



public works & roads

Department:
Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Ngaka Modiri Molema Road
Department of Public Works and Roads
Private Bag X2080
Mmabatho
2735
Tel: 018-388-4639
Fax: 086-646-0185

TENDER No: PWR 83/22

FOR

NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS TENDER NO: PWR 83/22 FOR ROUTINE MAINTENANCE AND LANDSCAPING SERVICES FOR PERIOD OF 36 MONTHS AT FIFTEEN (15) PRESTIGE RESIDENCES AND FOUR(4) STATE OWNED BUILDINGS, I.E EMBASSY COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX AND LOWE PARLIAMENTARY VILLAGE.

TENDER DOCUMENT

March 2022

Issued by:

Accounting officer
Department of Public Works and Roads
Private Bag X2080
Mmabatho
2735
Tel: 018-388-1483
Fax: 086-646-0185

NAME OF TENDERER:

ADDRESS:

PHONE:

FAX:



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PART T1: TENDERING PROCEDURES



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T1.1.1 TENDER NOTICE:

NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS TENDER NO: PWR 83/22 FOR ROUTINE MAINTENANCE AND LANDSCAPING SERVICES FOR PERIOD OF 36 MONTHS AT FIFTEEN (15) PRESTIGE RESIDENCES AND FOUR(4) STATE OWNED BUILDINGS, I.E EMBASSY COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX AND LOWE PARLIAMENTARY VILLAGE.

TENDER NUMBER: PWR 83/22

CLOSING DATE: 13TH APRIL 2023

CLOSING TIME: 11:00

TENDER VALIDITY PERIOD: 90 DAYS

BRIEFING SESSION: COMPULSORY

BRIEFING SESSION VENUE: EMBASSY HALL IN MAHIKENG

BRIEFING SESSION TIME: 10h00

BRIEFING SESSION DATE: 27TH MARCH 2023

DESCRIPTION: NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS TENDER NO: PWR 83/22 FOR ROUTINE MAINTENANCE AND LANDSCAPING SERVICES FOR PERIOD OF 36 MONTHS AT FIFTEEN (15) PRESTIGE RESIDENCES AND FOUR(4) STATE OWNED BUILDINGS, I.E EMBASSY COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX AND LOWE PARLIAMENTARY VILLAGE.

TENDER SUBMISSION REQUIREMENTS: X1 ENVELOPE
SUBMISSIONS MUST BE SUBMITTED IN ONE ORIGINAL
HARDCOPY

TENDER DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT: THE DEPARTMENT OF PUBLIC WORKS AND ROADS, NGAKA MODIRI MOLEMA ROAD, OLD PARLIAMENT COMPLEX, MMABATHO – GATE HOUSE



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T1.1.2 INVITATION TO TENDER

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND ROADS					
BID NUMBER:	PWR 83/22	CLOSING DATE:	13 April 2023	CLOSING TIME:	11H00
DESCRIPTION	NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS TENDER NO: PWR 83/22 FOR ROUTINE MAINTENANCE AND LANDSCAPING SERVICES FOR PERIOD OF 36 MONTHS AT FIFTEEN (15) PRESTIGE RESIDENCES AND FOUR(4) STATE OWNED BUILDINGS, I.E EMBASSY COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX AND LOWE PARLIAMENTARY VILLAGE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) GATEHOUSE OLD PARLIAMENT BUILDING MMABATHO					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS. JOHANNA HART		CONTACT PERSON	Ms Fidelia Matshe	
TELEPHONE NUMBER	018 388 4476		TELEPHONE NUMBER	018 388 4639	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	jhart@nwpg.gov.za		E-MAIL ADDRESS	PYuze@nwpg.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
PREFERENCE POINTS WILL BE AWARDED IN LINE WITH THE DEPARTMENTAL SPECIFIC GOALS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	



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DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....



T1.1.3 CONDITIONS FOR TENDER SUBMISSION

1 Proprietary Information

- 1.1 The NWDPWR considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NWDPWR. It shall be kept confidential by the respondent and its officers, employees, agents, and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of NWDPWR.

