

NOTIFICATION OF TENDER ADVERT

Bid Number: SASSA: 38-21-CS-GP

Bid Description: South African Social Security Agency invites potential service providers for the Acquisition/Leasing of office accommodation for various offices within Gauteng Region for a period of 5 (five) years.

Name of Institution: The South African Social Security Agency

Place where goods, works or services are required: SASSA Gauteng District Offices and Local Offices.

Date Published: 19 October 2021
Closing Date / Time: 09 November 2021 @11:00am

Enquiries:
Contact Person: MR MMATHUME NKADIMENG

Email: Mmathumen@sassa.gov.za <[mailto: Mmathumen@sassa.gov.za](mailto:Mmathumen@sassa.gov.za)>
Telephone number: 011 241 8474 <<tel:011 241 8474>>

Where bid documents can be obtained:
Website: <https://etenders.treasury.gov.za> <<https://etenders.treasury.gov.za/>> /
www.sassa.gov.za <<http://www.sassa.gov.za/>>

Physical Address:

Where bids should be delivered:

Physical Address:
SASSA Gauteng Regional Office, 28 Harrison Street 11th floor, Johannesburg, 2000

Briefing Session:

No briefing session will be held due to compliance with the covid-19 regulations.

Special Conditions:
None



[*paying the right social grant, to the right person,
at the right time and place. NJALO!*]

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA: 38-21-CS-GP	CLOSING DATE:	09 November 2021	CLOSING TIME:	11:00 am
DESCRIPTION	Appointment of potential service providers for the Acquisition/Leasing of office accommodation for various offices within Gauteng Region for a period of 5 (five) years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA Gauteng Regional Office: 28 Harrison Street, 11th Floor, Johannesburg, 2000					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Mmathume Nkadimeng		CONTACT PERSON		
TELEPHONE NUMBER	011 241 8474		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Mmathumen@sassa.gov.za		E-MAIL ADDRESS		
TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
			Mr. Bransby Shiba		
			(011) 241-8356		
			N/A		
			BransbyS@sassa.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date 09 November 2021

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 favouritism, 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, shareholder², 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.

"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.

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²⁰Shareholder 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

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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 / Persal Number

4 DECLARATION

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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

November 2011

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS	POINTS
PRICE	90	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10	20
Total points for Price and B-BBEE must not exceed	100	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
------------------------------------	---------------------------------	---------------------------------

1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		

Any QSE		
---------	--	--

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

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-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. 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? (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). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 ☐	No ☐

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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 ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

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

.....
Position

.....
Name of Bidder

Js365bW

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SOUTH AFRICAN SOCIAL SECURITY AGENCY- SASSA

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

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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

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SBD 9

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 consortium³ 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.

³ 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.

SBD 9

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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

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SOUTH AFRICAN SOCIAL SECURITY AGENCY- SASSA

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

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| 2. Application | <p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p> |
| 3. General | <p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p> |
| 4. Standards | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p> |
| 5. Use of contract documents and information; inspection. | <p>5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p> |
| 6. Patent rights | <p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p> |
| 7. Performance security | <p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> |

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections,
tests and
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p> |

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping
and countervailing
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

**25. Force
Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of
Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of
liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years



Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years.

ANCRONYMS

B-BBEE	:	Broad Based Black Economic Empowerment
BTU	:	British thermal unit (Air Conditioning)
CIDB	:	Construction Industry Development Board
CIPC	:	Companies and Intellectual Property Commission
CIPRO	:	Companies and Intellectual Property Registration Office
COC	:	Certificate of Compliance Certificate
COIDA	:	Compensation for Occupational Injuries and Disease Act
CPI	:	Consumer Price Index
EME	:	Emerging Micro Enterprise
GCC	:	General Conditions of Contract
GP	:	Gauteng Province
OHS	:	Occupational Health and Safety
SABS	:	South African Bureau of Standards
SANAS	:	South African National Accreditation System
SANS	:	South African National Standards
SASSA	:	South African Social Security Agency
SAPOA	:	South African Property Owners Association
SBD	:	Standard Bidding Documents
SCC	:	Special Conditions of Contract
SDL	:	Skills Development Levy
SMME	:	Small Micro Medium Enterprise
STATSSA	:	Statistics South Africa
SLA	:	Service Level Agreement
VAT	:	Value Added Tax

1. INTRODUCTION

The South African Social Security Agency (SASSA) was established in terms of Section 2 of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A statutory body in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999, as amended), which is responsible for the management, administration and payment of social assistance grants.

The vision for SASSA is to be a leader in the delivery of social security services. In order for SASSA to realize its objectives, amongst others, is the provision of reasonable and suitable accommodation to conduct its activities.

2. BACKGROUND

- 2.1 SASSA Gauteng Region has been rendering services to the community of Gauteng for numerous years. The Region has been rendering services directly from facilities procured from private landlords via internal SCM route of acquisition resulting in the implication that the current Lease Agreements being between the Landlord and SASSA.
- 2.2 The community of these areas are well established and therefore in need of uninterrupted availability of such services. Over and above the crucial service of poverty alleviation the Agency is rendering to this community.

3. DURATION

The required office accommodations are going to be for a period of five (5) years / 60 months from the date of occupation.

4. PROJECT OBJECTIVES

SASSA seeks to enter into a lease agreement with a competent and reputable landlord which has knowledge and experience in the provision of office accommodation to government entity/department.

5. PROJECT SCOPE

5.1. The service provider is required to provide office accommodation space as follows:

OFFICE	SQUARE METRE (gross)	PARKING BAYS
Springs Local Office	1317.50	24
Fochville Local Office	601.25	10
Bronkhorstspuit Local Office	730.25	15
Ga-Rankuwa Local Office	730.25	18
Alexandra Local Office	815	20
Sedibeng District Office	663.75	15
Benoni Local Office	1375	40
Lenasia Local Office	795	30

5.2. Office Accommodation for SASSA Staff

- ✓ The service provider is expected to provide office accommodation for SASSA staff and public
- ✓ Office space and facility maintenance – refer to scope of requirements **Annexure A** for office space ;(page11-15)
- ✓ The office space must comply with Occupational Health and Safety Requirements. The bidders are expected to attach a Project plan on how the office space will be refurbished/created to meet SASSA requirements within a period of 3 months. The timelines must also be clearly outlined.

6. PROJECT EXECUTION PLAN

The service provider would have to make the office space compliant to SASSA's approved office layout Model for the local office (**Annexure C- page 39**). It is a requirement that the proposed layout for the building tendered be submitted, as well as project plans showing how the service provider will meet the 3 months deadline.

7. CONTRACT MANAGEMENT RESPONSIBILITIES

7.1. SASSA shall:

- 7.1.1. Provide the successful service provider with reasonable information relating to services required as well as SASSA's approved Local Office Layout model, policies relevant to office accommodation
- 7.1.2. Grant the successful service provider's staff access to SASSA's premises for ideas
- 7.1.3. Conduct regular compliance inspections in line with the Occupational Health and Safety, Security Requirements and all relevant Regulations.
- 7.1.4. Comply with the contract and Operational SLA provisions.

7.2. The Service Provider shall:

- 7.2.1. Provide compliant office accommodation (as per bid specifications) for the period of the validity of the contract.
- 7.2.2. Conduct business in a courteous and professional manner.
- 7.2.3. Provide the necessary documentation as requested prior to the awarding of the contract.
- 7.2.4. Comply with all contract and Operational SLA provisions.
- 7.2.5. Occupancy Certificate
- 7.2.6. Electricity COC

8. GENERAL CONDITIONS OF THE BID

8.1. Format of the Bid

Bids must be completed and submitted in line with the following:

- 8.1.1. Copies of the certified copy are not acceptable.
- 8.1.2. Bidders must initial all pages of the bid specifications.

8.2 Adjustments to Contract

This contract will only be adjusted on the anniversary of the contract with the approved fixed escalation agreed to by both parties.

8.3 Price Template

8.3.1 The bidder must submit a detailed price structure. The pricing must be strictly done in line with the prescribed template (**Annexures D page 36-37**).

8.3.2 The price must be inclusive of VAT (if applicable). If the price is not firm for the duration of the contract, this must be indicated clearly in the price template. SASSA shall only accept the annual escalations that are aligned to the CPI.

8.3.3 All costs associated with this bid must be clearly stipulated on the prescribed template.

The bid proposal must clearly define ways as to how the service provider intends to assist SASSA to get value for money and make great savings.

