



**BID NUMBER SCC 02/2026**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.**

<b>CLOSING DATE: 12 MAY 2026</b>	<b>CLOSING TIME: 11H00</b>
----------------------------------	----------------------------

**NAME OF BIDDER\*** .....

**ADDRESS\*** .....

.....

.....

.....

**TEL NUMBER\*** .....

**FAX NUMBER\*** .....

**NATIONAL TREASURY'S CENTRALISED SUPPLIER DATABASE NUMBER\*** .....

**BID AMOUNT, INCL VAT\*** .....

**(\* TO BE COMPLETED BY BIDDER)**

# **SOUTH CAPE TVET COLLEGE**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES  
TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.**

## **CONTENTS**

### **The Tender**

#### **Part T1: Tendering procedures**

T1.1 Tender Notice and Invitation to Tender

T1.2 Tender Data

#### **Part T2: Returnable documents**

T2.1 List of Returnable Documents

T2.2 Returnable Documents

### **The Contract**

#### **Part C1: Agreement and Contract Data**

C1.1 Form of Offer and Acceptance

C1.2 Contract Data

#### **Part C2: Pricing data**

C2.1 Pricing Instructions

C2.2 Priced Document comprising

#### **Part C3: Scope of Work**

C3.1 Description of the Works

#### **Part C4: Site information**

#### **Part C5: Annexes**

# **Part T1 : Tendering procedures**

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T1.1 : Tender Notice and Invitation to Tender

T1.2 : Tender Data

# T1.1 Tender Notice and Invitation to Tender

SBD 1

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SCC 02/2026	CLOSING DATE:	Tuesday, 12 May 2024	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>SOUTH CAPE TVET COLLEGE CENTRAL OFFICE BUILDING</b>					
<b>GROUND FLOOR</b>					
<b>125 MITCHELL STREET</b>					
<b>GEORGE</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Sisanda Mpalala		CONTACT PERSON	Pieter Terblanche	
TELEPHONE NUMBER	044 805 4500		TELEPHONE NUMBER	044 805 4500	
FACSIMILE NUMBER	044 884 0361		FACSIMILE NUMBER		
E-MAIL ADDRESS	Sisanda.mpalala@sccollege.co.za		E-MAIL ADDRESS	Pieter.terblanche@sccollege.co.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

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

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

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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.**

<b>SIGNATURE OF BIDDER</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b> (Proof of authority must be submitted e.g. company resolution)	
<b>DATE:</b>	

## T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement as per Government Notice No. 12 published in Government Gazette No. 31823 of 30 January 2009 and as amended from time to time. (see [www.cidb.org.za](http://www.cidb.org.za))

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this bid. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

### The additional conditions of tender are:

#### Clause

#### number      Tender Data

F.1.1      The employer is the SOUTH CAPE TVET COLLEGE

F.1.2      The tender documents issued by the employer comprise the following sections:

#### **Part T1      Tendering Procedures**

T1.1      Tender notice and invitation to tender

T1.2      Tender data

T2.1      List of returnable documents

T2.2      Returnable schedules

#### **Part C1:      Agreements and contract data**

C1.1      Form of offer and acceptance

C1.2      Contract data

#### **Part C2:      Pricing data**

C2.1      Pricing instructions

#### **Part C3      Scope of work**

F.1.4      The employer's agent is:

Name :      Ms Sisanda Mpalala

Address :     125 Mitchel Street

George

6530

Tel :          044 – 805 4500

F.2.1      Only those bidders that satisfy the grading requirement of a CIDB grading of a **n/a** –joint ventures with combined CIDB rating will be accepted, Joint Venture calculator would be used for calculations, as calculated in terms of the CIDB regulations and **registered on the National Treasury's Centralized Supplier Database** are eligible to have their bids evaluated.

#### *Add the following to F.2.1.1:*

Joint Ventures are eligible to submit tenders provided that:

- every member of the Joint Venture is registered with the CIDB;
- the lead partner has a contractor grading designation of not more than one lower than the designation determined in accordance with the sum tendered;
- the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered;
- The contract participation of each member in a Joint Venture shall be in accordance with the individual member's CIDB contractor grading designation.

F.2.7 **The arrangements for compulsory clarification/briefing meetings are:**

**Compulsory Site Briefing Session: n/a**

**Attendance of the briefing session and site visits is compulsory.**

F.2.12 **No alternative tender offers will be considered.**

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:** Finance Department, 2<sup>nd</sup> Floor, South Cape College Central Office

**Physical address:** 125 Mitchel Street, George

**Identification details:** THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.

**Couriered tender offers will be accepted** but must be deposited by hand into the said tender box.

F.2.13.6 A two-envelope procedure will not be followed

F.2.15 The closing time for submission of bids is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile, copied or e-mailed tender offers will not be accepted

F.2.16 The tender offer validity period is 90 days.

F.2.18 **The bidder is to submit the Priced Document (Rates and Final summary page) at closing of tender for evaluation purposes. Failure to comply will render the bidder's offer invalid.**

F.2.23 The bidder is required to submit at closing of tender a **valid** Tax Clearance Certificate or **valid** Tax Compliance Certificate issued by the South African Revenue Services. Failure to comply will render the bidder's offer invalid

Where a bidder satisfies CIDB contractor grading designation requirements through joint venture formation, such bidders must submit a valid tax clearance certificate in respect of each partner. Failure to comply will render the bidder's offer invalid

F.3.4 Tenders will be read out in public on the closing date of the tender

F.3.11 The procedure for the evaluation of responsive tenders is Qualified specifications, Price, and Preference 80/20 scoring.

A. In order to be considered for a contract in terms of this tender, Tenderers must achieve the minimum score for functionality as stated below

- a) Tenders will be pre-evaluated on the criteria as set out below
- b) Unclear or incomplete information provided will result in no points being allocated.
- c) The Tender Evaluation Committee reserves the right to request any documentation required to perform a meaningful pre-evaluation
- d) Tenderers must therefore ensure that all information is provided
- e) The following criteria will be used to calculate points for the functionality of tenders and Tenderers should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below

F3.13.1 **Bid offers will only be accepted (but not limited to, refer also other conditions in this document) if:**

1. the bidder submitted the Priced Document (Rates and Final Summary Page) at close of tender;
2. the bidder or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combatting of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
3. the bidder has not:
  - 3.1 abused the Employer's Supply Chain Management System;
  - 3.2 failed to complete any previous contract within the last year;
  - 3.3 submitted more than one offer and
4. has completed the Compulsory Enterprise Questionnaire, Declaration of Interests (SBD 4) and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
5. the **bidder is registered on the National Treasury's Centralized Supplier Database.**

