components) pertaining to the HVAC and refrigeration plants on both CTICC 1 and CTICC 2 existing facilities.
- b) The contract will also include subcontracting of specialized services from suitably accredited agents of existing installed systems.

C3.1.3.2 The successful contractor shall allow for the following:

- a) Inspection, testing and treatment of all existing equipment, including the open and closed water systems as per schedule below.
- b) Advise on new technology and energy saving methods (without compromising the system or its contents) within the scope of works and the possible implementation thereof.
- c) Maintain, replace (when required, with quotation) or repair (when required, with quotation) the existing equipment allocated to the system.
- d) Provide a monthly, quarterly, 6 monthly and full annual report on the condition and integrity of the refrigeration plant and all its components as per schedule.
- e) Timeous reporting on "end-of-life" equipment prior to failure or redundancy.
- f) As and when required supply and/or provide professional designs and specifications for the replacement and/or refurbishment of plant and equipment.

C3.1.4 General Requirements

C3.1.4.1 The tender shall be valid for a period of 90 days after the closing date of the tender.

C3.1.4.2 The contract will be for a period of 3 years, with the last 12 months to be implemented at the sole discretion of the CTICC.

C3.1.4.3 A compulsory briefing session will be held. Additional site visits can be scheduled upon request from bidders.

C3.1.4.4 Bidders must have a valid CIDB grading of at least **6ME** or higher.

C3.1.4.5 Contractors must ensure to comply with the requirements of the Occupational Health and Safety Act (OHSA) No.85 of 1993 and the Construction Regulations of 2014 issued in terms of section 43 of the OHSA.

C3.1.4.6 A Health and Safety Plan must be submitted with regards to the provision of the service, to demonstrate the necessary competencies and resources required for performance of the services, all in accordance with OHSA. Copies of certificates of qualifications / competence must be provided for all technical personnel.

C3.1.4.7 The contractor shall be deemed to have read and fully understand the requirements of OHSA and regulations, and to have allowed for all the costs in compliance therewith.

C3.1.5 Technical Requirements /Terms of Reference

C3.1.5.1 The Refrigeration service areas of control shall include but not be limited to:
The required services shall be split into two categories:

C3.1.5.1.1 HVAC Systems

- a) The management and maintenance of all the CTICC' s chillers / chilled and condenser water pump system.
- b) Assist in monitoring of the shared a/c and refrigeration condenser water pump system.
- c) Quarterly service of chillers, chilled water pumps, condenser water pump and inspection cleaning of plant room and systems.
- d) Cooling towers servicing as well as the electrical distribution board inside chiller plant room.
- e) Formal quotes on repairs, maintenance, replacement, refurbishment and installation of equipment.
- f) Standby and call-out for after hour breakdowns and emergencies.
- g) Consultation and advice on system integrity, upgrades and energy saving methods.
- h) Tracer summit/Trane, Johnson controls/ Meters, Tridium/Niagara, Carel's/ Plant visor operating system monitoring and maintenance.

C3.1.5.1.2 Refrigeration System

- a) Condenser water system monitoring
- b) All cold room conditions and temperature
- c) Blower coils and fans
- d) Compressors
- e) Oil levels.
- f) Refrigerant levels
- g) Leak detection and possible pressure testing.
- h) Electrical panel inspection and replacement or repair – if required
- i) Compressor room condition monitoring
- j) Refrigeration equipment inlet and outlet temperatures
- k) Calibration of probes
- l) General plant operating conditions
- m) Upkeep of as built drawings and schematics
- n) Monitoring of the shared a/c and refrigeration condenser water system
- o) Formal quotes on repairs, maintenance, replacement, refurbishment, and installation of equipment

C3.1.5.1.2.1 Refrigeration assets control and maintenance include:

- a) Monthly and quarterly service inspection, reporting and cleaning of plant room of equipment.
- b) BMS, Tridium and Metasys system monitoring and maintenance.
- c) HACCP an ISO data recording for kitchen refrigeration.
- d) Annual calibration of probes and gauges.