2 Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this tender should be in writing and channeled to: Email address: jhart@nwpg.gov.za and PYuze@nwpg.gov.za
- 2.2 Please note that the last date for request for information pertaining to this tender will be on the: **11 April 2023.**
- 2.3 ***Tenderers may not contact any other NWDPWR employee besides contact person mentioned on Paragraph 2.1 above on any matter pertaining to the Tender from the time when Tender is advertised to the time the Tender is awarded. Any effort by a Tenderer to influence Tender evaluation, Tender comparisons, or Tender award decisions in any manner, may result in rejection of the Tender concerned.***
- 2.4 All the documentation submitted in response to this tender must be in **English**.
- 2.5 The Tenderer should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by NWDPWR regarding anything arising from the fact that pages are missing or duplicated.

3 Validity Period

- 3.1 Responses to this tender received from suppliers will be valid for a period of **90 days** counted from the closing date of the tender.

4 Submission of Tenders

Tenders should be submitted in duplicate all bound in a sealed envelope endorsed, TENDER REF NUMBER: PWR 83/22. The sealed envelopes must be placed in the tender box at North West Department of Public Works and Roads, Ngaka Modiri Molema Road, Old Parliament Complex, Mmabatho (Gate House)

- 4.1 By no later than **11h00 on 13 April 2023**
- 4.2 The closing date, service provider name and the return address must also be endorsed on the envelope. If a courier service provider is being used for delivery of the Tender document, the Tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the TENDER BOX.



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- 4.3 No Tender received by telegram, telex, email, facsimile, or similar medium will be considered. Where a tender document is not in the tender box at the time of the Tender closing, such a Tender document will be regarded as a late Tender. Late Tenders will not be considered.
- 4.4 Amended Tenders may be sent, together with the original Tender, in an envelope marked "Amendment to Tender" and should be placed in the Tender box before the closing date and time. An amendment Tenders without TOTAL TENDER PRICE - **N/A** original Tender document will not be considered.
- 4.5 The Tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the Tender document.
- 4.6 Kindly note that NWDPWR is entitled to amend any Tender conditions, validity period, specifications, or extend the closing date of Tenders before the closing date. All Tenderers, to whom the Tender documents have been issued, will be advised in writing of such amendments in good time.
- 4.7 NWDPWR reserves the right to request clarity on the Tender that are priced way below market value and conclude whether the Tender is responsive or non-responsive. The following will provide the guide how the NWDPWR will treat the response: "in with the National Treasury Circular dated 10 May 2005 it is indicated that "tenders are acceptable if the Tenderer has the necessary capacity and ability to execute the contract". Furthermore, CIDB Inform Practice Note #5 on evaluating tender offers states that the "tender is acceptable if the tenders 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".
- 4.7.1 On the basis of the above the Tenderer will be required to provide clarity with justifiable reasons why they have quoted prices below acceptable market prices, such as bulk buying discounts, relationship with its manufactures/ suppliers, required material available from the previous project or has a material warehouse, willing to forfeit profit on this project with the aim to grow the business presence/brand etc.
- 4.7.2 NWDPWR will during the evaluation process engage the relevant Tenderer(s) in writing requesting confirmation of the accuracy and correctness of the Tender price offered and whether the service provider will be able to provide the required scope of work in line with the technical specification (in terms of quantities, quality, and timeframe) to be submitted to the entity within a reasonable timeframe. However, this process must not allow a Tenderer to amend the initial prices but just to confirm the initial price offered. The written response from the service provider should be assessed and if the service provider in its response concedes that the Tender price omitted certain pricing elements or provided incorrect pricing/ rates, then the Tender maybe disqualified on the basis of non- responsiveness to the tender requirements. If the service provider confirms the price offer as accurate and correct, then the entity may continue evaluating the Tenders and if the relevant Tenderer is the recommended Tenderer, may consider mitigating the potential risks by addressing these (under performance, penalties, quality assurance, contract management and monitoring, contract variations) during the contracting stage.