## **Part T2 : Returnable documents**

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T2.1 : List of Returnable Documents

T2.2 : Returnable Documents

## SOUTH CAPE TVET COLLEGE

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.**

### T2.1 List of Returnable Documents

#### 1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

Tender document name	Returnable Document No	Number of pages issued	Returnable document	Submitted	
				YES	NO
Form of Offer and Acceptance	1	4 Pages	Yes		
Compulsory Enterprise Questionnaire	2	2 Pages	Yes		
Resolution of Board of Directors	3	1 Page	If applicable		
Schedule of proposed sub-contractors	7	1 Pages	Yes		
Declaration of interests	8	3 Pages	Yes		
Declaration of Bidder's past Supply Chain Management practices	9	2 Pages	Yes		
Certificate of Independent Bid Determination	10	3 Pages	Yes		
Capacity of Bidder	11	2 Pages	Yes		
Preference Certificate	13	4 Pages	Yes		
Priced Bills of Quantities	18	15 Pages	Yes		
Valid Tax Clearance / Compliance Pin Certificate issued by the South African Revenue Services		-	Yes		
B-BBEE Status Level Verification Certificate		-	Yes		
Confirmation of CIDB Contractor Registration		-	n/a		
VAT Registration Certificate with SARS		-	Yes		
Compensation for Occupational Injuries & Diseases (COID)		-	n/a		
Certified copy of the Tenderer's and those of each of its Director's municipal accounts/lease agreement/ Proof of address of the company for the month preceding the tender closure date.		-	Yes		
Certificates CK1 & CK2 : Closed Corporation		-	If applicable		
Certificates CM1, CM2, CM27, CM31 & CM46 : Company		-	If applicable		

**2. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT**

Tender document name (if applicable)	Returnable Document No	Number of pages issued	Returnable document	Submitted	
				YES	NO
Record of Addenda to tender documents	14	1 Page	Yes		
Particulars of Electrical Contractor	15	1 Page	Yes		
Joint Venture	4	1 Page	Yes		
Details of Tenderer	5	1 Page	Yes		
Detail of Directors	6	1 Page	Yes		
The National Industrial Participation Programme	16	2 Pages	Yes		

## Returnable Document No 2

# Compulsory Enterprise Questionnaire

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

**Section 1: Name of enterprise:** .....

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

**Section 3.1: CIDB registration number, if any:**

.....

**Section 3.2: South Cape College Accredited Supplier Database Registration Number:**

.....

**Section 4: Particulars of sole proprietors and partners in partnerships**

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

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> 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) |
| <input type="checkbox"/> a member of any provincial legislature                                |   |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province |   |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> an official of any municipality or municipal entity                   | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |

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

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- 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 an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

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

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Enterprise name \_\_\_\_\_

# Returnable Document No 3

## RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at \_\_\_\_\_ (place)

On \_\_\_\_\_ (date)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

**RESOLVED that:**

1. The Enterprise submits a Bid to the SOUTH CAPE TVET COLLEGE in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_ (project description as per Bid Document)

Bid Number: \_\_\_\_\_ (Bid Number as per Bid Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_

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

and who will sign as follows: \_\_\_\_\_

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

**Note:**  
1. \* Delete which is not applicable  
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise  
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

**ENTERPRISE STAMP**

# **Returnable Document No 4**

## **JOINT VENTURE**

Only to be completed if applicable

<b>Name of Joint Venture:</b>	
<b>Name of Each Enterprise:</b>	
(1) Name and Address of Enterprise:	
(1) Name and Address of Enterprise:	
(1) Name and Address of Enterprise:	
Has an original valid Tax Clearance Certificate been submitted for each Enterprise?	
CIDB Registration Number(s), if any:	

**Submit your Joint Venture Agreement together with this annexure. If no joint Venture Agreement is submitted, your tender will be disqualified.**

\_\_\_\_\_  
SIGNED ON BEHALF OF JOINT VENTURE

# Returnable Document No 5

## DETAILS OF TENDERER

Name of firm / entity / enterprise	
Trading as (if different from above)	
Postal address	Postal Code _____
Physical address	
Contact Details of the <b>Person Signing the Tender:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Contact Details of the <b>Senior Manager Responsible for Overseeing Contract Performance:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Contact Details of the <b>Person Responsible for Accounts / Invoices:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Company Income Tax Number	
VAT Registration Number	
Company Registration Number	
Any other Registration Applicable to this Industry	
CIDB Registration Number	



**Returnable Document No 7**

**SCHEDULE OF PROPOSED SUBCONTRACTORS**

<b>Project title:</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.</b>
<b>Tender no:</b>	SCC 02/2026

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

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all subcontractors who are contracted to construct a house are registered as home builders with the National Home Builders Registration Council.

	<b>Name and address of proposed Subcontractor</b>	<b>Nature and extent of work</b>	<b>% of total project</b>	<b>Previous experience with Subcontractor</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

*A separate schedule may be provided if space is insufficient*

<b>Name of representative</b>	<b>Signature</b>	<b>Capacity</b>	<b>Date</b>
<b>Name of organisation</b>			



# Returnable Document No 8

## **SOUTH CAPE TVET COLLEGE**

### **SBD 4**

### **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director , trustee , shareholder , member) :  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

2.5 Tax Reference Number:.....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed:  
.....

Position occupied in the state institution: .....

Any other particulars:  
.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS

CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

## Returnable Document No 9

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- abused the institution's supply chain management system;
  - committed fraud or any other improper conduct in relation to such system; or
  - failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors 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)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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.

.....

Signature

.....

Date

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**Returnable Document No 10**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 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 bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

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 bid invitation relates.

9. 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.

<sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

## Returnable Document No 11

### CAPACITY OF BIDDER

<b>Project title:</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.</b>		
<b>Tender no:</b>	SCC 02/2026		
<b>Closing date :</b>	12 May 2024	<b>Validity Period</b>	90 Days

**WORK CAPACITY:** *The Bidder is requested to furnish the following particulars and attach additional pages if more space is required. Failure to furnish the particulars will result in the bid being disregarded*

<b>Skilled artisans employed</b>		<b>Unskilled employees employed</b>	
<b>Categories of artisans</b>	<b>Number</b>	<b>Categories of employees</b>	<b>Number</b>

<b>(In the case of projects requiring engineering or specialist services)</b>			
<b>Professional consultants employed</b>			
<b>Categories of consultant</b>	<b>Number</b>	<b>Categories of consultant</b>	<b>Number</b>

**1.1. Provide full particulars of:**

<b>Machinery</b>	<b>Plant</b>	<b>Workshops</b>

**PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND PRESENTLY ENGAGED WITH:**

**1.2. Current projects (contractor to provide details of principal consultants heading up projects):**

Project name and location (town)	Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Date of commencement	Scheduled date of completion
1						
2						
3						
4						

**1.3 Previous projects during the last 5 years (contractor to provide details of principal consultants heading up projects):**

Project name and location (town)	Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Date of commencement	Scheduled date of completion
1						
2						
3						
4						
5						

Name of Bidder	Signature	Date

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above 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 **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	10
BBBEE	10
Total points for Price and SPECIFIC GOALS	100

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

## 2. DEFINITIONS

“**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.