8.3.4 The completed Price Template must be enclosed in a sealed envelope.

8.3.5 The successful bidder(s) shall enter into an agreement with SASSA.

9. SPECIAL CONDITIONS (page 41-42)

The full list of General conditions of contract is on page 41-42 of this document.

10. PRICING INSTRUCTION

NB: The bidders must complete the attached Price Template (**Annexures D page 36-37**). **The price must be inclusive of VAT (where applicable)**

11. EVALUATION OF THE BID

11.1 The bid proposals shall be evaluated in accordance with the 80/20 or 90/10 principle. The evaluation shall be conducted as follows:

11.2 Stage One – Administrative Compliance and Functionality Criteria

Phase One: Administrative Compliance

Phase Two: Functionality Criteria

11.3 Stage Two – Price and Preference Points

EVALUATION CRITERIA	
Stage One – (Phase One) Administrative Compliance	
• Tax Pin letter or Tax clearance Certificate • Certified Copy of Proof of Registration with CIPC (Previously known as CIPRO) • Certified Copies of all Company Directors (date of certification must not be older than 6 months) • Valid CSD report or MAAA number • Completed and signed Standard Bidding Documents (SBD): ✓SBD1 Invitation to Bid ✓SBD4 Declaration of Interest ✓SBD6.1 Preference Points ✓SBD 8 Declaration of Bidder's Past Supply Chain Management Practices ✓SBD 9 Certificate of Independent Bid Determination	
Stage One – (Phase Two) Functionality Criteria	Weighting
<u>Site inspection</u> • Building in good condition ,(requiring minor renovations) to suit SASSA needs within 1 month 5 • Building in a fair condition ,(requiring minor renovations) to suit SASSA needs within 2 months 3 • Building in a poor condition ,(requiring major renovations) to suit SASSA needs within 3 month	25
<u>Accessibility</u> 1. Property to be close to major routes and amenities 500m from taxi/bus rank 2. Meet entrance and exit requirements 3. Property to meet requirements for people with disabilities (Ramps and Toilets) 4. Preferable ground floors office space. 5. Parking bays within the same premises. • All of the above five 5 • Four of the above 4	30

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

• Three the above 3 • Two of the above 2 • One of the above 1	
<u>Suitability</u> • Building with green building aspect among others : Optimized Natural Ventilation, Optimize energy use, Reduce greenhouse emissions, with windows able to open and design to ensure there is through draft, while ensuring that heated or cooled air does not escape unnecessarily – • Certified 5 • Building partially compliant to green building 3 • Building without the above green building aspects 1	25
<u>Detailed Project Plan</u> • Building in good condition (requiring minor renovations) to suit SASSA needs within 1 month. 5 • Building in affair condition (requiring minor renovations) to Suit SASSA needs within 2 months.3 • Building in a poor condition, (requiring major renovations) to suit SASSA needs within 3 months.1	10
<u>Maintenance Plan</u> Maintenance plan for the duration of the lease agreement must be provided • Detailed funded maintenance plan submitted 5 • Detailed unfunded maintenance plan submitted 3 • Detailed maintenance plan submitted 1 • No maintenance plan submitted	10
Total Points	100

Bidders must score a minimum of 60 points on functionality. Bidders who score less than 60 points for functionality shall be disqualified and shall not be subjected to further evaluation.

11.3 PRICE AND PREFERENTIAL POINTS

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

Stage Two - Price and Preference	100 Points	100 Points
Price	80	90
BBBEE Status Level of Contribution	20	10

- In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
Level 1	20	10
Level 2	18	9
Level 3	14	6
Level 4	12	5
Level 5	8	4
Level 6	6	3
Level 7	4	2
Level 8	2	1
Non-compliant contributor	0	0

Bidders must submit an Original or certified copy of B-BBEE Verification Certificate from a Verification Agency accredited by South African National Accreditation System (SANAS) or an original sworn affidavit signed by Emerging Micro Enterprise (EME) representative and attested by Commissioner of Oaths.

12. BID DOCUMENTS CHECK LIST:

- 12.1. The contents of the BID/ TENDER document must be as follows, and numbered as per the numbering below, with each schedule punched, placed in a file and separated from the next schedule with a file divider.
- 12.2. Please complete the checklist below to verify your submission of the relevant documents:

Schedules	
Description Submitted	Indicate YES or NO
Tax Pin letter or Tax clearance Certificate	
Certified Copies of Company Registration (CIPC) Documents	
B-BBEE Certificate/ Sworn Affidavit	
Minimum of 3 Signed Traceable references relevant to the service (Annexure Page 18-20)	
Building compliance certificates	
Electrical Compliance certificate	
Methodology and Project Approach	
Letter of good standing from the financial institution.	
Pricing Schedule	

13. ENQUIRIES

For more information please contact the following persons:

Technical Enquiries:

Mr. B Shiba

(011) 241-8356

BransbyS@sassa.gov.za

Bid Enquiries:

Mr. NM Nkadameng

(011) 241 8474 (t)

MmathumeN@sassa.gov.za

DEPOSIT/RETURN OF BID DOCUMENTS

- a) Telegraphic ,telephonic, telefax, facsimile ,electronic and/or late tenders will not be accepted
- b) Requirements for sealing, addressing, delivery and assessment of tenders are stated in the bid document

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

- c) All tenders must be submitted on the official forms,- (not to be re-typed)

DEPOSITED IN THE TENDER BOX AT

11th FLOOR (RECEPTION)

28 HARRISON STREET

MARSHALLTOWN

ANNEXURE A

**SCOPE OF REQUIREMENTS
LEASE OF OFFICE ACCOMMODATION**

**SCOPE OF REQUIREMENTS
LEASE of OFFICE ACCOMMODATION**

Interested property owners/agents who own buildings in existence of office accommodation are invited to submit an offer.

Description
The tender must be accompanied by a sketch plan that indicates; (i) A layout plan which meets the client's need in terms of the approved space and norms. (<i>The sketch plan must be functional; the sketch plan may be redefined at a later stage at the landlord's cost</i>). 1. The floor area of rooms/offices must be indicated on the plan. 2. The minimum floor to ceiling height must be 2400mm <i>unless otherwise specified by the lessee</i> . 3. <i>The sketch plan must be based on the current town planning zoning of the existing premises, municipal regulation (fire, parking, etc.) and National Building Regulations SANS10400.</i>
Confirmation of the rentable area (issued by a registered Architect), as per SAPOA method of calculating rentable space.
The zoning certificate from the local municipality for the tendered building must be provided.
Proof of ownership / sale agreement for the tendered building to be provided.
The entire building must be paraplegic friendly and fully accessible to both staff/personnel and clientele / public, taking note of attached service counters and cashier desk detail specifications and comply with SANS 10400 part S.

The building must be accessible through public transport.
Comply with SASSA Corporate Interior Guidelines. Annexure C (page 18 of 32)
Provide professional team for planning and execution of tenant installation and /or construction at the bidders account
The following applicable certifications together with the Local Authority approved tenant installation drawings to be provided prior to the occupation of the building and comply with SANS 10400 requirements including Occupational Health and Safety Act No 85 of 1993 with Regulations: 1. A Structural Engineers stability certificate. 2. A gang nail roof truss design certificate by a professional engineer (if applicable). 3. Glazing certificate from SAGGA. 4. A SAPOA certificate. 5. An Electrical compliance certificate. 6. Plumbing certificate. 7. Firefighting equipment certificate and Approved Fire Evacuation Plans. 8. An occupational certificate by the Local Authority. 9. Air-conditioning Certificate with regards to air velocity/fresh air, etc. 10. Entomologist Certificate (Pest Control Certificate). 11. A fire clearance certificate from the Local Authority / Fire dept. if the building falls under the jurisdiction of a Local Authority. 12. A fire clearance certificate from a Consulting Architect / Fire specialist if the building does not fall under the jurisdiction of a Local Authority.
GENERAL In terms of an appropriate layout the following will be considered: (i) The provision of natural light and natural ventilation throughout the building will be an advantage. (ii) Buildings deep in floor plans should be provided with light wells, atriums, etc. to promote natural light and ventilation into the building. (iii) Ideally buildings should not be deeper in floor plan than 2 offices on either side of a passage. The offices must be provided with adequate operable windows. (iv) Buildings must be designed to eliminate "sick building syndrome" (v) Internal offices without natural lighting must be fitted with viewing panels (vi) Allow for 2hour fire rated doors in server and security surveillance rooms. (vii) Install solid door and security locks in cashier and security surveillance control rooms, including inaccessible ceilings (viii) The proposed accommodation must be secured. Access to the lease premises must be controlled for SASSA. (ix) To avoid traffic jams, ingress and egress into sites must be of a 2 way driveways or controllable. (x) The floor to ceiling heights must be indicated by a section through the building. Specific

