



ANNEXURE 3B – NORTH GAUTENG REGION

6. Scope of Work

The Scope of this project is set out to include the following outlined items:

| Item | Description | Unit | Quantity | Rate | Amount |
|------|--|------|----------|------|--------|
| | Removal of Existing items | | | | |
| 1.1 | Remove existing wall Tiles and prepare to receive new tiles | M2 | 2 | | |
| 1.2 | Remove all existing Window blinds and make good holes left from the removal. | No. | 8 | | |
| 1.3 | Remove existing wash hand basins and damaged pipework ablutions and make good surfaces to receive new wash hand basins | No. | 2 | | |
| 1.4 | Remove existing WCs, cisterns and damaged pipework ablutions and make good surfaces to receive new fittings | No. | 2 | | |
| 1.5 | Remove existing urinals and damaged pipework ablutions and make good surfaces to receive new urinals | No. | 2 | | |
| 1.6 | Remove existing double bowl kitchen sink and damaged pipework and make good surfaces to receive new kitchen sink | No. | 1 | | |
| 1.7 | Remove existing kitchen cupboards and prepare surfaces to receive new kitchen cupboards. | No. | 1 | | |
| 2. | Aluminum Shopfronts: Frames are to be natural anodized aluminum sections, constructed and installed according to the manufacturer's specification. All joints between shop front window and walls to be silicone sealed. | | | | |
| 2.1 | Aluminum Shopfront 2250 x 1500mm high consisting of head and bottom rails and mullions and glazed with frosted 6.38mm | M2 | 18 | | |



| | | | | | |
|-----|--|----|-----|--|--|
| | laminated safety glass to match existing | | | | |
| 2.2 | Aluminum Shopfront 2460 x 3000mm high consisting of head and bottom rails and mullions and glazed with frosted 6.38mm laminated safety glass to match existing | M2 | 15 | | |
| 2.3 | Aluminum Shopfront 3115 x 1500mm high consisting of head and bottom rails and mullions and glazed with frosted 6.38mm laminated safety glass to match existing | M2 | 10 | | |
| 2.4 | Aluminum Shopfront glazed and frosted Single door size 813mm x 2032mm | No | 2 | | |
| 3. | "Rhino Drywall" Steel stud partitioning with 12,5mm taper edge "Rhino board" on both sides and with joints butt jointed and finished with "Rhino tape" and suitable jointing compound, with bottom track plugged and top track fixed to underside of ceiling | M2 | 24 | | |
| 3.1 | Extra over for solid flush single door size 813 x 2032mm high with door frame and ironmongery. | No | 1 | | |
| 4. | Flooring | | | | |
| 4.1 | Deep clean existing carpets with suitable carpet cleaning machinery/equipments and suitable detergents. Carpets must be properly cleaned and free from stains. | M2 | 208 | | |
| 4.2 | Supply and install 20 x 120mm solid meranti skirting. Prime with one coat Varnish with an overcoating time of 6 hours and finish with two coats Varnish with 6 hours drying time between coats. | M | 12 | | |
| 5. | Walls Finishes | | | | |
| 5.1 | Sand down, prepare and apply two coats paint of professional superior low sheen on walls | M2 | 186 | | |
| 5.2 | Supply and install 300 x 300mm wall tiles or splash backs | M2 | 2 | | |