- (a) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (b) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (c) “**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
- (d) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Garden route area		10		
Western Cape area		5		
Outside Western cape		0		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

.....

**Returnable Document No 14**

**RECORD OF ADDENDA TO TENDER DOCUMENTS**

<b>Project title:</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.</b>
<b>Bid no:</b>	SCC 02/2026

1. I / We confirm that the following communications received from the SOUTH CAPE TVET COLLEGE before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(The tenderer is to attach additional pages if more space is required)*

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Name of Bidder	Signature	Date

2. I / We confirm that no communications were received from the SOUTH CAPE TVET COLLEGE before the submission of this tender offer, amending the tender documents.

Name of Bidder	Signature	Date

## Returnable Document No 15

### **PARTICULARS OF ELECTRICAL CONTRACTOR**

<b>Project title:</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.</b>
<b>Bid no:</b>	SCC 02/2026

<b>Name of Electrical Contractor:</b>	N/A
<b>Address:</b>	
<b>Electrical Contractor registration number at the Electrical Contracting Board of S.A.:</b>	

Name of Bidder	Signature	Date

This document must be signed and submitted together with your bid

## **THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**

### **INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### **1. PILLARS OF THE PROGRAMME**

- 1.1. The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
  - (a) Any single contract with imported content exceeding US\$10 million. or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million. or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million. or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2. The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3. To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4. A period of seven years has been identified as the time frame within which to discharge the obligation.

### **2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

### **1. BID SUBMISSIONS AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and

multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

#### **4. PROCESS TO SATISFY THE NIP OBLIGATION**

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ..... Closing date:.....

Name of bidder.....

Postal address .....

.....

Signature.....

Name (in print).....

Date.....

**VALID TAX CLEARANCE PIN / COMPLIANCE CERTIFICATE ISSUED SARS**

**TENDERER TO ATTACH CERTIFIED COPY**

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

**TENDERER TO ATTACH CERTIFIED COPY**

**VAT REGISTRATION CERTIFICATE WITH SARS**

**TENDERER TO ATTACH CERTIFIED COPY**

**CERTIFIED COPY OF TENDERER'S AND THOSE OF EACH OF ITS DIRECTOR'S  
COMPANY MUNICIPAL ACCOUNT/ LEASE AGREEMENT/PROOF OF ADDRESS FOR  
THE MONTH PRECEDING THE TENDER CLOSURE DATE**

**TENDERER TO ATTACH CERTIFIED COPY**

**CERTIFICATES CK1 & CK2: CLOSED CORPORATION**

**TENDERER TO ATTACH CERTIFIED COPY (IF APPLICABLE)**

**CERTIFICATES CM1, CM2, CM27, CM31 & CM46: COMPANY**

**TENDERER TO ATTACH CERTIFIED COPY (IF APPLICABLE)**

# **Part C1: Agreement and Contract Data**

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C1.1 : Form of Offer and Acceptance

C1.2 : Contract Data

C1.3 : Construction Guarantee

C1.4 : Tender conditions and information

# Returnable Document No 1

## FORM OF OFFER AND ACCEPTANCE

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

### THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.

The Bidder, 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 Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder 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.

#### TOTAL BID PRICE (INCLUSIVE OF VAT)

<b>Rand (in words):</b>	
<b>Rand in figures:</b>	R

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the Contractor in the conditions of contract identified in the contract data.

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

Company or Close Corporation: ..... ..... And: Whose Registration Number is: ..... And: Whose Income Tax Reference Number is: .....	<b>OR</b>	Natural Person or Partnership: ..... ..... Whose Identity Number(s) is/are: ..... Whose Income Tax Reference Number is/are: .....
---	-----------	---

**AND WHO IS** (if applicable):

Trading under the name and style of:	B-BBEE Status Level of Contributor	CIDB Registration number:
--------------------------------------	------------------------------------	---------------------------

#### AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: ..... In his/her capacity as: .....	<b>Note:</b> <b>A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</b>
---	---

#### SIGNED FOR THE BIDDER:

Print Full Names of representative	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)  
 The official documents .....

The official alternative .....

Own alternative (only if documentation makes provision therefor) ..

**SECURITY OFFERED: (Clause numbers used refer to the applicable clause numbers of the JBCC addendum)**

In respect of this contract, the Bidder offers to provide security as indicated below :

- 14.1 a payment reduction of 10% of the value certified in payment certificates (excluding VAT) up to a maximum of 5% of the contract value (excluding VAT) will be applicable and will be deducted by the Employer in terms of the applicable conditions of contract. Yes  No
- 14.2 cash deposit of 10 % of the Contract Sum (excluding VAT) Yes  No
- 14.3 variable construction guarantee of 10 % of the Contract Sum (excluding VAT) Yes  No
- 14.4 fixed construction guarantee of 5% of the Contract Sum (excluding VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT) Yes  No
- 14.5 cash deposit of 5% of the Contract Sum (excluding VAT) and a payment reduction of 5% of the value certified in the payment certificate (excluding VAT) Yes  No

**NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.**

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

.....

**Other Contact Details of the Bidder are:**

Telephone No..... Cellular Phone

No.....

Fax No .....

Postal address

.....

Banker .....

Branch .....

Registration No of Bidder at Department of Labour

.....

Registration No of Bidder at BIBC (if applicable) .....



## **SECTION 1.2: TENDER CONDITIONS AND INFORMATION**

### **1.2.1 Acceptance or Rejection of a Tender**

The College reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The College does not bind itself to accepting the lowest tender or the tender scoring the highest points.

### **1.2.2 Validity Period**

Bids shall remain valid for 90 (ninety) days after the tender closure date.

### **1.2.3 Cost of Tender Documents**

Payment for tender documents, if specified, must be made electronically or in cash to South Cape College. These costs are non-refundable.

### **1.2.4 Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the College's Accredited Supplier Database to register without delay on the prescribed form. The College reserves the right not to award tenders to prospective suppliers who are not registered on the Database.

### **1.2.5 Completion of Tender Documents**

(a) The original tender document must be completed fully in black ink (written) and signed by the authorised signatory to validate the tender. SBD 4: DECLARATION must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.

(b) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

(c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

(d) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with contact person for the tender before the tender closure.