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

requirements must be considered in this regards, e.g., raised Judges' podium with appropriate floor to ceiling heights
ELECTRICAL REQUIREMENTS
The landlord shall put back up power, in the form of a Generator or Solar system
Each workstation to have a network point in a three compartment trunking
Each workstation must have a dedicated socket outlet in a three compartment trunking
Each workstation must have a normal socket outlet in a three compartment trunking
The passages must have a 4 x 4 socket outlet every 15 meter in length, mounted flush on the wall
All other rooms must have a least one single socket outlet
Staff Kitchen must have two double socket outlets
Lighting at Reception to have a minimum 500lux
Lighting in offices to have a minimum 300lux
Lighting in Passages to have a minimum 300lux
Lighting in Rest Rooms to have a minimum 100lux
Lighting in Stores to have a minimum 200lux
Lighting in Parking Area to have a minimum 75lux
All exit areas and stairways must have light fittings with a min. of 75lux
Each office /room to have a separate light switch and motion sensor
External lighting must be controlled by a photo-cell
Each floor there must be a lockable distribution board with all circuits labelled
In the event we have different clients per building/per floor then each distribution board must be metered
All dedicated socket outlets must be wired via an emergency power supply
Installation of emergency power supply must comply with the NDPW Standards
Allow for conduits and boxes for network and Telephonic cables, it will depend on the size of the building/floor area
The network and fire cabling must be in separate conduits
Supply and install an isolator per installation of split- air conditioner
The main (electrical) incoming supply must be metered and this room must be well ventilated and lockable
The load factors must be taken into account in the electrical installation
The entire electrical wiring must comply to the SANS 0412 regulation
All user manuals must be handed over to the agency representative.
The entire installation and lighting must be energy compliant. Use energy efficient equipment, fittings and applications
A Certificate of Compliance must be issued on completion of the electrical installation
Allow for emergency backup for all dedicated socket outlets and critical equipment's.

Energy efficiency plan should comply with SANS 10400 Part A,A6
MECHANICAL REQUIREMENTS
Air Conditioning (i) All rentable office spaces shall be provided with an adequate supply of conditioned air taking into consideration particularly with respect to altitude, ambient temperatures and atmospheric conditions, insuring a safe, health and hygienic working environment. (ii) The Air Conditioning shall generally be in accordance with SABS 1125-1977, SABS 0400 and Standard specifications. (iii) Design shall be energy efficient and use "Green" refrigerant gas, such as, R410a or approved alternative. (iv) The Air Conditioning Plant and equipment shall be quarterly maintained or as and when required, serviced and kept in full working condition. A maintenance register shall be kept of all servicing & repairs undertaken on the units. (v) Server Room to have 2x 100% Capacity wall mounted split units for IT protection of server.
Fire Automatic Detection (1) All office spaces shall be provided with Smoke and Fire Detection devices, installed in accordance with National Fire Regulations. The systems shall be regularly maintained, serviced and tested annually in accordance with National Fire Regulations by the Landlord.
Fire Inert Gas Protection System for Archives and registry (1) Archives, Document and other Store Rooms where essential or vital documentation are kept, shall be protected by means of an Inert Gas System. (2) The installed inert gas system must be regularly maintained, serviced and tested annually of the entire system shall be in accordance with National Fire Regulations.
Fire Protection Equipment (1) The Land Lord or Service Provider shall provide Fire Extinguishers and Hose Reels which shall be regularly maintained, serviced and tested annually in accordance with the National Fire regulations. (2) A register of all the fire protection Equipment shall be kept and made available for inspection purposes and should be installed by South African Qualification & Certification Committee (SAQCC) compliant service provider.
Fire Sprinkler Automatic System (1) The entire rentable space shall be provided with a fully automatic sprinkler system, instances where it is deemed as a requirement by Local Authorities. This shall be regularly maintained, serviced and tested in accordance with the National Fire Regulations. Note: The control systems, water pumps etc. shall all be on alternative backup power supply and should be installed by SAQCC service provider.

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

Lift – Passenger (Express)

- (1) Where it is applicable, a fully operational and regularly maintained, high speed passenger lift shall provide access to the rentable areas.
- (2) The lift shall be duly registered with the department of labour, be fully maintained in full working condition and have a complete service record for the past five (5) years with a registered lift company by the landlord.
- (3) A Service Record Book containing the details of all repairs, servicing and testing undertaken shall be kept in the lift Plant room and be available for inspection purposes.
- (4) The lift must be blind and paraplegic friendly and be fully accessible.
- (5) The Car shall be capable of carrying at least a loading of 1200 kg. Unless otherwise specified by the manufacturer.

Lift – Service

- (1) A fully operational and regularly maintained, service lift shall provide access to the rentable areas.
- (2) The lift shall be duly registered with the department of labour, be fully maintained in full working condition at all times.
- (3) A Service Record Book containing the details of all repairs, servicing and testing undertaken on the lift shall be kept in the lift Plant room and be available for inspection purposes.
- (4) The Car shall be capable of carrying at least twelve (12) persons 1200 kg. Unless otherwise specified by the Lessee.

Ventilation (Forced)

- (1) The entire rentable area shall be provided with an adequate volume of fresh air. In the event that natural ventilation is insufficient, then mechanical ventilation shall be in accordance with the National Building Regulations.

Name of Bidder	Signature	Date

ANNEXURE B

NEED ANALYSIS

Annexure B – Springs Local Office

SERIAL NO.	DESCRIPTION OF SPACE	PROPOSED P2	MOBIL P2	AREA	REMARKS
ASSIGNABLE AREA (50%)					
MANAGEMENT					
1	MANAGER (LEVEL 1)	1	12.00	12.00	Currently vacant - to be fixed
2	ASSISTANT MANAGER (LEVEL 1)	1	10.00	10.00	to be fixed currently
ADMINISTRATION					
3	TEAM LEADER (LEVEL 1)	2	8.00	16.00	Grade 1 & Admin 1
4	SENIOR GRANT ADMINISTRATOR (LEVEL 1)	4	8.00	32.00	Grade 1 & Admin 1 (1 is vacant)
5	GRANT ADMINISTRATOR (LEVEL 1)	40	8.00	320.00	
6	FIRST AID ROOM	1	12.00	12.00	
7	MEETING ROOM	2	30.00	60.00	Depending on building layout
8	INTERVIEW ROOM	5	6.00	30.00	Depending on building layout
9	DOCTORS ROOM	2	12.00	24.00	Room where doctor examines client. Confidentiality to be considered
10	BACK OFFICE	5	30.00	150.00	To accommodate 10 MC
11	KITCHEN	2	8.00	16.00	Number of staff to be fixed as 2 kitchens are available
12	STORAGE ROOM	1	30.00	30.00	
13	CANTINE	3	30.00	90.00	Private Area
14	STAFF LOCKERS	2	16.00	32.00	To accommodate 10 staff
15	STAFF REST ROOM	1	30.00	30.00	For staff to rest and storage
16	RECEPTION AREA	1	30.00	30.00	
17	SERVER ROOM	2	12.00	24.00	Depending on building layout
PUBLIC SERVICE AREA					
18	BENEFICIARY WAITING AREA	100	1.00	100.00	Include outdoor waiting area
19	CUBICLES	30	1.00	30.00	Production line and outdoor lockings
20	AREA BEHIND OF CUBICLES	30	2.00	60.00	
21	AREA IN FRONT OF CUBICLES	30	5.00	150.00	
22	SECURITY ROOM	2	12.00	24.00	3 Guards day shift, 2 night shift
23	BABY CHANGING ROOM	1	10.00	10.00	
24	CLEANING ROOM	2	12.00	24.00	2 Cleaners and equipment
OTHER ACCOMMODATION					
NON ASSIGNABLE AREA (50%)					
25	NON ASSIGNABLE AREA (50%)			250.00	
PARKING					
26	UNDER COVER PARKING	24			
27	LOCKABLE GARAGE				
TOTAL AREA					
				1377.00	

OTHER NEEDS		
Office Name	Spring Local Office	
Office location	Spring	
Additional Facilities		
Staff	Male: Number required	5
	Female: Number Required	5
Beneficiaries	Male: Number Required	2
	Female: Number Required	2
	Disability: Abolition Facility	1
Picture of Access to the premises		Full Disability Access: 70000 m2 to be provided for disabled and elderly people (including to be provided by right hand side)
Security		The entire premises should be all conditioned.
Air Conditioning		10 to be secured for in all work areas and office and 10 support
Power Ducting		data and IT equipment.
Water		Water supply should be provided for the working and for team safety.