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- 4.8 NWDPWR also reserves the right to award this Tender to a purely empowerment service provider or may award this Tender on conditions that a joint venture with an empowerment service provider is formed.
- 4.9 NWDPWR also reserves the right to award this Tender as a whole or in part without furnishing reasons.
- 4.10 NWDPWR reserves the right to, amongst other things, conduct unscheduled or scheduled site visit/s to satisfy itself, as to the validity of the information provided on this Tender documents.
- 4.11 An incomplete price list shall render the Tender non-responsive.
- 4.12 NWDPWR reserves the right to review the pricing/financial proposal submitted by the Tenderer and make an assessment if their proposed costing is market related or not and reserves the right to negotiate or not to negotiate with the preferred Tenderer or any Tenderer as per the recommendation of the DBAC. The process for negotiation will be governed by the NWDPWR internal SCM processes as approved and in line with Preferential Procurement Regulation of 2022.
- 4.13 NB: All reference to NWDPWR on this Tender document includes its subsidiaries who are affected by the deliverable of this Tender document.
- 4.14 The General Condition of contract are part of this tender document and will be incorporated as an annexure and those will be Tendering to the Tenderer whether they are returned and submitted with the Tender response or not and will remain Tendering to the Tenderer whether initialed or not.
- 4.15 None of these Tender conditions are to be changed by the Tenderer unless agreed in writing and approved by NWDPWR.

IF ANY OF THE ABOVE-MENTIONED CONDITIONS IS NOT MET AND/OR ANY OF THE REQUESTED DOCUMENTS ARE NOT SUBMITTED AS PRESCRIBED, THE TENDER EVALUATION COMMITTEE WILL DISQUALIFY THE TENDER

1. Tender Documents must be completed with ink (Blue or black) and not typed. No tippex is allowed. All changes must be scratched out and a signature appended next to each change.
2. All certified documents must be within the current six (6) months. Copies of previously certified documents will not be accepted.

Tender documents must be secured together preferably bound or contained in a lever arch file. The North West Department of Public Works and Roads shall not be liable for any loss of documents as a result of not being properly secured upon submission.



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T1.2 TENDER DATA

Clause Number	
	<p>The conditions of tender are the Standard Conditions of Tender as published in Annexure F of the CIDB Standard for Uniformity for construction Procurement, Board Notice 136 Government Gazette No 38960 of 10 July 2015.</p> <p>The Standard Conditions of Tender for Procurements make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.</p> <p>Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.</p>
F.1.1	The employer is the Department of Public Works and Roads, North West Provincial Government.
F.1.2	<p>The tender documents issued by the employer comprise:</p> <p>Part T1: Tendering Procedures T1.1 Tender notice and invitation to tender T1.2 Tender data</p> <p>Part T2: Returnable Documents T2.1 List of returnable documents T2.2 Returnable Schedules</p> <p>Part C1: Agreements and contract data C1.1 Form of Offer and Acceptance</p> <p>Part C2: Pricing data and Scope of work C2.1 Pricing Instructions C2.2 Activity Schedule / Bill of Quantities</p>
F.1.4	<p>The employer's representative is:</p> <p>Name: Phidelia Matshe</p> <p>Address: Department of Public Works and Roads Private Bag X2080 Mmabatho 2735</p> <p>Tel: 018-388-4639 Fax: 086-646-0185</p> <p>E-mail: PYuze@nwpw.gov.za</p>