### **1.2.6 Compulsory Documentation (Not limited to – refer other conditions in the tender document)**

#### **1.2.6.1 Tax Clearance Certificate**

(a) A valid original Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the College and the College has a valid original Tax Clearance Certificate for the bidder on record. The onus is on the bidder to ensure that the College has an original Tax Clearance Certificate on record. If the South African Revenue Services (SARS) do not confirm the validity of the Tax Clearance Certificate if requested to do so by the College, the bid will be rejected.

(b) In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance Certificate with the bid documents unless each member is registered on the Accredited Supplier Database of the College and the College has a valid original Tax Clearance Certificate for each member on record.

(c) If a bid is not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the College, the bid will be rendered to be non-responsive.

## 1.2.7 Other Documentation

### 1.2.7.1 Construction Industry Development Board (CIDB) (If applicable)

When applicable, the bidder's CIDB registration number must be included with the tender. The College will verify the bidder's CIDB registration during the evaluation process.

### 1.2.7.2 Authorised Signatory

(a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

(b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

(c) If such a copy of the Resolution does not accompany the bid document of the successful bidder, the College reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the College, the bid will be disqualified.

## 1.2.8 Site / Information Meetings

(a) Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commences and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

(b) All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

## 1.2.9 Samples

Samples, if requested, are to be provided to the College with the tender document.

## 1.2.10 Quantities of Specific Items

If tenders are called for a specific number of items, the College reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the College if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder. The process will be continued to the College's satisfaction.

## 1.2.11 Submission of Tender

(a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and be

- placed in the **tender box on the Lower Ground floor of Central Office at 125 Mitchell Street, George by not later than 11h00 Wednesday, 15 May 2024.**

(c) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

## 1.2.12 Expenses Incurred in Preparation of Tender

The College shall not be held liable for any expenses incurred in the preparation and submission of the tender.

## 1.2.13 Contact with the College after Tender Closure Date

**Bidders shall not contact the South Cape TVET College on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded.** If a bidder wishes to bring additional information to the notice of the College, it should do so in writing to the South Cape TVET College. Any effort by the firm to influence South Cape TVET College in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **1.2.14 Opening, Recording and Publications of Tenders Received**

- (a) Tenders will be opened on the closing date immediately after the closing time specified in the tender document. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.
- (b) Details of tenders received in time will be recorded in a register which is open to public inspection.
- (c) Faxed, e-mailed and late tenders will not be accepted.

#### **1.2.15 Evaluation of Tenders**

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents.

#### **1.2.16 Procurement Policy**

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 and its amendments as well as the College's Procurement & Supply Chain Management Policy.

#### **1.2.17 Contract**

The successful bidder will be expected to sign the relevant agreement.

#### **1.2.18 Subcontracting**

- (a) The Contractor shall not subcontract the whole of the Contract.
- (b) After the award of the contract the Contractor shall not subcontract any additional part of the Contract not listed in the schedule of subcontractors without the prior written consent of the College, which consent shall not be unreasonably withheld.
- (c) The contractual relationship between the Contractor and any subcontractors selected by the Contractor in consultation with the College in accordance with the requirements of and a procedure contained within the Scope of Work, shall be the same as if the Contractor had appointed the subcontractor in terms of paragraph (b) above.
- (d) Any consent granted in accordance with paragraph (b) or appointment of a subcontractor in accordance with paragraph (c) shall not imply a contract between the College and the subcontractor, or a responsibility or liability on the part of the College to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.
- (e) The Contractor shall not be required to obtain such consent for –
  - (i) the provision of labour, or
  - (ii) the purchase of materials which are in accordance with the Contract, or
  - (iii) the purchase or hire of Construction Equipment.

#### **1.2.19 Language of Contract**

The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.

#### **1.2.20 Extension of Contract**

The contract with the successful bidder may be extended at the sole discretion of the College should additional funds become available.

### **1.2.21 Stamp and Other Duties**

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions, if any.

### **1.2.22 Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the College may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the College as a result of the award of the contract.

### **1.2.23 Past Practices**

- (a) The bid of any bidder may be rejected if that bidder or any of its directors have abused the College's Procurement & Supply chain management system or committed any improper conduct in relation to such system.
  - (b) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official with this or any past tender.
  - (c) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favour, hospitality or any other benefit in any improper way, with this or any past tender.
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# **Part C2 : Tendering procedures**

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## **C2.1 : Priced Document**



## **Returnable Document No 18**

### **SOUTH CAPE TVET COLLEGE**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.**

#### **C2.2 PRICED DOCUMENT comprising BILLS OF QUANTITIES**

# Part C3 : SCOPE OF WORK

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South Cape TVET College is seeking to appoint a suitable, qualified and experienced travel agency to provide travel management services for a 3 year period to manage travel arrangements for all College staff.

## SCOPE OF WORK:

The successful bidder will be required to provide travel management services during normal office hours (Monday to Friday) and after-hours and emergency services when the need arises.

### 1.1 FLIGHTS – DOMESTIC

- 1.1.1 The travel agency will be required to submit various travel options (at least two quotations) to the requested destination when required. Flexibility to suggested time and different airlines available from George.
- 1.1.2 The college representative will indicate preferred travelling times.
- 1.1.3 Quotations should be forwarded by the travel agency to the respective representative to make the final decision.
- 1.1.4 An official purchase order will be send as confirmation to the travel agency to make the necessary arrangements with the preferred airline.
- 1.1.5 The bookings to travel agency must confirm in writing via email the flight details of the college's representative and any post booking changes to the flights.
- 1.1.6 A tax invoice should be submitted upon which payment will be made.
- 1.1.7 The travel agency must always endeavour to make the most cost effective arrangements and reservations on behalf of the college and within the college's internal policies.
- 1.1.8 The travel agency must be available at all times for cancellations and bookings of airline tickets
- 1.1.9 The travel agency is required to investigate any complaints from travellers and do follow-ups on any lost baggage claims that might arises.
- 1.1.10 On the booking confirmation, each traveller's name should be indicated.

### 1.2 ACCOMMODATION

- 1.2.1 Accommodation bookings must be made at hotels, guesthouses and bed & breakfasts which has at least 3 stars, this must be in line with the max amount on the **college travelling policy**:
  - Hotel – R1'600.00 per night including dinner, bed and breakfast.
  - Guesthouse – R1'000.00 per night including dinner, bed and breakfast.
- 1.2.2 Three quotations must be obtained for every accommodation request based on the requirements of the college and forwarded to the college's representative.
- 1.2.3 Always the nearest (**within 20km of venue**) accommodation to the venue must be arranged at which the events will take place. This must be in line with SCC policy.
- 1.2.4 The college may also require the travel agency to make reservations at hotels specifically chosen by the college staff in instances where travel time and costs is to be minimized.
- 1.2.5 The college will approve the quotation and issue a purchase order to the travel agency to confirm the booking with the approved service provider.
- 1.2.6 The travel agency should indicate its booking/service fees separately on each quotation. Accommodation vouchers must be issued for all bookings and invoiced to the College as per arrangement. A copy of the establishment's charges must accompany the invoice.
- 1.2.7 The booking confirmation should indicate each guests' name.