C3.1.5.1.2.2 CTICC 1 is equipped with a central refrigeration system that provides refrigeration services to the main kitchens. This system consists of the following major components:

- a) Reciprocating compressors in a central plant room
- b) Standalone compressors for satellite walk-in fridges
- c) Standalone compressors for blast freezers
- d) Control Panel and associated control.
- e) Gas circulation system
- f) Condenser water pumps and associated controls, pipelines, and valves
- g) Johnsons control Monitoring System
- h) All temperature probes associated to the BMS (Building Management System), Johnson Controllers and dial thermometers.
- i) 24 Refrigeration rooms including:
 - 1) Waste room.
 - 2) Cold Kitchen Walking area

- 3) Beverage Store
- 4) Chocolate Room
- 5) 6 Walk-in Fridges
- 6) 3 Freezer rooms
- 7) 2 Blast Freezers
- 8) 1 Holding Freezer at Goods Receiving
- 9) 1 Holding Cold Room at Goods Receiving
- 10) 1 Walk-in fridge at Ballroom West
- 11) 1 Walk-in fridge at Ballroom East
- 12) 1 Walk-in fridge at Hall 1A
- 13) 1 Walk-in freezer at Hall 1A
- 14) 19 air curtains
- 15) 8 PVC curtains

- C3.1.5.1.2.3 The CTICC 2 is also equipped with a central refrigeration system which supplies to the main kitchens and consists of the following major components:
- a) Reciprocation compression in a central plant room
 - b) Standalone compressors for blast freezers
 - c) Control Panel and associated controls.
 - d) Gas circulation system
 - e) Air cooled condenser and associated controls, pipelines, and valves
 - f) Tridium & Carel Monitoring System
 - g) All temperature probes associated to the BMS (Building Management System), Carel Monitoring System and dial thermometers.
 - h) Refrigeration rooms include.
 - 1) Hot kitchen
 - 2) Cold kitchen
 - 3) Cold kitchen working areas.
 - 4) Beverage Store
 - 5) 1 Freezer Room
 - 6) 1 Blast Freezer
 - 7) 5 PVC curtains

- C3.1.5.1.2.4 Further to the above the servicing of the electrical control and distribution board in chiller and refrigeration plant rooms must be included in the pricing.

C3.1.5.2 Technical Requirements

- C3.1.5.2.1 The contractor shall provide, as a minimum, all the following services:

Technical Requirements:		Please indicate with an "X" whether the offer complies with the requirements.		
		YES	NO	Comment
1.	To conduct installations, maintenance, repair and refurbishments of the HVAC and Refrigeration Systems in accordance with the original or revised design specifications / parameters.			
2.	To ensure that work of a technical nature shall be performed by "Competent" persons as defined by OHSA, who are experienced and skilled in maintaining the facilities and who are employed and supervised by the Contractor. The CTICC reserves the right to request and be granted copies of certificates of qualifications/competence for the technical personnel.			
3.	To provide callout service twenty-four (24) hours a day, seven (7) days per week. The call-out service shall be carried out at the cost			

Technical Requirements:		Please indicate with an "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	provided for in the pricing schedule. Staff shall be equipped with adequate communication equipment to ensure a minimum delay in the response emergency callouts.			
4.	To supply, repair and replace all parts of every description made necessary by normal wear and tear when such replacement or repair is deemed necessary by the Contractor in accordance with this Agreement and the manufacturer's requirements. Only parts that are correctly designed, manufactured and suitable in all respects, shall be used.			
5.	To service or replace all parts timeously, thereby limiting the incidence of breakdowns, unplanned maintenance or repair and consequently maintain maximum building infrastructure operation.			
6.	The inspection and testing of all existing equipment as per schedule. Monthly, quarterly and yearly service of chillers, chilled water pumps, condenser water pumps including inspection and cleaning of plant rooms.			
7.	Advise on new technology and energy saving methods (without compromising the system or its contents) within the scope of works and the possible implementation thereof.			
8.	System monitoring that includes Metasys and Niagara (Tridium) & Carel Monitoring System. All temperature probes associated to the BMS (Building Management System), Johnson, Tridium and Controllers and dial thermometers.			
9.	The servicing of electrical distribution boards in both chiller and refrigeration plant rooms as well as, strainers on condensers, chilled water pipe runs as well as butterfly valves.			
10.	The bidder shall have specialised tools required for this contract.			
11.	To provide within one (1) month period after being appointed for the work, site registers located in the mutually agreed location and maintain accurate records of work, repairs and safety related operation tests and checks.			
12.	To provide within two (2) month period after being appointed for the work, a customer communication logbook situated at a mutually agreed location for effective two-way communication, between Operations staff and the Contractor's personnel. This logbook shall accurately record each task individually per discipline.			
13.	To provide on request by the CTICC or its duly appointed Agents, computer generated reports detailing a history of the callouts, repairs and break-down repairs.			
14.	Not to assume ownership or control of the building infrastructure, all of which shall exclusively remain the property of the CTICC.			
15.	To inform the CTICC in writing of any repair, replacement or modification required to the existing infrastructure deemed necessary by			