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Clause Number	
F2.1	Functionality criteria - Tenderers who attain a score of less than 60% of the points allocated will be declared automatically non-responsive .
F.2.7	The arrangements for a compulsory/non-compulsory clarification meeting are: Location: EMBASSY HALL, MAHIKENG Date: 27 TH MARCH 2023 Starting time: 10H00 am
F.2.12	'No alternative offers will be considered.'
F.2.13.1	Tenderers are obligated to offer all parts of the works, services or supply identified in the contract data:
F.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original, plus 1 copy.
F.2.13.5	The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are: Location of tender box: Gatehouse Old Parliament Building Mmabatho Physical address: Ngaka Modiri Molema Road, Department of Public Works, and Roads, Mmabatho, 2735
F.2.13	A two-envelope procedure will not be followed.
F.2.15	The closing time for submission of tender offers is 11h00 on 13 April 2023 .
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
F.2.16	The tender offer validity period is 90 Days .
F.2.23	The tenderer is required to submit with his tender:



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	1) an original valid Tax Clearance Certificate issued by the South African Revenue Services;(As Per SBD1 requirements and Returnable Schedule)
F.3.4	The time and location for opening of the tender offers are: 11h00 on 13 April 2023. Location: Gatehouse, Old Parliament Building.

FUNCTIONALITY CRITERIA

No	Functionality Criteria-Tender Rating Matrix		A	B	C
			Tenderer rating score 1-5	Weighting	Tenders score(%)=(AxB)/5
1.	Experience	5 or more similar projects greater than R900 000,00 successfully completed in the last five years. As proof attach appointment letters and or traceable confirmation letters from clients	5	60%	
		4 or more similar projects greater than R900 000,00 successfully completed in the last five years. As proof attach appointment letters and or traceable confirmation letters from clients	4		
		3 or more similar projects greater than R900 000,00 successfully completed in the last five years. As proof attach appointment letters and or traceable confirmation letters from clients	3		
		2 or more similar projects greater than R900 000,00	2		



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No	Functionality Criteria-Tender Rating Matrix	A	B	C
		Tenderer rating score 1-5	Weighting	Tenders score(%)=(AxB)/5
	successfully completed in the last five years. As proof attach appointment letters and or traceable confirmation letters from clients			
	1 or more similar projects greater than R900 000,00 successfully completed in the last five years. As proof attach appointment letters and or traceable confirmation letters from clients	1		
2.	Key personnel experience		40%	
	Personnel with combined experience of thirty (30) years or more experience in garden maintenance, landscaping, irrigation and horticultural works. Attach CVs of site manager, foreman and supervisor as proof	5		
	Personnel with combined experience of (25) twenty five years or more experience in garden maintenance, landscaping, irrigation and horticultural works. Attach CVs of site manager, foreman and supervisor as proof	4		
	Personnel with combined experience of (20) twenty years or more experience in garden maintenance, landscaping, irrigation and horticultural works. Attach CVs of site manager, foreman and supervisor as proof	3		
	Personnel with combined experience of (15) fifteen years or more experience in	2		



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No	Functionality Criteria-Tender Rating Matrix	A	B	C
		Tenderer rating score 1-5	Weighting	Tenders score(%)=(AxB)/5
	garden maintenance, landscaping, irrigation and horticultural works. Attach CVs of site manager, foreman and supervisor as proof			
	Personnel with combined experience of (10) ten years or more experience in garden maintenance, landscaping, irrigation and horticultural works. Attach CVs of site manager, foreman and supervisor as proof	1		

NB! Tenderers who attain a score of less than **60%** of the points allocated will be declared automatically **non-responsive**.



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PART T2: RETURNABLE SCHEDULES



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FORM A12: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES Error! Bookmark not defined.	
FORM A13: PROOF OF NATIONAL TREASURY (NT) CENTRAL SUPPLIER DATABASE REGISTRATION I.E. SUBMIT A COPY OF CSD MASTER REGISTRATION NUMBER (SUPPLIER NUMBER) 35	
FORM A14: SCHEDULE OF PERSONNEL	36



T2.1 LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable schedules:

Notes to tenderer:

1. Returnable schedules have been separated into the following categories:
 - Forms, certificates and schedules for completion by the tenderer for use in the quantitative and qualitative evaluation of the tender (Forms A1-A14)
 - A list of other returnable documents for completion by the tenderer and which will subsequently be incorporated into the contract (Section C1: Agreement and Contract data)
2. Failure to fully complete all the relevant returnable documents may render such a tender offer unresponsive.
3. Tenderers shall note that their signature appended to each returnable form represents a declaration that they vouch for the accuracy and correctness of the information provided.
4. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. If subsequently any information is found to be incorrect such discovery shall be taken as willful misrepresentation by that tenderer to induce the contract. In such event the Employer has the discretionary right under contract condition 15.2 to terminate the contract.
5. These forms must be completed in black ink and any alterations made prior to tender closure countersigned by an authorised signatory.