| | | | | | |
|-----------|---|----|----|-----------|--|
| 6. | Ceiling | | | | |
| 6.1 | Prepare and apply two coats superior acrylic emulsion paint on existing ceilings and cornices | M2 | 54 | | |
| 7. | Carpentry & Joinery <u>Kitchen Cupboards</u> Provide the sum of R32, 000.00 (Thirty-two thousands) for Kitchen Cupboards complete with granite kitchen cupboard top, double end bowl sink with all the necessary pipework and stainless steel mixer tap; to be used as directed by the client and deducted in whole or in part if not required | No | 1 | 32 000,00 | |
| 8. | Plumbing | | | | |
| | <u>Electric Hydro-boiler complete with all necessary fittings:</u> | | | | |
| 8.1 | Hydroboil - 5litre Stainless Steel - water boiler with stainless steel tank, steam free boiling water, electronic controls, 15mm overflow, connected to 15mm cold water supply including isolating valve, vertical wall mounted water boiler with heating elements, drain accessories, including hangers, brackets, bolts, etc. | No | 1 | | |
| 9. | Electrical Finishes | | | | |
| 9.1 | Supply and install new fully recessed low brightness luminaires with double parabolic louvre`s. Output to be min 3x14W T5 for 600x600mm fittings. Fittings to comply with SANS 60598-2-1 and bear the SANS mark. An IP20 rating is required. | No | 16 | | |



| | | | | | |
|------------|---|-----|----|--|--|
| 9.2 | Three Compartment powder coated steel electric trucking / Power Skirting 160mm high with power, telecoms & data outlets. | M | 41 | | |
| 9.3 | Install additional switches for Lights | No | 4 | | |
| 10. | Airconditioning Units | | | | |
| 10.1 | Supply and install wall mounted air-conditioner, 30000 BTU complete air conditioning split unit with condenser. | No. | 5 | | |
| 11. | Blinds | | | | |
| 11.1 | Aluminum venetian blind, size to fit 2500mm x 3000mm window with 25 x 0,21mm thick slats including 25 x 25mm high matching aluminum powder coated top and bottom tracks with stainless steel separator pins, cordlock and roller pins, blinds to be fitted inside reveal to lintel. | No | 6 | | |
| 11.2 | Aluminum venetian blind, size to fit 600mm x 1250mm window with 25 x 0,21mm thick slats including 25 x 25mm high matching aluminum powder coated top and bottom tracks with stainless steel separator pins, cord lock and roller pins, blinds to be fitted inside reveal to lintel. | No | 11 | | |
| 12. | Furniture | | | | |
| 12.1 | Supply Meeting room tables: Work top finish: 22mm Particle board with Iceberg White Deccon Edging: Matching PVC flat edge 2mm Leg frame: Metal leg 10- 12-seater, Size 3800 x 1600mm | No | 4 | | |
| 12.2 | Supply Ergonomic high back office Chairs: Back: Black netting | No | 48 | | |



| | | | | | |
|------------|--|-----|---|--|--|
| 12.3 | Supply and install 170L Refrigerator. Color: Matt Dark Grey. Size: 608cm(L) x 504cm(W) x 1,420cm(H) | No | 1 | | |
| 12.4 | Supply and install 28L Microwave oven. Colour: Mirror finish. Size: 385mm(L) x 517mm(W) x 297mm(H) | No | 1 | | |
| 13. | Biometric System | | | | |
| 13.1 | Supply and install a fully functional Biometric system inclusive of 8 (entry and exit) biometric readers and maglocks, fingerprint enrollment station and functional software. Enrollment to be done in Ground floor control room. | Sum | 1 | | |
| 14. | Door Closers Supply and install Grade 304 Stainless Steel Rack and Cam Pinion door closer with sliding track arm. Non handed with a maximum 180 degree non hold opening as standard. Power adjustable by spring, latching and damping action. | No. | 7 | | |
| 15. | CCTV System Supply and install to full functionality a closed-circuit television (CCTV) system comprising of 23 IP dome Cameras , a functional Camera monitoring software, A 55-inch footage monitoring screen and PC. Footage to be monitored in the control room at the ground floor, opposite the evaluation rooms | Sum | 1 | | |
| 16. | Voice recorders | | | | |
| 16.1 | Supply and install noise reduction voice activated voice recorders with 360-degree Meeting Microphone | No | 4 | | |