### 1.3 SHUTTLE SERVICE

- 1.3.1 The travel agency should arrange door to door shuttle services and private transfers based on the requirements as of the college as and when required.  
The travel agency should negotiate better rates with relevant shuttle companies on

behalf of the college.

1.3.2 On the booking confirmation, all passengers' names should be indicated.

#### 1.4 CAR RENTALS

- 1.4.1 The travel agency will be required to at least obtain two to three comparable quotations from various car rental companies based on the requirements of the college.
- 1.4.2 Booking/service fees must be indicated separately on the quotation.
- 1.4.3 Quotations should be forwarded by the travel agency to the college representative to make the final decision and inform the travel agency accordingly.
- 1.4.4 An official purchase order will be send as confirmation to the travel agency to make the necessary arrangements with the selected car rental company.
- 1.4.5 The travel agency needs to confirm in writing via email the car rental booking to the college's representative.
- 1.4.6 The travel agency should always be available for any bookings and cancellations.
- 1.4.7 A tax invoice should be submitted clearly stating the details of reservations, amounts and conditions upon which payment shall be made.
- 1.4.8 On the booking confirmation, the driver's name should be indicated along with the passengers' names.

The college will make use of the travel agency for most of its bookings, the college reserves the right to, in special cases make reservations directly with service providers.

The travel agency should take in consideration the college's Travel Policy.

#### Service Level Agreement (SLA)

- Must contain the following:
- Duration of agreement.
- 30 Days from statement payment terms.
- Description of services to be provided.
- Cancelation terms.

#### FUNCTIONALITY CRITERIA:

CRITERIA	POINTS
<b>1. Accreditation</b>  <b>The bidder must be an accredited and valid member of:</b> <ul style="list-style-type: none"><li>• International Air Transport Association (IATA) – 5 points</li><li>• Association of Southern African Travel Agents and Advisors (ASATA) – 5 points</li><li>• Proof of valid accreditation submitted – 5 points</li></ul>	<b>(15 Points) Documentary proof must be submitted at closing date and time</b>
<b>2. Company Profile, Capacity and Experience (40 Points)</b>  Company profile (business description, history) – 20 points  Staffing levels and organisational structure – 5 points	<b>(55 Points) Documentary proof must be submitted at closing date and time</b>

CVs of at least three (3) agents assigned to assist SCC – 30 points <ul style="list-style-type: none"> <li>• 3 CVs submitted (10 points each) = 30 points</li> </ul>	
<b>Relevant Experience (References)</b>  Submit reference letters from at least three (3) contactable clients within the past 3–5 years <ul style="list-style-type: none"> <li>• 1 reference = 10 points</li> <li>• 2 references = 10 points</li> <li>• 3 references = 10 points</li> </ul>	<b>(30 Points) Documentary proof must be submitted at closing date and time</b>
<b>TOTAL</b>	<b>100</b>

Bidders must score a minimum of **70 out of 100 points** to qualify for further evaluation (Price and Preference).

**PRICING:**

Description	Quantity	Unit Price	Price
Booking fee			
Admin fee			
Cancellation fee			
Late change fee			
After-hours fee			
Total charges (excluding VAT)			
Total VAT			
Total charges (including VAT)			

**INVOICING:**

- SCC is obliged to pay no later than thirty (30) days after submission of an invoice/ statement.
- Invoices and statements must be submitted to SCC via email to the following addresses:
- [accounts@sccollege.co.za](mailto:accounts@sccollege.co.za)
- Payment shall be by EFT. Must submit bank confirmation letter before 1<sup>st</sup> payment.
- All fees (as mentioned above in “Pricing”), must be separately indicated on the invoice.

**SPECIAL CONDITIONS (Must be submitted):**

- Company registration form / Corporate document (CIPCO);
- BBBEE certification
- Latest municipal account or lease agreement
- CSD report & tax compliance report
- A valid original tax clearance or printed certificate with pin
- Fee structure (refer to pricing above)

**Failure to submit above documentation will result in a disqualification.**

# SOUTH CAPE TVET COLLEGE

## **C3 SCOPE OF WORK**

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.

### **C3.1 DESCRIPTION OF THE WORKS**

#### **C3.1.1 Employer's objectives**

1. Travel management services for South Cape TVET College .

#### **C3.1.2 Overview of the works**

For detail of the new works refer attached drawings and Priced Document

#### **C3.1.3 Extent of the works**

- Travel management services for South Cape TVET College.
- For detail of the new works refer attached specifications and Priced Document.

#### **C3.1.4 Location of the works**

Addresses:

Central Office  
South Cape TVET College,

#### **C3.1.5 Temporary works**

N/A

### **C3.2 LIST OF DRAWINGS**

The following drawings are applicable to the contract:

A4 drawings are attached at the back of this Priced Document

### **C3.3 PRO FORMAS**

#### **C3.3.1 Forms required during contract administration**

Refer Preliminaries, Section C for detail of forms that will have to be submitted during construction.

#### **C3.3.2 Pro Formas included**

N/A

# Part C4 : ANNEXES

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1. HEALTH AND SAFETY SPECIFICATION

## **DRAWINGS**

## **HEALTH AND SAFETY SPECIFICATION**

# **HEALTH AND SAFETY SPECIFICATION**

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# HEALTH AND SAFETY SPECIFICATION FOR CONSTRUCTION WORK

## AT

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VOIP SERVICES TO SOUTH CAPE TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS.