Technical Requirements:		Please indicate with an "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	the Contractor. No repair, replacement, or modification work shall be undertaken without the express consent of the CTICC or its duly appointed representative.			
16.	Monthly inspection, sampling and testing of all dosing pumps (open and closed water systems).			
17.	Monthly testing, sampling, analysis and dosing of chilled warm and condenser water system (open and closed water systems) including cooling towers.			
18.	Annual inspection of all chilled, warm and condenser water equipment corrosion levels and detailed written and pictorial report and analysis of the findings and proposals to rectify (Photo before and after) including cooling towers.			
19.	To maintain, replace or repair (all when required and with acceptable quotation) the existing equipment (dosing pumps, tanks and related equipment) allocated to the system.			
20.	To provide monthly service reports and chemical analysis and the system integrity (open and closed water systems).			
21.	The bidder shall provide a monthly, quarterly, 6-monthly and full annual report on the condition and integrity of the refrigeration plant and all its components as per schedule.			

C3.1.5.3 General description of CTICC 1 Chiller Plant

- Chilled water is generated in chiller room located in the basement parking P3.
- Chilled water is supplied to the building at a constant temperature under varying loads.

C3.1.5.3.1 Chilled Water System

- Five Trane screw chillers with four 4 BAC cooling towers.
- The control of the chillers, pumps and cooling towers is performed by the tracer summit control system, which control the chillers to run on demand.
- All five chillers are piped in parallel, each with its own primary chilled water pump.
- Chilled water is fed into a common header-pipe from where it is drawn to the secondary pumps for distribution to the building.

C3.1.5.3.2 Chiller 1 (Base Unit)

- Chiller 1 is designed to be the first to start and to satisfy the low-load conditions.

C3.1.5.3.3 Chiller 2 / 3 / 4 & 5

- These chillers are identical and will start up as the load increase.

C3.1.5.3.4 Condenser Water Circuits

- Each chiller has its own dedicated condenser water pump, that is used to pump form and into the main condenser header pipes.
- Two condenser circuits are used, as follows:

CONDENSER CIRCUIT A	SERVES CHILLER 1, 2 & 3
CONDENSER CIRCUIT B	SERVES CHILLER 5 & 5

- Two normally closed valves have been installed in the condenser header, which would enable the two condenser circuits to be joined, should chillers and towers develop

problems simultaneously.

- d) At the moment Condenser Circuit A cools the refrigeration plant condensers, but this can be changed via a "take off" valve on circuit B.

C3.1.5.4 **General description of CTICC 2 Chilled Generation Plant**

- a) Chilled and warm water is generated in chillers located in basement B2 parking at the rear of the building on the 3rd level service deck.

C3.1.5.4.1 **Chilled Water System**

- a) Located in B2 two water cooled Carrier screw chillers are used together with two BAC cooling towers, which are situated on level 3 services deck.
 b) Eight 4 pipe air cooled Carrier scroll compressor chiller modules that can produce cold and warm water simultaneously are situated on level 3 services deck.
 c) Eight 2 pipe air cooled Carrier scroll compressor chiller modules that can produce either cold or warm water, are situated on level 3 services deck.
 d) The control of the chillers, pumps and cooling towers is performed by a Tridium control system, which control the chillers to run on demand.
 e) All four chillers are piped in parallel, each with its own primary chilled water pumps.