| | | | | | |
|---|--|------|---|------|------|
| 17. | Steel coded lockers | | | | |
| 17.1 | Supply and install a 10 compartment Steel Cellphone Locker- comprising of combination locks for each compartment therein. | No. | 4 | | |
| 17.2 | Supply and install Bolted Heavy-duty shelving, four tiers with Solid Pine Decking. (2000mm H x 2000mm W x 600mm D) | No | 5 | | |
| 18. | Allowance for making good, removal of waste and disposal. | Item | 1 | | |
| 19. | Contractor to allow for all works to be carried out under JBCC contract 6.2 May 2018, conditions. All works as per general standard conditions of contract. | Sum | 1 | 1200 | 1200 |
| 20. | <p>Safety file: Provide risk assessment safety file according to PRASA requirements.</p> <p>Ensure all insurances including liability cover are in place prior to commencement of works. Safety file to be always kept on site during work execution.</p> | No | 1 | | |
| SUBTOTAL Amount (Excl. VAT) | | | | | |
| Allow for Preliminaries | | | | | |
| Allow 10% Contingency amount | | | | | |
| SUBTOTAL Amount, Including Contingencies | | | | | |
| VAT @ 15% | | | | | |
| Grand Total Amount | | | | | |



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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



2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

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 points is allocated for price on the following basis:

80/20



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

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 | Acceptable Evidence | Number of points allocated. (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---------------------|--|--|
| | | | |



| | | | |
|---|---|-----------|--|
| B-BBEE contributor status of at least level 2 | BEE Certificate / Affidavit (In case of a JV consolidated scorecard will be accepted) | 4 | |
| 51 % Black Owned | CIPC Documents / B-BBEE Certificate/Affidavit/ | 4 | |
| EME or QSE 51% Black owned | Audited annual financial/BBBEE Certificate/Affidavit | 4 | |
| 51% Women owned | Certified copy of ID document of the owners | 4 | |
| 51% Youth owned | Certified copy of ID document of the owners | 4 | |
| TOTAL | | 20 | |

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.

| |
|---|
| <p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>NAME _____</p> <p>DATE _____</p> |
|---|



TENDER FORM

FORM C

CURRENT TENDER DETAILS

| | |
|---------------------|--|
| Request number: | BID NUMBER: HO/NOR/GP/CAM/11/03/24. |
| Request for Tender: | REQUEST FOR PROPOSAL - REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A CONTRACTOR FOR THE REFURBISHMENT OF PRASA BOARDROOMS FOR A CIDB GRADING OF 4 GB OR HIGHER IN NORTH GAUTENG REGION FOR A PERIOD of 3 MONTHS. |

I / We _____

(Insert Name of Tendering Entity)

of _____

_____ (Full address)

Conducting business under the style or title of:

_____ Represented by:

_____ in my capacity as:

_____ being duly authorised thereto by a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case may be, dated _____, a certified copy of which is annexed hereto, hereby offer to undertake and complete the above-mentioned work (hereinafter called "the WORKS") at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of tender documents for the sum of **R**

_____ (amount in words), (All applicable taxes included)

N.B. (i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.



- (ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than architectural building work are incorrectly extended arithmetically, the unit rate will be treated as decisive.
- (iii) In tenders for architectural building work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

| FULL NAME(S) | CAPACITY | SIGNATURE |
|--------------|----------|-----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen’s Compensation, Securities and Insurance within **30 (thirty)** working days of notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the **WORKS within** _____

(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.



Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the penalty is out of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds well until _____ **(a minimum period of 90 Business days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive) if requested by PRASA. A retention will be kept by PRASA.

I/ We declare that being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.

The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above will constitute a material breach of contract and provide PRASA with cause for cancellation.

| | | | |
|---|-------|-----------|-------|
| THUS, DONE and SIGNED at _____ on this _____ day of _____ | | | |
| _____ | | | |
| DULY AUTHORISED SIGNATORY(IES) | | WITNESSES | |
| 1. | _____ | 1. | _____ |
| 2. | _____ | 2. | _____ |
| 3. | _____ | 3. | _____ |