### TABLE OF CONTENTS

	<b>Page</b>
1. INTRODUCTION	3
2. OBJECTIVES	3
3. PRE-TENDER PHASE	3
4. CONSTRUCTION PHASE	
4.1 PRINCIPAL CONTRACTOR & CONTRACTOR	4
4.2 SUPERVISION OF CONSTRUCTION WORK	6
4.3 RISK ASSESSMENT	6
4.4 FALL PROTECTION	7
4.5 STRUCTURES	7
4.6 FORMWORK AND SUPPORT WORK	7
4.7 EXCAVATION WORK	8
4.8 SCAFFOLDING	8
4.9 EXPLOSIVE POWERED TOOLS	8
4.10 CRANES	8
4.11 CONSTRUCTION VEHICLES AND MOBILE PLANT	8
4.12 ELECTRICAL INSTALLATIONS & MACHINERY	8
4.13 HOUSEKEEPING ON CONSTRUCTION SITES	9
4.14 STACKING & STORAGE	9
4.15 FIRE PRECAUTIONS AND EMERGENCY PREPAREDNESS	9
4.16 CONSTRUCTION WELFARE & FACILITIES	10
4.17 ENVIRONMENTAL MANAGEMENT	10
4.18 GENERAL	10

# HEALTH & SAFETY SPECIFICATION

## 1. INTRODUCTION

The Occupational Health & Safety Act No 85 of 1993 requires every employer to create a safe working environment which is free of health risks as far as is reasonably practicable. This applies to all employers in any industry including that of construction. After many years of consultation with the construction industry the government gazetted a specific regulation for construction activities in July 2003.

Section 4 (1) (a) of the construction regulations requires the client to prepare Health & Safety specifications for any proposed construction work.

In the construction regulations a Health & Safety Specification is defined as “a documented specification of all health & safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons”.

The SOUTH CAPE COLLEGE as the client for this specific project lays down the following Health & Safety Specifications.

## 2. OBJECTIVES

- 2.1 To set the standard for health & safety in construction work by ensuring multi-disciplinary compliance with the requirements of the occupational health and safety act and the construction regulations contained therein.
- 2.2 To form the guidelines for the contractor's health & safety plan.
- 2.3 To ensure the health and safety of the people doing construction work.
- 2.4 To ensure the health and safety of the users and occupants of the premises.

## 3. PRE-TENDER PHASE

### 3.1 CLIENTS HEALTH AND SAFETY SPECIFICATIONS

- 3.1.1 The Contractor shall be bound by the Occupational Health and Safety Act, its Regulations and incorporated Safety Standards, which shall include any amendments thereto.
- 3.1.2 Special focus shall be drawn to compliance with the Construction Regulations.
- 3.1.3 The employer will provide any information to the contractor which might affect the Health and Safety of any persons at the site where construction work is being performed. See below for specific items pertaining to this contract.
- 3.1.4 A detailed Health and Safety Plan shall be submitted to the employer before the commencement of the contract.
- 3.1.5 The employer reserves the right to add or make changes to any Health and Safety Plan of the contractor as it sees fit.
- 3.1.6 The contractor shall make provision for any personal protective equipment and safety equipment required for the duration of the contract. Such equipment shall be provided by the contractor at his own expense. The contractor shall apply the necessary discipline and control to ensure compliance by his workers.
- 3.1.7 Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided prior to signing of contract.
- 3.1.8 The Principal Contractor shall ensure that any sub-contractor shall comply in like manner to every requirement of this document.
- 3.1.9 Health and Safety Induction training shall be conducted by a competent person, provided by the contractor, to all of the contractors personnel and to any persons who need to visit the construction site for any reason.
- 3.1.10 Any activity involving entry into or work within a confined space or isolation work shall be controlled by a Permit to Work system.
- 3.1.11 All work shall be done during normal working hours, unless agreed otherwise in writing.

- 3.1.12 No unsafe or dangerous equipment or tools may be brought onto or used on site. The Department reserves the right to inspect any tool or equipment at any time and prevent or prohibit its use, without any penalty to the Department and without affecting the contract in any way.
- 3.1.13 No dangerous procedures and/or materials hazardous to the health and safety of persons, which could be avoided by modifying procedures or substituting materials, shall be used. Where such hazardous procedures and/or materials are unavoidable, these shall be brought to the immediate attention of the principal agent and the employer.
- 3.1.14 The contractors personnel shall confine their activities and movements to those areas where contract work is being performed.
- 3.1.15 All excavation equipment, portable cranes or similar construction equipment shall be used in accordance with the provisions of the OHS Act applicable to users.
- 3.1.16 **SPECIFIC ITEMS PERTAINING TO THIS CONTRACT**

Tenderers attention is drawn to the information provided within this priced document regarding, but not limited to, the design and type of construction; the materials specified; and the construction period insofar as they need to be provided for in the contractor's Health and Safety Plan.

The building may be erected alongside an existing facility that may be in use at the time and tenderers must allow for prevention of unauthorized entry to the site. Noise and vibration are to be minimized with efficient muffling devices. Unavoidably noisy disturbing operations may have to be carried out by arrangement at restricted times. Two days' notice will be required in this regard.

## **4. CONSTRUCTION PHASE**

### **4.1 PRINCIPAL CONTRACTOR AND CONTRACTORS**

The contractor awarded the contract will be appointed in writing as the Principal Contractor (PC).

The Principal contractor:

- 4.1.1 will notify the Employer's Representative in writing of the intention to carry out the proposed construction work. This notification is to be submitted before the commencement of work using the format provided in Annexure A of the construction regulations R1010 of July 2003. A copy of this notification will be kept on site for inspection by an inspector, client, client's agent or employee to accompany the letter of appointment;
- 4.1.2 shall provide the client with written proof of his good standing with the Compensation fund or with a licensed compensation insurer prior to work commencing on site;
- 4.1.3 shall satisfy the client that he has the necessary competencies and resources to carry out the work safely;
- 4.1.4 shall make provision for the cost of health & safety measures during the construction process;
- 4.1.5 shall provide and demonstrate to the client a suitable and sufficiently documented Health & Safety Plan based on the health & safety specifications. The client will discuss and negotiate the H&S Plan with the PC before giving final approval of the plan for implementation. A Health & Safety Plan could include but is not limited to the following:
- description of the project;
  - a general statement of health & safety principles and objectives for the project;
  - management structures and responsibilities (organogram);
  - selection Procedures and control of all sub-contractors with methods of communication and co-operation;
  - appointment of construction supervisor;
  - fall protection plan listing necessary equipment;
  - site specific Risk Assessment;
  - Information & Training arrangements;
  - description of all formwork and support work with a list of all equipment and materials;
  - storage & distribution of materials;

- control and disposal of waste;
- provision and use of utilities, e.g. electricity and water;
- list of tasks to be performed during the construction process with equipment to be used and required PPE and method statements;
- H&S Induction Training Programme;
- description of all formwork & support work with list of all equipment and materials;
- written Safe Work procedures;
- H&S specification for machinery and other plant for common use;
- OHS Act & regulations on site;
- Access Control;
- Fire & Emergency (Disaster recovery and contingency) plan;
- Site Rules & traffic control;
- Environmental Control Programme.