C3.1.5.4.2 **Chiller 1 (Base Unit)**

- a) Chiller 1 can supply cooling and heating simultaneously.
 b) The warm water is stored in a makeup tank that are situated in the chiller plant in B2 and from there distributed the AHU heating coils.

C3.1.5.4.3 **Chiller 2**

- a) Chiller 2 can supply cold and warm water.
 b) The warm water is stored in a makeup tank that are situated in the chiller plant in B2 and from there distributed to the AHU heating coils.

C3.1.5.4.4 **Chiller 3 & 4**

- a) These chillers are identical and will start up as the load increase.

C3.1.5.4.5 **Condenser Water Circuits**

- a) Chiller 3 and 4 has its own dedicated condenser water pump, which feeds into the main condenser heater pipes.
 b) The condenser water circuits are:

CONDENSER CIRCUIT A	SERVES CHILLER 3
CONDENSER CIRCUIT B	SERVES CHILLER 4

C3.1.5.4.6 **Air Cooled chillers Primary Pumps**

- a) **CARRIER** HYDRONIC kits provide circulation of hot and chilled water through the heat exchanges of the air-cooled chillers.
 b) The warm water is stored in a makeup tank that are situated in the chiller plant in B2 and from there distributed to the AHU heating coils.

C3.1.5.5 **Water Disposal**

- C3.1.5.5.1 Any chemical containment vessel requires a safety data sheet, and any redundant, expired or empty vessel are to be removed immediately. A certificate of safe disposal is required where necessary.
 C3.1.5.5.2 Gas vessels/containers are to be handled in the appropriate manner and should not cause harm to the environment, people or building structure.
 C3.1.5.5.3 Contractors should always maintain good housekeeping. SOP's (Standard Operating Procedures) are to be developed where necessary for the removal of hazardous or dangerous materials.
 C3.1.5.5.4 The use of the CTICC' s service passageways should be always used by contractors as to remain

out of the public eye as far as possible. When it is not possible to do so, pre-arrangements are to be made with CTICC staff for the use of public areas.

C3.1.5.6 **Call-out Response Times**

C3.1.5.6.1 The Contractor shall ensure at any time of the day or night, seven (7) days a week, inclusive of all statutory holidays, throughout the contract period, that appropriate staff are available to respond to callouts regarding emergencies. The response times to call-outs shall be within the period as set out below and shall be from the time the call is received by the Contractor to the time the Technician arrives on site.

Maximum target for call-out response times:	Normal working hours	Outside normal working hours
	120 minutes	120 minutes

C3.1.5.7 **Workmanship**

C3.1.5.7.1 The contractor shall employ only competent personnel to perform the required work.

C3.1.5.7.2 The contract shall be executed with the best work in a competent manner to the satisfaction of management. Should any workmanship not be to the satisfaction of management it shall be rectified at the cost of the contractor.

C3.1.5.8 **Quality of Materials**

C3.1.5.8.1 Only materials of high quality and suitable for the climatic conditions of the site shall be used and shall be subject to approval of Management. All materials shall conform in respect of quality, manufacture, tests and performance, with the requirements of the original equipment supplier, SABS or where no such standards exist, proof of no such standard shall be provided to Management. Materials manufactured in South Africa shall as far as possible be used and where applicable shall bear the SABS mark. All materials shall be suitable for the conditions under which the materials are installed and used.

C3.1.6 **Implementation Timetable**

C3.1.6.1 The duration of the contract will be for a period of 3 years, with the last 12 months to be implemented at the sole discretion of the CTICC.

C3.1.7 **Information to be provided by the Tenderer.**

C3.1.7.1 Completed Tender Document (including Pricing Schedule)

C3.1.7.2 Contactable References

C3.1.7.3 Valid Letter of Good Standing from the Workman's Compensation Commissioner.

C3.1.7.4 Proof of company membership with SARACCA.

C3.1.7.5 Copy of CV, qualifications and registration for the authorised gas practitioner.

C3.1.7.6 CV's and copies of qualifications of technicians and assistant.

C3.1.7.7 Quality Management Plan and valid ISO 9001, 14001 and 45001 certifications (if applicable).