Regional Executive Manager

Date: 18 June 2021

Annexure B – Fochville Local Office

SERIAL NO	DESCRIPTION OF ROOM	PROPOSED PU	APPROX PER PU	ASB	REMARKS
ASSIGNABLE AREA (80%)					
MANAGEMENT					
1	MANAGER (LEVEL 12)	1	12.00	12.00	
2	ASSISTANT MANAGER (LEVEL 9)	1	10.00	10.00	
ADMINISTRATION					
3	TEAM LEADER (LEVEL 8)	1	5.00	5.00	Grants x 1 Admin x 1
4	SENIOR GRANT ADMINISTRATOR (LEVEL 7)	1	5.00	5.00	Grants x 3 Admin x 1 (1 x vacant)
5	GRANT ADMINISTRATOR (LEVEL 6)	8	5.00	40.00	
6	FIRST AID ROOM	1	12.00	12.00	
7	MEETING ROOM	1	50.00	50.00	Depending on building layout
8	INTERVIEW ROOM	1	5.00	5.00	disability booking and screening
9	DOCTOR'S ROOM	1	12.00	12.00	Depending on building layout
10	BACK OFFICE	1	20.00	20.00	To accommodate 16 staff
11	TEA KITCHEN	1	5.00	5.00	Stationary and grant loans
12	STRONG ROOM	1	20.00	20.00	
13	CANTEEN	1	20.00	20.00	
14	STAFF LOCKERS	1	15.00	15.00	
15	STATIONERY ROOM	1	20.00	20.00	
16	RECEPTION AREA	1	20.00	20.00	
17	SERVER ROOM	1	12.00	12.00	Depending on building layout
PUBLIC SERVICE AREA					
18	BENEFICIARY WAITING AREA	27	1.20	44.40	Includes all waiting areas
19	CUBICLES	18	1.20	21.60	Production line and doctors bookings
20	AREA BEHIND OF CUBICLES	18	2.00	36.00	
21	AREA IN FRONT OF CUBICLES	18	5.00	90.00	
22	SECURITY ROOM	1	12.00	12.00	Security Guards
23	BABY CHANGING ROOM	1	10.00	10.00	
24	CLEANERS ROOM	1	12.00	12.00	Cleaners and equipment
OTHER ACCOMMODATION					
NON ASSIGNABLE AREA (20%)					
25	NON ASSIGNABLE AREA (20%)			170.25	
PARKING					
26	UNDER COVER PARKING	10			
27	LOCKABLE GARAGE				
GRAND TOTAL					
				991.35	
OTHER NEEDS					
Office Name		Fochville Local Office			
Office location		Fochville			
Ablution Facilities					
Staff		Male: Number required			
		Female: Number Required			
Beneficiaries		Male: Number Required			
		Female: Number Required			
		Disability Ablution Facility			
Nature of Access to the premises		Full Disability Access. Ramp and lift to be provided for disabled and elderly.			
Security		Burglar proofing to be complemented by high tech system and guards.			
Air conditioning		The entire premises should be air conditioned.			
Power Supply		To be allowed for in all work areas and offices and to support data cabling and IT infrastructure.			
Safes		The building should allow for the keeping of at least two safes.			


 Regional Executive Manager
 Date: 18 June 2021

Annexure B – Bronkhorstspuit Local Office

Serial No.	Description of Room	Proposed No.	Norm Per No.	Area	Remarks
	ASSIGNABLE AREA (80%)				
	MANAGEMENT				
1	MANAGER (LEVEL 1)	1	12.00	12.00	
2	ASSISTANT MANAGER (LEVEL 6)	1	10.00	10.00	
	ADMINISTRATION				
3	TEAM LEADER (LEVEL 8)	2	8.00	16.00	
4	SENIOR GRANT ADMINISTRATOR (LEVEL 7)	4	8.00	32.00	
5	GRANT ADMINISTRATOR (LEVEL 5)	18	6.00	108.00	
6	FIRST AID ROOM	1	12.00	12.00	
7	MEETING ROOM	1	30.00	30.00	
8	INTERVIEW ROOM	2	8.00	16.00	
9	DOCTORS ROOM	1	12.00	12.00	DISABILITY BOOKING AND SCHEDULING ROOM
10	BACK OFFICE	1	30.00	30.00	30M LOCKABLE CELLULAR OFFICE DETERMINED BY NUMBER OF EMPLOYEES
11	TEA KITCHEN	1	8.00	8.00	
12	STRONG ROOM	1	20.00	20.00	
13	CANTEEN	1	30.00	30.00	
14	STAFF LOCKERS	1	15.00	15.00	
15	STATIONERY ROOM	1	20.00	20.00	STATIONERY AND GRANT FORMS
16	RECEPTION AREA	1	20.00	20.00	
17	SERVER ROOM	1	12.00	12.00	
	PUBLIC SERVICE AREA				
18	BENEFICIARY WAITING AREA	80	1.20	96.00	INCLUDES ALL WAITING AREAS
19	CUBICLES	16	1.20	19.20	
20	AREA BEHIND OF CUBICLES	18	2.00	36.00	
21	AREA IN FRONT OF CUBICLES	18	3.00	54.00	
22	SECURITY ROOM	1	12.00	12.00	1 SECURITY OFF AND EQUIPMENT
23	BABY CHANGING ROOM	1	18.00	18.00	
24	CLEANERS ROOM	1	12.00	12.00	2 CLEANERS AND EQUIPMENT
	OTHER ACCOMMODATION				
	UNASSIGNABLE AREA		Area	104.00	
25	NON ASSIGNABLE AREA (20%)			145.00	
	PARKING				
26	UNDER COVER PARKING	12			
27	LOCKABLE GARAGE	3			
	GROSS AREA			708.20	

OTHER NEEDS		
Office Name	Bronkhorstspuit Local Office	
Office location	Bronkhorstspuit	
Abolition Facilities		
Staff	Male: Number required	3
	Female: Number Required	3
Beneficiaries	Male: Number Required	8
	Female: Number Required	8
Where it Access at the premises		not comply with the requirements to be provided for children and elderly.
Security		Regular patrolling to be complemented by high tech system and guards. The entire premises should be air conditioned.
Air Conditioning		
Power Ducting		To be allowed for all work areas and offices and to support data cabling and IT telephony.
Water		The building should allow for the coupling of at least two pipes.

Regional Executive Manager

Date: 19 Aug 2020

Chief Financial Officer

Date:

Annexure B – Ga -Rankuwa Local office

Sl. No.	DESCRIPTION OF ROOM	PROPOSED	NO. OF	AREA	REMARKS
	ASSIGNABLE AREA (80%)				
	MANAGEMENT				
1	MANAGER (LEVEL 11)	1	12.00	12.00	
2	ASSISTANT MANAGER (LEVEL 9)	1	18.00	18.00	
	ADMINISTRATION				
3	TEAM LEADER (LEVEL 8)	2	8.00	16.00	
4	SENIOR GRANT ADMINISTRATOR (LEVEL 7)	4	8.00	32.00	
5	GRANT ADMINISTRATOR (LEVEL 6)	18	6.00	108.00	
6	FIRST AID ROOM	1	12.00	12.00	
7	MEETING ROOM	1	30.00	30.00	
8	INTERVIEW ROOM	2	8.00	16.00	
9	DOCTORS ROOM	1	12.00	12.00	
10	BACK OFFICE	1	30.00	30.00	DISABILITY BOOKING AND SCREENING ROOM
11	TBA KITCHEN	1	8.00	8.00	SMOOKABLE CELLULAR OFFICE
12	STORAGE ROOM	1	30.00	30.00	DETERMINED BY NUMBER OF EMPLOYEES
13	CANTEEN	1	30.00	30.00	
14	STAFF LOCKERS	1	16.00	16.00	
15	STATIONERY ROOM	1	20.00	20.00	STATIONERY AND GRANT FORMS
16	RECEPTION AREA	1	30.00	30.00	
17	SERVER ROOM	1	12.00	12.00	
	PUBLIC SERVICE AREA				
18	BENEFICIARY WAITING AREA	80	1.00	80.00	INCLUDES ALL WAITING AREAS
19	CUBICLES	80	1.00	80.00	
20	AREA BEHIND OF CUBICLES	16	3.00	48.00	
21	AREA IN FRONT OF CUBICLES	16	3.00	48.00	
22	SECURITY ROOM	1	12.00	12.00	1 SECURITY OFF AND EQUIPMENT
23	BABY CHANGING ROOM	1	10.00	10.00	
24	CLEANERS ROOM	1	12.00	12.00	2 CLEANERS AND EQUIPMENT
	OTHER ACCOMMODATION				
	NON ASSIGNABLE AREA (20%)				
25	PARKING			148.00	
	UNDER COVER PARKING	15			
27	LOCKABLE GARAGE	3			
	TOTAL AREA			730.00	
OTHER SPECIFIC					
Office Name		Ga-Rankuwa Local Office			
Office location		Ga-Rankuwa			
Abolition Facilities					
Staff		Male: Number required			
		Female: Number Required			
Beneficiaries		Male: Number Required			
		Female: Number Required			
Nature of Access to the premises		Full Disability Access. Ramp and lift to be provided for disabled and elderly.			
Security		Burglar proofing to be complemented by high tech system and guards.			
Air Conditioning		The entire premises should be air conditioned.			
Power Cabling		To be allowed for in all work areas and offices and to support data cabling and IT telephony.			
Bates		The building should allow for the keeping of at least two sales			

Regional Executive Manager

Date:

18 June 2021

Annexure B- Alexandra Local Office

SERIAL NO	DESCRIPTION OF ROOM	PROPOSED PU	FLOORS PER PU	AREA	REMARKS
	ASSIGNABLE AREA (80%)				
	MANAGEMENT				
1	MANAGER (LEVEL 15)	1	12.00	12.00	
2	ASSISTANT MANAGER (LEVEL 9)	1	10.00	10.00	
	ADMINISTRATION				
3	TEAM LEADER (LEVEL 8)	2	8.00	16.00	
4	SENIOR GRANT ADMINISTRATOR (LEVEL 7)	4	8.00	32.00	
5	GRANT ADMINISTRATOR (LEVEL 5)	10	8.00	80.00	
6	FIRST AID ROOM	1	12.00	12.00	
7	MEETING ROOM	1	30.00	30.00	
8	INTERVIEW ROOMS	2	8.00	16.00	
9	DOCTORS ROOM	1	12.00	12.00	DISABILITY BOOKING AND SCREENING ROOM
10	BACK OFFICE	1	30.00	30.00	BRM LOCKABLE CELLULAR OFFICE
11	TEA KITCHEN	1	8.00	8.00	DETERMINED BY NUMBER OF EMPLOYEES
12	STRONG ROOM	1	20.00	20.00	
13	CANTEEN	1	30.00	30.00	
14	STAFF LOCKERS	1	15.00	15.00	
15	STATIONERY ROOM	1	20.00	20.00	STATIONERY AND GRANT FORMS
16	RECEPTION AREA	1	20.00	20.00	
17	SERVER ROOM	1	12.00	12.00	
	PUBLIC SERVICE AREA				
18	BENEFICIARY WAITING AREA	100	1.20	120.00	INCLUDES ALL WAITING AREAS
19	CUBICLES	10	1.20	12.00	
20	AREA BEHIND CUBICLES	10	2.00	20.00	
21	AREA IN FRONT OF CUBICLES	10	3.00	30.00	
22	SECURITY ROOM	1	12.00	12.00	1 SECURITY OFF AND EQUIPMENT
23	BABY CHANGING ROOM	1	10.00	10.00	
24	CLEANERS ROOM	1	12.00	12.00	2 CLEANERS AND EQUIPMENT
	OTHER ACCOMMODATION				
	APPROXIMATE AREA		ASM	344.50	
25	NON ASSIGNABLE AREA (20%)			161.00	
	PARKING				
26	UNDER COVER PARKING	10			
27	LOCKABLE GARAGE	4			
	GROSS AREA			505.50	

OTHER NEEDS		
Office Name	Alexandra Local Office	
Office location	Alexandra	
Abolition Facilities		
Staff	Male: Number required	3
	Female: Number Required	3
Beneficiaries	Male: Number Required	6
	Female: Number Required	6
Nature of Access to the premises		100% Disability Access. Right of way to be provided for disabled and elderly.
Security		Bug or proofing to be complemented by high tech system and guards. The entire premises should be 24/7 conditioned.
Air Conditioning		To be allowed for in all work areas and offices and to support data cabling and IT telephony.
Power Ducting		The building should be for the keeping of at least two safes.
Safes		

Regional Executive Manager

Date: 13/08/2021

Annexure B – Sedibeng District Office

SEDIBENG DISTRICT OFFICE

SERIAL NO.	DESCRIPTION OF ROOM	PROPOSED NO.	INFORM PER RU	AREA	REMARKS
ASSIGNABLE AREA (80%)					
ADMINISTRATION					
1	DISTRICT MANAGER L13	1	18.00	18.00	
2	MANAGER L11-12	2	18.00	32.00	
3	ASSISTANT MANAGER 19-10	6	12.00	72.00	
4	TEAM LEADER L3	8	10.00	80.00	
5	SUPERVISOR L7	1	8.00	8.00	
6	ADMIN CLERK	4	6.00	24.00	
PUBLIC SERVICE AREA					
7	WAITING AREA	2	15.00	10.00	
8	RECEPTION AREA WITH COUNTER	1	12.00	12.00	
9	SECURITY GUARD ROOM	1	12.00	12.00	
10	SERVER ROOM	1	12.00	12.00	
11	STRONG ROOM	1	12.00	12.00	
12	BOARD ROOM	1	30.00	30.00	
13	INTERVIEW ROOM	2	30.00	60.00	
14	REGISTRY	1	18.00	18.00	
15	CLEANERS ROOM	1	30.00	30.00	
16	STORE ROOM	1	8.00	8.00	
17	KITCHEN/TEA ROOM	1	30.00	30.00	
18	FIRST AID ROOM	1	15.00	15.00	
ASSIGNABLE AREA					
			ASM	571.00	
NON ASSIGNABLE AREA (20%)					
PARKING					
20	ALARM SYSTEM	15.00		132.75	
21	BRANDING AND SIGNAGE				
22	CABLING WITH TWO TIER SORTING				
GROSS AREA					
				703.75	
OTHER NEEDS					
Office Name	Sedibeng District				
Desired Locality	Central				
Special Finishes	Branding and Signage				
Parking Requirements	No of Government Vehicles				
	No of Subsidised Vehicles				
	No of Lock Up Garages				
	No of Open Parking Bays				
Nature of Access to the premises	X	Ramp or/and lifts to be provided for disabled and elderly.			
Security	X	Burglar proofing to be complemented by high tech system and guards.			
Air Conditioning	X	The entire premises should be air conditioned.			
Power Ducting	X	To be allowed for in all work areas and offices and to support data cabling and IT telephony.			
Sales		The building should allow for the keeping of at least two sales.			