- 4.1.6 shall provide any contractor who is making a bid or appointed to perform construction work for the PC, with the relevant sections of the health and safety specifications pertaining to the specific construction work;
- 4.1.7 shall appoint in writing all sub-contractors, having satisfied himself that these contractors have the competencies and resources to work safely;
- 4.1.8 shall take reasonable steps to ensure that each sub-contractor's H&S plan is implemented and maintained on the construction site. These steps shall include periodic audits at intervals of at least once a month;
- 4.1.9 shall stop any contractor from executing construction work which is not in accordance with the PC's and/or contractors H&S plan for the site or which poses a threat to the health and safety of persons;
- 4.1.10 will ensure that where changes are brought about to the design and construction, sufficient health & safety information and appropriate resources are made available to the contractor to execute the work safely;
- 4.1.11 ensure that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to work commencing on site. Where this is not possible or appropriate, the PC's insurance will cover the cost of any injury sustained to any employee of such sub-contractors;
- 4.1.12 shall ensure that potential contractors submitting tenders have made provision for the cost of H&S measures during construction work;
- 4.1.13 shall take reasonable steps as are necessary to ensure co-operation between all contractors to enable each of those contractors to comply with the provisions of these regulations;
- 4.1.14 shall ensure that any contractors provide and demonstrate to the PC a suitable and sufficiently documented health and safety plan, based on the relevant sections of the health and safety specifications. This plan shall be applied from the date of commencement of and for the duration of the construction work;
- 4.1.15 shall discuss and negotiate with the contractor the contents of his health and safety plan and shall finally approve that plan for implementation;
- 4.1.16 shall ensure that a copy of his and the contractor's health and safety plans are available on request to an employee, inspector, contractor, client or client's agent;
- 4.1.17 shall ensure that every contractor maintains a health and safety file, which shall include all documentation required in terms of the provisions of the Occupational Health & Safety Act and Construction Regulations. This file must be kept on site and made available to an inspector, client, client's agent or principal contractor upon request;
- 4.1.18 upon completion of the construction work shall consolidate both his and any contractor's health and safety file and hand it over to the client. The consolidated file will include a record of all drawings, designs, materials used and other similar information concerning the completed structure;

- 4.1.19 shall ensure a comprehensive and updated list of all the contractors on site accountable to the principal contractor is available and included in the Health & Safety file, as well as the agreements between the parties and the type of work being done;
- 4.1.20 shall not appoint a contractor to perform construction work unless the PC is reasonably satisfied that the contractor he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- 4.1.21 shall ensure that where a contractor appoints another contractor to perform construction work, the responsibilities that applies to the principal contractor shall apply to the contractor as if he were the principal contractor;
- 4.1.22 shall ensure that no contractor shall appoint another contractor to perform construction work unless the contractor is reasonably satisfied that the contractor he intends to appoint, has the necessary competencies and resources to perform the construction work safely;
- 4.1.23 shall ensure that all contractors co-operate as far as is necessary to enable each of them to comply with the provisions of the Act;
- 4.1.24 shall ensure that every contractor shall, as far as is reasonably practicable, promptly provide him with any information which might affect the health and safety of any person at work carrying out construction work or any person who might be affected by the work of such a person at work or which might justify a review of the health and safety plan.

## **4.2 SUPERVISION OF CONSTRUCTION WORK**

- 4.2.1 The contractor shall appoint a full-time competent employee in writing as the construction supervisor, with the duty of supervising the construction work.
- 4.2.2 The contractor may appoint in writing one or more competent employees to assist the appointed construction supervisor. Every such appointed employee shall, to the extent clearly defined by the contractor in the letter of appointment, have the same duties as the construction supervisor, provided that the designation of any such employee shall not relieve the appointed construction supervisor of any personal accountability for failing in his supervisory duties referred to in terms of section 6(1) of the construction regulations.
- 4.2.3 No construction supervisor shall supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed:
- 4.2.4 A contractor may on consideration of the size of the project, the degree of dangers likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction safety officer in writing to assist in the control of all safety related aspects on the site: Provided that, where the question arises as to whether a construction safety officer is necessary, the decision of an inspector shall be decisive.

## **4.3 RISK ASSESSMENT**

- 4.3.1 Every contractor performing construction work shall before the commencement of any construction work and during construction work, cause a risk assessment to be performed by a competent person appointed in writing and the risk assessment shall form part of the health and safety plan to be applied on the site and shall include at least:
- the identification of the risks and hazards to which persons may be exposed to;
  - the analysis and evaluation of the risks and hazards identified;
  - a documented plan of safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
  - a monitoring plan; and
  - a review plan.
- 4.3.2 A contractor shall ensure that a copy of the risk assessment is available on site for inspection by an inspector, client, client's agent, contractor, employee, representative trade union, health and safety representative or any member of the health and safety committee.
- 4.3.3 Every contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the risk assessment.

- 4.3.4 A contractor shall ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.
- 4.3.5 A principal contractor shall ensure that all contractors are informed regarding any hazard as stipulated in the risk assessment before any work commences, and thereafter at such times as may be determined in the risk assessment.
- 4.3.6 A contractor shall ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in the risk assessment.
- 4.3.7 No contractor shall allow or permit any employee or person to enter any site, unless such employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry. All contractors shall ensure that all employees are in possession of and carry proof of this health and safety induction training.
- 4.3.8 All contractors shall ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and shall be provided with the necessary personal protective equipment.

#### **4.4 FALL PROTECTION**

- 4.4.1 A competent person must be appointed and be responsible for the preparation of a fall protection plan as detailed in section 8 of the construction regulations.
- 4.4.2 The fall protection plan must be implemented, amended where and when necessary and maintained as required.
- 4.4.3 Monitoring must take place to ensure the continued adherence to the fall protection plan.

#### **4.5 STRUCTURES**

- 4.5.1 A contractor shall ensure that:
- all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work;
  - no structure or part of a structure is loaded in a manner which would render it unsafe.
- 4.5.2 A contractor shall ensure that all drawings pertaining to the design of the relevant structure are kept on site and are available on request by an inspector, contractors, client, client's agent or employee.
- 4.5.3 The designer of a structure shall:
- take into account the hazards relating to any subsequent maintenance of the relevant structure and should make provision in the design for that work to be performed to minimize the risk;
  - carry out sufficient inspections at appropriate times of the construction work involving the design of the relevant structure in order to ensure compliance with the design and a record of those inspections is to be kept on site;
  - stop any contractor from executing any construction work which is not in accordance with the relevant design;
  - conduct a final inspection of the completed structure prior to its commissioning to render it safe for commissioning and issue a completion certificate to the contractor; and
  - ensure that during commissioning, cognisance is taken of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of a structure.

#### **4.6 FORMWORK AND SUPPORT WORK**

A contractor shall ensure that:

- 4.6.1 all formwork and support work operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose;
- 4.6.2 all formwork and support work operations shall be carried out as detailed in section 10 of construction regulations.