TENDERERS ARE INSTRUCTED TO COMPLETE ALL THE SCHEDULES ATTACHED HEREIN. FAILURE TO COMPLETE ANY OF THE SCHEDULES WILL RESULT IN AUTOMATIC DISQUALIFICATION OF THE TENDER AS THE TENDER WILL BE CONSIDERED NOT RESPONSIVE. IF THE SCHEDULE IS NOT APPLICABLE TENDERERS ARE INSTRUCTED TO INDICATE NOT APPLICABLE AND SIGN THE SCHEDULE



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FORM A1: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Notes to tenderer:

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering service provider's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners.
2. In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
 - authority for signatory,
 - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
 - name of designated lead member of the intended joint venture, as required by tender condition F.2.13.4.
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.

By resolution of the board of directors passed at a meeting held on Mr/Ms,
.....Whose signature
appears below, has been duly authorised to sign all documents in connection with the tender for
**NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS TENDER NO: PWR 83/22 FOR ROUTINE
MAINTENANCE AND LANDSCAPING SERVICES FOR PERIOD OF 36 MONTHS AT FIFTEEN (15)
PRESTIGE RESIDENCES AND FOUR(4) STATE OWNED BUILDINGS, I.E EMBASSY
COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX, GARONA BUILDING, OLD PARLIAMENT
COMPLEX AND LOWE PARLIAMENTARY VILLAGE.**
and any contract which may arise therefrom on behalf of *(enter name of tenderer in block capitals)*
.....

SIGNED ON BEHALF OF THE SERVICE PROVIDER:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESS:

SIGNATURE

SIGNATURE

NAME (PRINT)

NAME (PRINT)



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FORM A2: SBD 4 COMPULSORY DECLARATION

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

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with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4



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institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder.



FORM A3: SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
PREFERENCE POINTS - SPECIFIC GOALS	20
Total points for PRICE and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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



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2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)^{80/20}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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



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B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0
RDP Goals	
Promotion of SMME's within NW province	5
Enterprises located in Ngaka Modiri Molema District	5



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DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

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

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



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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

FORM A4: LETTER OF GOOD STANDING IN TERMS OF COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, OF 1993 (COIDA) OR FEDERATED EMPLOYER'S MUTUAL ASSURANCE (FEMA) INSURANCE

Note to tenderer:

1. The tenderer should ensure that they submit a **VALID COIDA** certificate that indicates that the tenderer is in good standing.



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SCHEDULE / RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SIGNED ON BEHALF OF THE TENDERER:



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FORM A6: TAX CLEARANCE CERTIFICATE REQUIREMENTS

SBD 2

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 South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "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.
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 original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.
5. 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.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

SIGNED ON BEHALF OF THE TENDERER:



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FORM A9: TENDERERS EXPERIENCE

Note to tenderer:

1. The experience of the tenderer, as opposed to the key staff members / experts, in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.
2. Tenderers should very briefly describe their experience in this regard and attach to this schedule, appointment letters, certificate of completion (where applicable), should provide contactable references. Please adhere to or complete the table provided below.

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

SIGNED ON BEHALF OF THE TENDERER:



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FORM 10: ORIGINAL CERTIFIED COPIES OF DIRECTORS / MEMBERS / TRUSTEES IDENTITY DOCUMENTS

The tenderer shall attach to this page original certified copy of the directors / members trustee's identity documents of the tendering entity.

In the case of joint ventures, the required documents shall be submitted for each member of the joint venture.