REGIONAL EXECUTIVE MANAGER:
DATE: 2018/02/03

M. S. Parry
ACTING EXECUTIVE MANAGER: CORPORATE SERVICES

DATE: 21/9/2018

SERIAL NO	DESCRIPTION OF ROOM	PROPOSED PU	NORM PER PU	ASM	REMARKS
	ASSIGNABLE AREA (80%)				
	MANAGEMENT				
1	MANAGER (LEVEL 12)	1	12.00	12.00	
2	ASSISTANT MANAGER (LEVEL 9)	1	10.00	10.00	
	ADMINISTRATION				
3	TEAM LEADER (LEVEL 8)	5	8.00	40.00	
4	SENIOR GRANT ADMINISTRATOR (LEVEL 7)	4	8.00	32.00	
5	GRANT ADMINISTRATOR (LEVEL 5)	40	6.00	240.00	
6	FIRST AID ROOM	1	12.00	12.00	
7	MEETING ROOM	2	30.00	60.00	
8	INTERVIEW ROOM	4	8.00	32.00	
9	DOCTORS ROOM	4	12.00	48.00	Disability booking and screening room
10	BACK OFFICE	2	30.00	60.00	BRM lockable cellular office
11	TEA KITCHEN	2	8.00	16.00	Determined by the number of employees
12	STRONG ROOM	1	20.00	20.00	
13	CANTEEN	2	30.00	60.00	Pause Area
14	STAFF LOCKERS	2	15.00	30.00	
15	STATIONERY ROOM	1	20.00	20.00	Stationary/grant forms storage
16	RECEPTION AREA	1	20.00	20.00	
17	SERVER ROOM	2	12.00	24.00	Depending on building layout
	PUBLIC SERVICE AREA				
18	BENEFICIARY WAITING AREA	100	1.20	120.00	Includes doctor waiting area
19	CUBICLES	30	1.20	36.00	Production line and doctors bookings
20	AREA BEHIND OF CUBICLES	30	2.00	60.00	
21	AREA IN FRONT OF CUBICLES	30	3.00	90.00	
22	SECURITY ROOM	2	12.00	24.00	3 Guards day shift; 2 night shift
23	BABY CHANGING ROOM	1	10.00	10.00	
24	CLEANERS ROOM	2	12.00	24.00	2 Cleaners and equipment
	OTHER ACCOMMODATION				
	ASSIGNABLE AREA		ASM	1160.00	
25	NON ASSIGNABLE AREA (20%)			275.00	
	PARKING				
26	UNDER COVER PARKING	40			
27	LOCKABLE GARAGE				
	GROSS AREA			1375.00	

OTHER NEEDS		
Office Name	Benoni Local Office	
Office location	Benoni	
Ablution Facilities		
Staff	Male: Number required	3
	Female: Number Required	3
Beneficiaries	Male: Number Required	5
	Female: Number Required	5
	Disability Ablution Facility	2
Nature of Access to the premises		Full Disability Access. Ramp or/and lifts to be provided for disabled and elderly.
Security		Buglar proofing to be complimented by high tech system and guards.
Air Conditioning		The entire premises should be air conditioned.
Power Ducting		To be allowed for in all work areas and offices and to support data cabling and IT telephony.
Safes		The building should allow for the keeping of at least two safes.

Regional Executive Manager: GP & MP

Date: 2024/08/00

SERIAL NO	DESCRIPTION OF ROOM	PROPOSED PU	NORM PER PU	ASM	REMARKS
	ASSIGNABLE AREA (80%)				
	MANAGEMENT				
1	MANAGER (LEVEL 11)	1	12.00	12.00	
2	ASSISTANT MANAGER (LEVEL 9)	1	10.00	10.00	
	ADMINISTRATION				
3	TEAM LEADER (LEVEL 8)	1	8.00	8.00	
4	SENIOR GRANT ADMINISTRATOR (LEVEL 7)	3	8.00	24.00	
5	GRANT ADMINISTRATOR (LEVEL 6)	20	6.00	120.00	
6	ENROLLMENT OFFICIALS (LEVEL 5)	5	6.00	30.00	
7	MEETING ROOM	1	40.00	40.00	
8	INTERVIEW ROOM	2	8.00	16.00	
9	DOCTORS ROOM	1	12.00	12.00	DISABILITY BOOKING AND SCREENING ROOM
10	BACK OFFICE	1	30.00	30.00	BRM LOCKABLE CELLULAR OFFICE DETERMINED BY NUMBER OF EMPLOYEES
11	TEA KITCHEN	1	8.00	8.00	
12	STRONG ROOM	1	30.00	30.00	
13	CANTEEN	1	35.00	35.00	
14	FILE STORAGE	1	17.00	17.00	
15	STAFF LOCKERS	1	20.00	20.00	
16	STATIONERY ROOM	1	30.00	30.00	STATIONERY AND GRANT FORMS
17	RECEPTION AREA	1	20.00	20.00	
18	SERVER ROOM	1	20.00	20.00	
	PUBLIC SERVICE AREA				
19	BENEFICIARY WAITING AREA	100	1.20	120.00	INCLUDES ALL WAITING AREAS
20	SECURITY ROOM	1	12.00	12.00	2 SECURITY OFFICIAL AND EQUIPMENT
21	BABY CHANGING ROOM	1	10.00	10.00	
22	CLEANERS ROOM	1	12.00	12.00	
	OTHER ACCOMMODATION				
	ASSIGNABLE AREA			636.00	680.00
23	NON ASSIGNABLE AREA (20%)			159.00	
	PARKING				
24	UNDER COVER PARKING	24			
25	LOCKABLE GARAGE	6			
	GROSS AREA			795.00	

OTHER NEEDS		
Office Name	Lenasia Local Office	
Office location	Lenasia CBD	
Ablution Facilities		
Staff	Male: Number required	3
	Female: Number Required	3
Beneficiaries	Male: Number Required	4
	Female: Number Required	4
	Disability	1
Nature of Access to the premises	Full Disability Access. Ramp and lifts to be provided for disabled and	
Security	Buglar proofing to be complimented by high tech system and guards.	
Air Conditioning	The entire premises should be air conditioned.	
Power Ducting	To be allowed for in all work areas and offices and to support data cabling and IT telephony.	
Safes	The building should allow for the keeping of at least two safes.	

Regional Executive Manager

Date:

Executive Manager: Corporate Services

Date: 26/11/2018

Annexure C

SASSA INTERIOR GUIDELINES FINISH

Bidder's Initials.....



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

CORPORATE INTERIOR GUIDELINES

*[paying the right social grant, to the right person,
at the right time and place. NJALO!]*

USE OF COLOUR FORMAT



Whenever possible the corporate signature should appear in full colour. That is black, grey and vibrant colours. Our logo represents that which is vibrant, therefore we would like to share our dynamism at all times and therefore we would like to use our full colour logo as most times. Note that the full colour logo is to be used on a white background only. In situations where we are faced with a colour background, we then use the SASSA logo reverted to a black and white pattern only.

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER

Bidder's Initials.....

USE OF COLOUR FORMAT



Wherever possible the corporate identity should appear in full colour. In the event that, due to a small and confined space, the use of the logo is not possible, the use of the logo in black and white is acceptable. However, we would like to use our full colour logo wherever possible. Note that the full colour logo will be used on a white background or on a light blue background. Where we are faced with a colour background, the logo will be the SASSA logo in white or in black on a white background.

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY IS A MEMBER OF THE SASSA GROUP OF COMPANIES

Bidder's Initials.....

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

OFFICE INTERIOR



Creating a professional image, it is important that we create a great environment that creates productivity and productivity. A great environment that works as a single office environment. Our overall vision is to create a 4500 sqm office for agencies to be in our environment and to be the look and feel of the environment and to be a great office.

1. The office is a modern office with a modern design and a modern design.

Bidder's Initials.....

SHOP FRONTS

FRONT ELEVATION



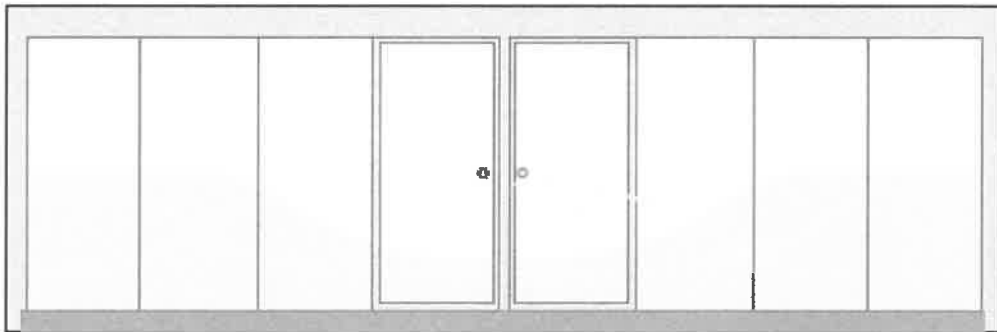
The shopfront illustrated is just an example of a typical concrete shopfront elevation and serves as a guideline. The bidder must ensure that the shopfront is designed to match the SASSA logo and name and that the shopfront is designed to match the SASSA logo and name. The bidder must ensure that the shopfront is designed to match the SASSA logo and name. The bidder must ensure that the shopfront is designed to match the SASSA logo and name.

SASSA is a registered trademark of the South African Social Security Agency.

Bidder's Initials.....