C3.2 Annexures and/or Drawings

Please note: Annexures A, B and C are specifications and picture examples of HVAC and Refrigeration equipment.
Any other documentation and wiring drawings that may be required, will be available on request.

ANNEXURE A

Part of the list and drawings are available on site in the operating maintenance manual.

HVAC And Refrigeration Equipment						
Equipment Type	Location	Model	Capacity	Condenser water flow	Fan rating	Refrigerant
Cooling Tower 1	CTICC1	FCT-3036-A3-11V	1766KW	76.8 l/s	11.0 kW/ 31.8 m3/s	
Chiller 1	CTICC1	RTVB 218	111 Kw/132KW			R134A
Chiller 2/3/4/5	CTICC1	RTHC D3	280Kw			R134A
Condensers: Chiller 1	CTICC1	DM1 160M4		ND 80 – 250	13.2Kw/1760RPM	
Primary Chilled Water:	CTICC1	DMZA 132S4		NT 65 – 250	5.5Kw /1453RPM	
Chillers 2 to 5	CTICC1	DMZA 180L4		NS 125- 250	39.4Kw/1465RPM	
Primary Chilled Water:	CTICC1	DMZA 160M4		NS 100 – 250	20.9Kw/1460rpm	
Secondary Chilled Water Pumps	CTICC1	DMZA 225S/M4		NT 125-315	37Kw/1475RPM	
COLD PACK (Refrigeration Pumps)	CTICC1	DMZA 160M4		ETA -65 -315	20.9Kw/1460RPM	
Actuator Valves	CTICC1	EL-O-MATIC		EL-55 240V/1PH/50HZ		
Cooling Tower 1	CTICC2	S15E 1012-06HE/W	1260KW	54.91 l/s	2 x 4.0 kW@8 – 215 m3/s	
Cooling Tower 2	CTICC2	S15E 1012-06HE/W	1766KW	76.8 l/s	11Kw 4 POLE	
CHILLER 1	CTICC2	30RQ065BMM			26,5KW	R410A
CHILLER 2	CTICC2	30RQ065BHS			26,5KW	R410A
CHILLER 3	CTICC2	30XW-V310	310KW			R134A
CHILLER 4	CTICC2	30XW-V310	310KW			R134A
Hot Water Pump 1 & 2	CTICC2	DM1 160M4		NK 125 – 315/284	50Hz / 1760RPM /	
Primary Chilled W.pump 1&2	CTICC2	DMZA 132S4		NK 100 – 250/234	5.5Kw/ 1453RPM	
Hot Water Pump 3: Chiller 2	CTICC2	DMZA 180L4		NK 125-315/284	39.4Kw/1465RPM	
Primary Chilled Water Pump 3: Chiller 2	CTICC2	DMZA 160M4		NK 100-250/234	20.9Kw//1460rpm	
Condenser Water: Chiller 3	CTICC2	PPA180M-16-4		NK 125 – 315/284	18.5Kw/1465RPM	
Primary Chilled Water: Chiller 3	CTICC2	PPA 160M-4		NK 100 – 250/234	11Kw/1460RPM	
Primary Chilled Water: Chiller 3	CTICC2	PPA180M-16-4		NK 125 – 315/284	18.5Kw/1465RPM	
Condenser Water: Chiller 4	CTICC2	PPA 160M-4		NK 100 – 250/234	11Kw/1460RPM	
Secondary Chilled Water Pumps	CTICC2	PPA200L55-4		NK 125 – 315B	30Kw/1480RPM	
Secondary Hot Water Pumps	CTICC2	PPA160L42-4		NK 80 – 315	15Kw/1465RPM	
Actuator Valves	CTICC2			EL-55 240V/1PH/50HZ		

ANNEXURE B



Annexure C



C3.3

Performance Evaluation Checklist

Issued: «Date»

SUPPLY CHAIN MANAGEMENT

SCM database No: «SuppNo»

VENDOR PERFORMANCE - COMPLETION FORM

To be completed in respect of all procurement transactions in excess of R 30,000.00 and submitted to the Supply Chain Management Unit by the applicable Department responsible on completion of the contract or every quarter for term contracts

Please note that this document is compulsory and must be signed off by the requesting/user department to ensure that goods and services meet the company's expectations in respect of Quality/Quantity/Delivery/etc. In the event that the supplier is rated lower than 18 points out of a possible of 25 (72%), they must be consulted and when agreed on the final rating, sign this document as proof of consultation.