SIGNED ON BEHALF OF THE TENDERER:



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FORM A11: COPIES OF SERVICE PROVIDER REGISTRATION DOCUMENTS

The tenderer shall attach to this page copies of the registration documents of the tendering entity.

Any of the following documents for the tendering entity is sufficient:

- CK1: Founding Statement for a Close Corporation.
- CK2: Amended founding statement for a Close Corporation.
- CM1: Certificate of Incorporation for a service provider.
- CM2: Memorandum of Association for a service provider.
- CM9: Certificate of Change of name for a service provider.

Trust Deed and Letter of Authority to Act as Trustees certified by the High Court.

In the case of joint ventures, the required documents shall be submitted for each member of the joint venture.

Note:

The tenderer is to ensure that the documentation submitted meets the following criteria:

- The name of the active directors/members appears on the documents.
- The ID documents correspond with the names of active directors/members.

If the above criteria are not met the tenderers offer will be rendered non-responsive in terms of tender condition 5.8.

SIGNED ON BEHALF OF THE TENDERER:



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FORM A12: PROOF OF NATIONAL TREASURY (NT) CENTRAL SUPPLIER DATABASE REGISTRATION I.E. SUBMIT A COPY OF CSD MASTER REGISTRATION NUMBER (SUPPLIER NUMBER)

Tenderer to attach a copy of a **VALID** CSD report, not older than three (3) months, which indicates their compliance status with regards to their tax affairs and status of their registration and registration number.



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FORM A13: SCHEDULE OF PERSONNEL

The tenderer shall state below what project personnel will be available for this contract and what additional personnel will be employed for the work should he be awarded the contract.

As required more than a single individual should be proposed per position, based on the size of the project and the required personnel.

Any additional supporting documentation to substantiate the proposed personnel should be attached to this page. ***Please also ensure to attach CVs and certified qualifications and professional registration in order to claim points.***

Part A: Key Personnel

The following schedule must be completed for all persons who will be part of the project team. The senior persons will form part of the quality evaluation as described in the Tender Data. The tenderer will not be allowed to amend the team members presented in the schedule.

Description	Name	Qualification	Years' Experience	Discipline
HEAD OFFICE				



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PART C1: AGREEMENT AND CONTRACT DATA



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C1.1 FORM OF OFFER AND ACCEPTANCE

OFFER

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

**NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS TENDER NO: PWR 83/22
FOR ROUTINE MAINTENANCE AND LANDSCAPING SERVICES FOR PERIOD OF 36
MONTHS AT FIFTEEN (15) PRESTIGE RESIDENCES AND FOUR(4) STATE OWNED
BUILDINGS, I.E EMBASSY COMPLEX, GARONA BUILDING, OLD PARLIAMENT COMPLEX,
GARONA BUILDING, OLD PARLIAMENT COMPLEX AND LOWE PARLIAMENTARY VILLAGE.**

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

.....

.....

.....

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



PART C2: PRICING SCHEDULE

3.1 GARDEN MAINTENANCE

The Service provider will be required to provide a comprehensive garden maintenance Service, maintenance and repairs where required, which includes but not limited to the following:

- Three times weekly maintenance which include but not limited to the following
- Lawn maintenance cutting of lawn and edges
- Plant: plant movement, soil turning and pruning
- Planting of new plant as and when required
- Cleaning of driveways, parking bays all building exterior floor surfaces
- Ensure proper disposal of garden rubbish
- Cutting dead and obstructive trees deemed hazardous / risk in their growth
- Removal of weeds and weed control
- Remove all alien plants
- All mechanical equipment must be petrol or diesel driven

1. **Garona building :- 25 568.76**
2. **Embassy Complex:- 121 548.81**
3. **Old Parliament complex:- 157 345.35**
4. **Lowe Parliamentary village:- 125 252.62**