GLASS BOARDROOMS

FRONT ELEVATION



This is an example of how our secondary core graphic works as a decal on to glass to give individuals within the organization a sense of being able to "move through the space" while still maintaining the use of glass boardrooms. The decal is a board decal which is laminated onto the glass surface. The core idea flows of our graphic accentuates the concept of flowing movement, creating the notion of a dynamic environment.

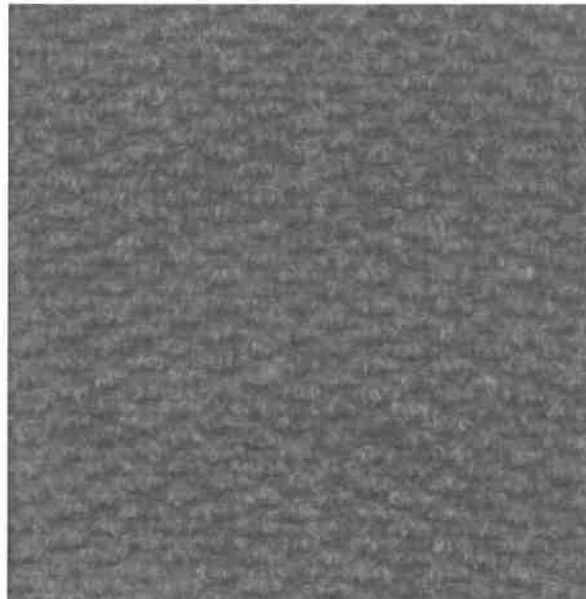
Architectural drawing of the front elevation of a glass boardroom.

Bidder's Initials.....

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years



CARPETS

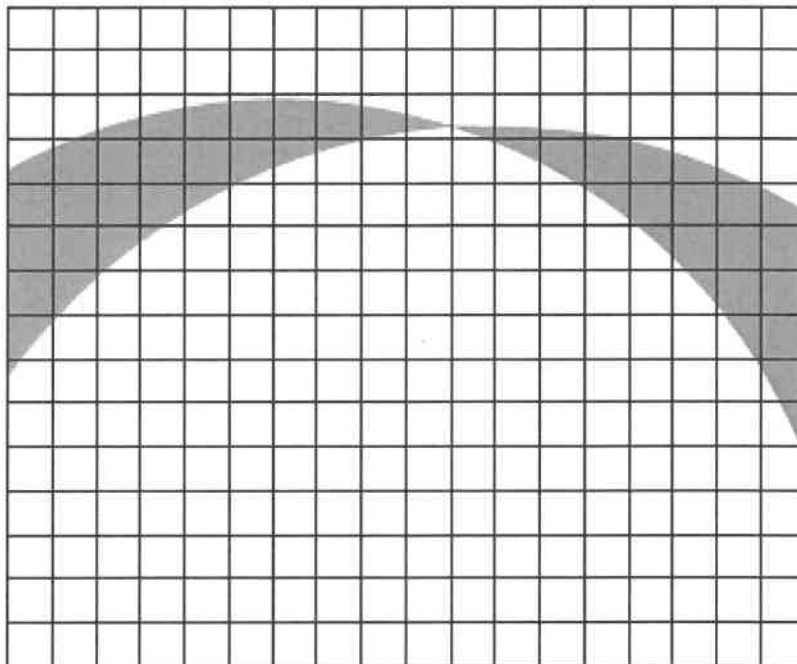


All offices to be carpeting with 500 x 500 x 6,5mm Belgina Mac Dens Carpet from 320 tiles. The colour of the carpet tile has been chosen to ensure any dirt that may collect, while at the same time being very hard-wearing and durable. They are to be utilised in high-volume areas, especially transport areas.

South African Social Security Agency

Bidder's Initials.....

PUBLIC AREAS

[illegible]

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FLOORS

TOILETS



All toilets are to be tiled with 300 x 300 x 12.5 Marleyfloor Tiles (Marley Tiles 4500).
Where appropriate (for the floor) to be laid in strict accordance with the Marley floor tile instructions. This type of tile are designed for use in the toilet and kitchen areas. They are very low absorbent making them perfect for areas where water may be falling. They must also match the floor tile of the various areas. There are a very large number of tile brands and sizes. The tile and floor boards must be placed on the wall and covered for a minimum of 150mm above the floor level.

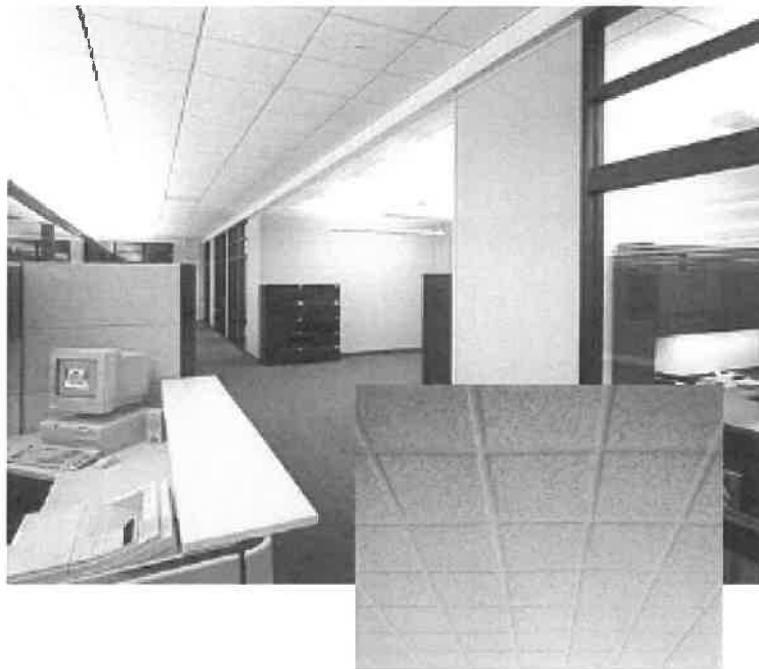
SKIRTINGS



Where Marley floor tiles are used, the skirting to be used is 75mm high skirting painted with high gloss enamel paint, colour to be decided by the customer. This skirting has a very important role to play in the overall design aesthetics. Thus the skirting has been designed with a dark, to match the chair and desk, and underneath an aluminium skirting board. The skirting has been designed to be 150mm high.

No skirting to be used.

CEILINGS



Acoustic tile ceiling is specified for all offices, plant rooms and all other areas. All plant rooms and offices are to be provided with the following: Suspended ceilings are always designed at a height of 2,7 m from the finished floor level in a standard installation for all buildings, but in the case of a plant room of 2,4 m height the ceiling may be designed at a height of 2,4 m.

Page 27 of 45

Bidder's Initials.....

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

WALLS



**Plaster
Rice Paper
VEL 45**



**Micro
Kajahari
BBQ 9110**

All interior walls are to be painted with Plaster Rice Paper VEL 45, all exterior walls are to be painted with Micro Kajahari BBQ 9110.

BIDDERS TO COMPLETE THE FOLLOWING TABLE

Bidder's Initials.....

DOORS



All doors are to be B203's 2007 address door (with steel door) using 1000x2000 standard glass (single) and fitted with two-point lock with anti-chamber glass handle. Steel door to be in a pulsed high-gloss universal paint (G-7). Doors to be painted appropriate colour per B203.

Unit 203 of the 2007 address door (with steel door) using 1000x2000 standard glass (single) and fitted with two-point lock with anti-chamber glass handle. Steel door to be in a pulsed high-gloss universal paint (G-7). Doors to be painted appropriate colour per B203.

Bidder's Initials.....

LIGHTING



Lighting: Fluorescent lights in offices and 200 W in offices and 400 W in public areas. To provide the best lighting for the 200 W in offices and 400 W in public areas, the lighting fixture will be a recessed, rectangular, fluorescent light fixture with a power factor of 0.95.

Lighting: Fluorescent lights in offices and 200 W in offices and 400 W in public areas. To provide the best lighting for the 200 W in offices and 400 W in public areas, the lighting fixture will be a recessed, rectangular, fluorescent light fixture with a power factor of 0.95.

Bidder's Initials.....

1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 26

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

INDICATORS



All list of approved suppliers are available from the Department Head Office.