## **4.7 EXCAVATION WORK**

- 4.7.1 A contractor shall ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing.
- 4.7.2 A contractor shall evaluate, as far as is reasonably practicable, the stability of the ground before excavation work begins.
- 4.7.3 Every contractor who performs excavation work shall ensure that all excavation work is carried out as detailed in section 11 of construction regulations.

## **4.8 SCAFFOLDING**

- 4.8.1 Every contractor using access scaffolding shall ensure that such scaffolding, when used, complies with the safety standards incorporated for this purpose into these Regulations under section 44 of the Occupational Health & Safety Act.
- 4.8.2 A contractor shall ensure that all scaffolding work operations are carried out under the supervision of a competent person who has been appointed in writing and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.
- 4.8.3 A contractor using scaffolding shall ensure that all scaffolding is erected and dismantled according to the requirement of SABC CODE 085.

## **4.9 EXPLOSIVE POWERED TOOLS**

- 4.9.1 No contractor shall permit or require any person to use an explosive powered tool, unless such person has been:
- Provided with and uses suitable protective equipment; and
  - Trained in the operation, maintenance and use of such a tool as detailed in section 19 of the construction regulation.

## **4.10 CRANES**

- 4.10.1 The principal contractor shall ensure that where a contractor brings a crane on site, the contractor:
- will appoint in writing a suitably qualified person as the lifting equipment inspector; and
  - will comply with section 20 of the construction regulations and/or section 18 of the driven machinery regulation, depending on the choice of lifting equipment.

## **4.11 CONSTRUCTION VEHICLES AND MOBILE PLANT**

A contractor shall ensure that all construction vehicles and mobile plants:

- 4.11.1 are of an acceptable design and construction;
- 4.11.2 are maintained in a good working order;
- 4.11.3 are used in accordance with their design and the intention for which they were designed. having due regard to safety and health;
- 4.11.4 are operated by workers who:
- have received appropriate training and been certified competent and been authorised to operate such machinery; and
  - are physically and psychologically fit to operate such construction vehicles and mobile plant by being in possession of a medical certificate of fitness;
- 4.11.5 all uses of construction vehicles and mobile plant meet the requirements of construction regulation 21.

## **4.12 ELECTRICAL INSTALLATIONS AND MACHINERY ON CONSTRUCTION SITES**

A contractor shall ensure that:

- 4.12.1 before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;

- 4.12.2 all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- 4.12.3 in working areas where the exact location of underground electric power lines is unknown, employees using jackhammers, shovels or other hand tools which may make contact with a power line, are provided with insulated protective gloves or otherwise that the handle of the tool being used is insulated;
- 4.12.4 all temporary electrical installations are inspected at least once a week and electrical machinery on a daily basis before use on a construction site by competent persons and the records of these inspections are recorded in a register to be kept on site;
- 4.12.5 the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing;
- 4.12.6 that all electrical installations on site comply with the electrical installation regulations.

#### **4.13 HOUSE KEEPING ON CONSTRUCTION SITES**

A contractor shall ensure that:

- 4.13.1 good housekeeping is continuously implemented on each construction site, including provisions for the proper storage of materials and equipment; and waste removal;
- 4.13.2 loose materials required for use, are not placed or allowed to accumulate on the site so as to obstruct the means of access to and egress from workplaces and passageways;
- 4.13.3 construction sites in built—up areas, adjacent to a public way, are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons;
- 4.13.4 a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fence off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of the threat of persons being struck by falling objects.

#### **4.14 STACKING AND STORAGE ON CONSTRUCTION SITES**

A contractor shall ensure that:

- 4.14.1 a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
- 4.14.2 adequate storage areas are provided;
- 4.14.3 there are demarcated storage areas; and
- 4.14.4 storage areas are kept neat and under control.

#### **4.15 FIRE PRECAUTIONS & EMERGENCY PREPAREDNESS ON CONSTRUCTION SITES**

Every contractor shall ensure that:

- 4.15.1 all appropriate measures are taken to avoid the risk of fire;
- 4.15.2 sufficient and suitable storage is provided for flammable liquids, solids and gases;
- 4.15.3 smoking is prohibited and notices in this regard are prominently displayed in all places containing readily combustible or flammable materials;
- 4.15.4 combustible materials do not accumulate on the construction site;
- 4.15.5 welding, flame cutting and other hot work are done only after the appropriate precautions as required have been taken to reduce the risk of fire;
- 4.15.6 suitable and sufficient fire-extinguishing equipment is provided as per the requirement of SABS 0400;
- 4.15.7 the fire equipment is inspected by a competent person;
- 4.15.8 a sufficient number of workers are trained in the use of fire-extinguishing equipment;
- 4.15.9 where appropriate, suitable visual signs are provided to clearly indicate the escape routes in the case of a fire;
- 4.15.10 the means of escape is kept clear at all times;

- 4.15.11 there is an effective evacuation plan;
- 4.15.12 a siren is installed and sounded in the event of a fire;
- 4.15.13 first aid facilities must be provided as per requirements of the occupational health & safety act. This includes:
  - a trained first aider and first aid resources on site at all times whilst construction is taking place;
  - a standard that must be drawn up for the management of injuries on duty and investigations thereof.

#### **4.16 CONSTRUCTION WELFARE FACILITIES**

A principal contractor shall, depending on the number of workers and the duration of the work, provide at or within reasonable access of every construction site, the following clean and maintained facilities:

- 4.16.1 at least one shower facility for every 15 workers;
- 4.16.2 at least one sanitary facility for every 30 workers;
- 4.16.3 changing facilities for each sex;
- 4.16.4 sheltered eating areas.

#### **4.17 ENVIRONMENTAL CONTROL**

The principal contractor will ensure that:

- 4.17.1 the construction process does not impact negatively on the environment;
- 4.17.2 take due regard to the fact that buildings may be in use and that staff and public may use the premises [existing buildings only];
- 4.17.3 preserve the trees and plants by not allowing concrete and rubble to damage the roots or erode the soil;
- 4.17.4 If the soil is clayey, ensure, especially in the rainy season, that there is sufficient drainage and that workers have sufficient footage on clayey surfaces.

#### **4.18 GENERAL**

- 4.18.1 All references to "his" or "he" in this document should be read as "his or her" and "he or she".
- 4.18.2 Although the majority of activities on a construction site are specifically addressed in the construction regulations of July 2003, it should be noted that some activities and plant are covered by other regulations contained in the Occupational and Safety Act (No 85 of 1993) and regulations.
- 4.18.3 The act is to be strictly adhered to at all times. Non-conformance may result in prosecution resulting in financial penalties and/or imprisonment.