TASKS	FREQUENCY	UNIT PRICE	TOTAL AMOUNT P/M VAT INCLUSIVE
<ul style="list-style-type: none">• Lawn maintenance cutting of lawn and edges• Plant: plant movement, soil turning and pruning	Weekly		
<ul style="list-style-type: none">• Planting of new plant as and when required	As and when required		
<ul style="list-style-type: none">• Cleaning of driveways, parking bays all building exterior floor surfaces	weekly		
<ul style="list-style-type: none">• Ensure proper disposal of garden rubbish	Daily		
<ul style="list-style-type: none">• Removal of weeds and weed control	Daily		



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TASKS	FREQUENCY	UNIT PRICE	TOTAL AMOUNT P/M VAT INCLUSIVE
<ul style="list-style-type: none">Remove all alien plants	weekly		
<ul style="list-style-type: none">All garden equipment must be petrol or diesel driven			
<ul style="list-style-type: none">Labour and transport			
		TOTAL	
		VAT@15%	
		GRAND TOTAL	

Quarterly maintenance which include but not limited to the following:

- Seasonal preparations of lawn: apply fertilizer and lawn dressing
- Seasonal preparations of plant beds: planting new plants, apply fertilizer and compost
- Pruning of plants

3.2 LANDSCAPING SERVICES

Landscape architect shall advise on the plan, design and oversee the creation, regeneration and development of external land areas such as gardens and recreational areas, as well as residential and government facilities and buildings. Essentially, they combine artistic skills with knowledge of human activity and the natural environment – and can help to protect and conserve the environment. The work must include but not limited the following:

- creating plans, designs and drawings using computer-aided design programs
- surveying sites to obtain the exact extent of the area
- advising on matters to do with environmental conservation
- discussing requirements with clients
- writing reports and capacitating internal work teams (interns)
- producing contracts and estimated costs
- presenting proposals to clients for approval and agreeing time-scales
- overseeing projects as they progress
- seeking the opinions of locals, business and others who use the site
- liaising with other professionals such as architects, surveyors, town planners and civil Engineers.

The landscape contractor shall be responsible for familiarizing themselves with existing conditions and, if any concerns the Landscaper must in writing report to the Department and, with landscape architects or landscape designers retaining responsibility for the designs, overseeing the project and



monitoring progress. The landscape contractor must take precautions to protect all existing site roads, parking lots, curbs and utilities from damage. This applies not only to the area within the limits of work but also along any local access roads or roadways internal to the project.

The Landscaping Architect shall include the provision of all labour, material, plants, cutting of trees, removing of all alien plants and equipment required to complete all tasks associated with the landscaping and irrigation installation. The landscape contractor is responsible for the agronomic evaluation of soil characteristics. Evaluation must include chemical analysis by a qualified agricultural soils testing laboratory. Soils sample should be taken immediately following completion of rough grading activities and should be collected at a rate of one sample for each 10,000 square feet of impacted area, or a total of six, whichever is greater. At a minimum the chemical analysis of the soil should consider the following:

- A. Percentage of organic matter
- B. Salinity
- C. ph
- D. Lime content
- E. Mineral nutrients including concentrations of nitrogen, phosphorous, potassium, calcium, magnesium, iron, zinc, manganese, copper, sulfur and molybdenum.
- F. Potential hazards or impediments for plant growth including salinity, sodium chloride, boron, impaired soil structure or drainage.
- G. Sand fraction analysis as a percent passing through 1", 1-1/4" and no. 200 sieves.
- H. Percolation rate in inches per hour. The analysis should also include specific recommendations to UCF Landscape and Natural Resources for any amendments and backfill mixes for optimal plant growth to be made to the soils prior to planting.

The contractor should include the cost of this soil testing in their base bid as well as the basic backfill mixes specified herein but should include any anticipated cost for soil amendment. The contractor is to provide The Department with copies of all soil testing results prior to any work commencing. Submittal documentation must also contain a graphic site plan depicting locations and depth from which each sample was drawn. All mechanical equipment and machinery used must be either petrol or diesel operating as connection to departmental existing power supply is prohibited.



public works & roads

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Public Works and Roads
North West Provincial Government
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