(This information is intended to assist with the CTICC's "Supplier Performance Management System" and future good relations between the departments and the suppliers of goods or services. Corrective measures must be indicated for any negative reporting in this document as well as the actions agreed upon to avoid any similar future recurrence.)

I, in my capacity as
NAME + SURNAME

and on behalf of «SuppName» and
NAME OF FIRM / SUPPLIER

I, «Official», on behalf of the Cape Town International Convention Centre hereby agree to the content of this document.

Performance of Service / Product under consideration: Tender / Quotation No: «TenderID»

Description: «TenderA»«TenderB»«TenderC»

Department: «Metro» / «Service» / «Department»

Perceptions of service quality: See reverse for rating criteria.

CATEGORY:		Rating:
1.	Project management and control	
2.	Communications	
3.	Flexibility	
4.	Capability	
5.	Delivery	
If the total rating point is less than 18, corrective measures must be taken.		

Ind.	Evaluation Matrix
1	01-05 = NOT RECOMMENDED
2	06-10 = POOR
3	11-15 = AVERAGE
4	16-20 = SATISFACTORY
5	21-25 = EXCELLENT

Corrective measures agreed upon? (If any)

.....
.....

.....
NAME + SURNAME
FOR AND ON BEHALF OF SUPPLIER:

.....
SIGNATURE

.....
DATE

.....
NAME + SURNAME
FOR AND ON BEHALF OF CTICC:

.....
SIGNATURE

.....
DATE

«AssPeriod» / «OrderNo» / «OrderLine»

SUPPLIER PERFORMANCE ASSESSMENT					
Performance area	Ranking				
Project management and control	➤ Non-existent or inadequate project management ➤ No evidence of formal controls in place	➤ Project manager identified ➤ Simple project plan in place, no evidence of update/use ➤ Reliance on individuals rather than process ➤ Haphazard controls	➤ Project manager and team identified ➤ Project plan in place but limited evidence of update/use ➤ Project team managed through meetings – no use of tools ➤ Inconsistent change control	➤ Project manager has formal ownership of project and team ➤ Single point of accountability for decisions ➤ Formal project management processes followed ➤ Rigorous change control	➤ Full and accountable project management process ➤ Detailed and controlled processes ➤ Full visibility of progress, issues and changes
Score	1	2	3	4	5
Communication	➤ Difficult to contact or obtain a response ➤ Evidence of poor internal communications ➤ Response regularly inadequate	➤ Regular communications but often incomplete ➤ Response to queries inconsistent ➤ Reactive	➤ Fairly rapid response to queries ➤ Generally complete responses, but clarification often required	➤ Effective communications and relationships ➤ Generally proactive and complete responses ➤ Little clarification required	➤ Excellent, open relationship ➤ Complete response to queries ➤ Pro-active and anticipates issues
Score	1	2	3	4	5
Flexibility	➤ Inflexible and reliant on contract	➤ Some willingness to be flexible, but only short-term	➤ Willing to be flexible around project demands over medium term	➤ High degree of flexibility around project and contract matters	➤ Completely open and flexible – joint partnering arrangement focused on project
Score	1	2	3	4	5
Capability	➤ Inadequate capability ➤ Consistently missing critical deadlines or milestones ➤ Multiple design or production errors	➤ Poor capability ➤ Some missing of critical deadlines or milestones ➤ Design or production errors not satisfactory	➤ Satisfactory capability ➤ Almost no missing of critical milestones or deadlines ➤ Design or production errors not critical	➤ Good capability ➤ No missing of critical milestones or deadlines ➤ Virtually no design or production errors	➤ Excellent capability ➤ No missing of any project milestones or deadlines ➤ No design or production errors
Score	1	2	3	4	5
Delivery	➤ Frequently capacity constrained resulting in significant schedule problems ➤ Expediting regularly required	➤ Some capacity constraints with some impact on schedule ➤ Some expediting required	➤ Generally unconstrained and able to meet schedule ➤ Limited expediting required	➤ Regular deliveries on schedule ➤ Limited capacity to reschedule to meet project changes ➤ Little or no expediting required	➤ Established track record of deliveries ➤ Capacity to reschedule to meet project changes ➤ No expediting required
Score	1	2	3	4	5

NB: Where the specific category does not apply to the relevant evaluation or supplier, a rating of four (4) must be applied.

C4.1 Special Conditions of Contract

C4.1.1 Precedence of special conditions of contract

These Special Conditions of Contract shall be read in conjunction with General Conditions of Contract issued by the CIDB. In the event that the special conditions of contract conflict with the general conditions of contract, the special conditions of contract shall always take precedence.

C4.1.2 Duration

This contract shall be for a period as stated in section C3.1 Scope of Works, unless otherwise negotiated and agreed upon by all parties.

C4.1.3 Insurance

The service provider is required to take out and maintain, for the full duration of the performance of this contract, the insurance cover as required and set out in Schedule 9.

C4.1.4 Replacement of key personnel

The service provider is required to obtain the Employer's prior approval in writing before replacing any of the key personnel listed at the time of tender.

C4.1.5 Copyright

Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised by the service provider in the course of the consultancy service is vested with the **Employer (Cape Town International Convention Centre Company (RF) SOC (LTD))**.

C4.1.6 Tax Invoices

C4.1.6.1 The service provider shall provide a tax invoice (VAT invoice) which complies with the provisions of the Value Added Tax Act of 1991 within **21 business days** of the supply.

➤ Value Added Tax

- a) Where the value of an intended contract will exceed R1 000 000,00 (one million rand) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices.
- b) It is a requirement of this contract that the amount of Value Added Tax (VAT) must be shown clearly on each invoice.
- c) The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.
- d) The VAT registration number of the CTICC is 4500188182.

C4.1.6.2 The tax invoice referred to in C4.1.6.1 above shall also include the purchase order number issued to the service provider by the Employer. Failure by the Service Provider to include the purchase order number on the invoice shall result in non-payment of the invoiced amount.

C4.1.6.3 In all instances, the invoices shall only be issued and dated when the services have been rendered in full, unless otherwise agreed to by the CTICC.

C4.1.6.4 Failure by the service provider to provide a tax invoice (VAT invoice) timeously may delay payment by the CTICC and no interest shall accrue.

C4.1.7 Statement

The service provider shall, on the last calendar day of each month, issue a statement to the Employer in which the amount owed to the service provider is itemised at an invoice level. Notwithstanding this, the CTICC shall only pay on an invoice as envisaged in C4.1.6 above and not the statement.

C4.1.8 Payment terms

Payment terms shall strictly be done in accordance with Section 65(2)(e) of the MFMA 56 of 2003 that state: "all money owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure."

C4.1.9 Assignment of Contracts

C4.1.9.1 Clause 19 of the General Conditions of Contract (GCC) makes provision for assignment of contract. Clause 19 of the GCC provides that "a supplier (or service provider) shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent". However, as stated above, transfer of rights and obligation of the service provider with or without consent of an organ of state is against the principles of section 217 of the Constitution and is therefore not allowed. National Treasury is currently in the process of reviewing the GCC.

C4.1.10 Cession of Contracts

C4.1.10.1 Cession is permissible within the SCM legal prescripts. However, it is important that the application of cession in public procurement is carefully regulated to limit possible instances of abuse through fronting arrangements and similar processes. It is for this reason that the application of cession be limited only to those cession agreements in favour of registered Financial Services Providers (FSP) and state institutions established for the express purpose of providing funding to businesses and entities (State Institution).

C4.1.10.2 Therefore, cession shall only be applicable as follows:

C4.1.10.2.1 Cession must only be applicable to the transfer of right to payment for services rendered by a service provider to an FSP or State Institutions.

C4.1.10.2.2 The written request for cession must be by the service provider and not a third party; and

C4.1.10.2.3 The written request by the service provider must be accompanied by the cession agreement.