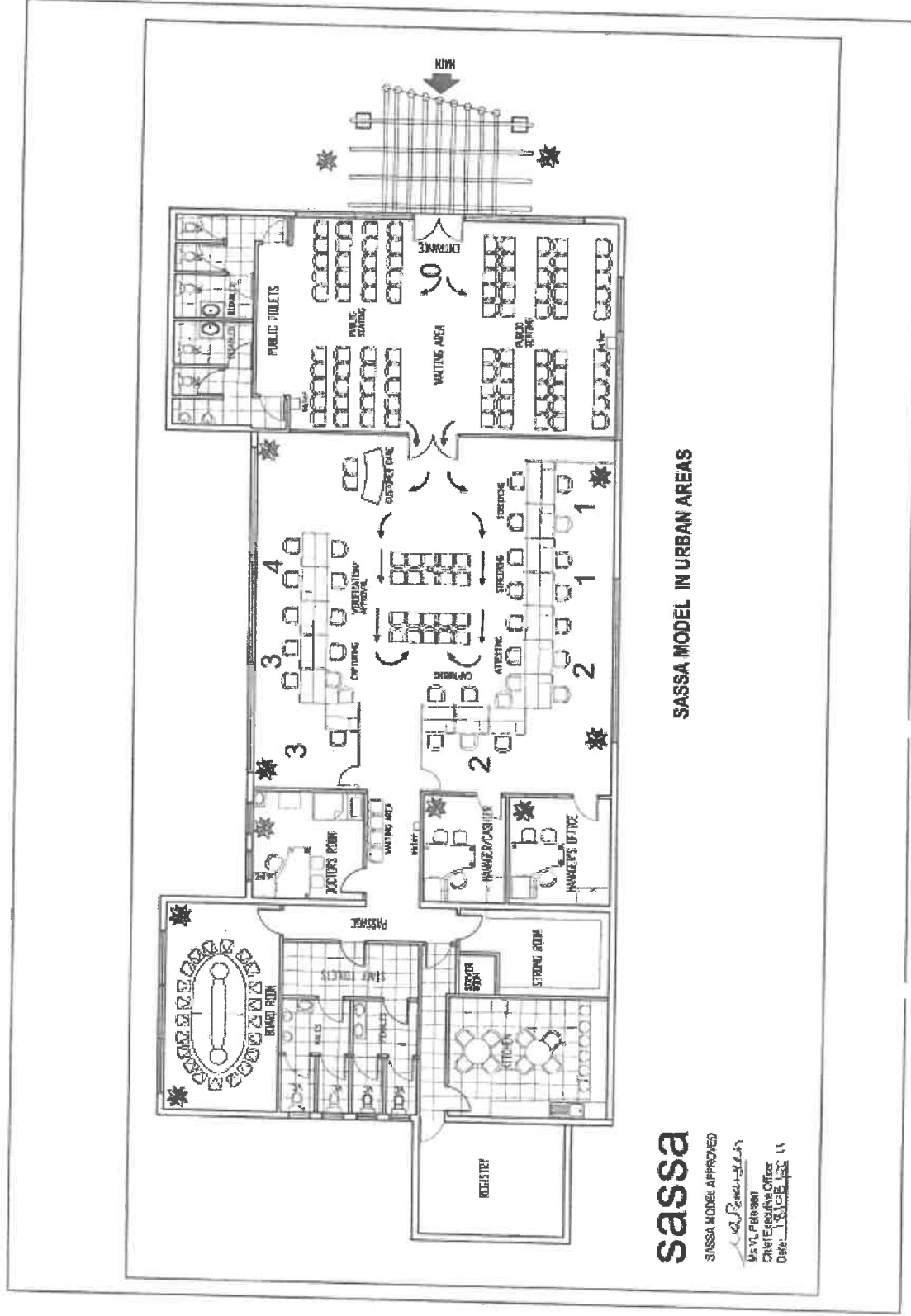
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Bidder's Initials.....

Annexure C

SASSA's approved office layout Model for the local office

Bidder's Initials.....



Annexure D

Price Template

Bidder's Initials.....

NB: Bidders can submit proposal for more than one office

SCHEDULE-3: BID OFFER – OFFICE ACCOMODATION

Bid no:		Closing Date:	
Advertising date		Validity period:	90 Days

1. ACCOMMODATION PARTICULARS

Name of building	
Area of building	
Market value of building	
Municipal valuation of building	
Gross floor area of accommodation	m²
Date of accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	

2. RENTALS (OFFICES AND PARKING)

	Offices	Parking
Lettable Area	m²	
Parking bays - covered		
Parking bays - open		
Rental per month	R	R
VAT per month	R	R
Total per month	R	R
Tariffs	R /m ²	R each
VAT	R /m ²	R each
Total (1)		
Escalation Rate		
Operating costs (provide details on what costs entail)	R /m ²	
VAT	R /m ²	
Total (2)	R /m ²	
Escalation Rate	%	
Total (1+2)	R /m ²	R each

Bidder's Initials.....

Alteration cost for Lessor	R	
----------------------------	---	--

3. RESPONSIBILITIES

Note: SASSA is not prepared to accept responsibility for services or costs involved as per the grey areas (indicate where applicable)

3.1 Services	SASSA	LESSOR	Estimated cost per month
3.1.1 Water consumption			
3.1.2 Electricity consumption			
3.1.3 Sanitary services			
3.1.4 Refuse removal			
3.1.5 Domestic cleaning services			
3.1.6 Consumable Supplies			
3.2 Maintenance	SASSA	LESSOR	Estimated cost per month
3.2.1 Internal maintenance			
3.2.2 External maintenance			
3.2.3 Garden (if applicable)			
3.2.4 Air-conditioning			
3.2.5 Lifts			
3.2.6 Floor covering: Normal wear			
3.3 Rates and Insurance	SASSA	LESSOR	Estimated cost per month
3.3.1 Municipal rates and Increases			
3.3.2 Insurance & increases			
3.3.3 SASRIA Insurance +Increase			
3.4 Other Responsibilities	SASSA	LESSOR	Estimated cost per month
3.4.1 Contract Costs			
3.4.2 Stamp Duty			
3.4.3 Firefighting equipment			
3.4.4 cost of alterations			

Note: SASSA is not prepared to accept responsibility for services or costs involved as per the grey areas (indicate where applicable)

Does the building comply with the National Building Regulations?	Yes ☐ No ☐
--	--

4. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	Yes ☐ No ☐
Fire Regulation	Yes ☐ No ☐
Accessibility Regulation	Yes ☐ No ☐
Health and Safety Regulation	Yes ☐ No ☐

Bidder's Initials.....

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

Name of owner /dully Authorised representative	Signature	Date

Annexure E

LIST OF RETURNABLE DOCUMENTS

Bidder's Initials.....

SCHEDULE 1: LIST OF RETURNABLE DOCUMENTS

Description	Acquisition of office accommodation for the following various offices within Gauteng Region for a period of 5 (five) years:		
	OFFICE	SQUARE METRE (gross)	PARKING BAYS
	Springs Local Office	1317.50	24
	Fochville Local Office	601.25	10
	Bronkhorstspuit Local Office	730.25	15
	Ga-Rankuwa Local Office	730.25	18
	Alexandra Local Office	815	20
	Sedibeng District Office	663.75	15
	Benoni Local Office	1375	40
	Lenasia Local Office	795	30
Property Manager	Bid / Quote no:		

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name	Returnable Document
SBD-1 : Notice and Invitation to Bid	
Schedule-1: List of Returnable Documents	
Special Conditions of Contract	
SBD-4 :Declaration of Interest	
SBD-8 :Bidder's Past Supply Chain Management Practice	
Form-1: Resolution of board of Directors	
Form-2:Resolution of Board of Directors to Enter into a Consortia or Joint Venture	
Form-3: Special resolution of consortia or Joint Venture	
Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017	
SBD-6.1:	
SBD-9: Certification of Independent Bid Determination	
Schedule-3: Bid Offer – Office Accommodation	
Compliance with all the Acts, Regulations and By-laws Governing	

Bidder's Initials.....

Compliance with all the Acts, Regulations and By-laws Governing the Built environment Certificate Annexure Page 46	
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BIDDERS SIGNATURE

Name of Bidder	Signature	Capacity	Date

Annexure F

SPECIAL CONDITIONS

Bidder's Initials.....

SPECIAL CONDITIONS OF CONTRACT

Bid no:		Closing Date:	
Advertising date		Validity period:	90 Days

1. Bids that are not accompanied by written proof that the bidder is authorised to offer the accommodation for leasing will not be considered
2. The only or lowest offer will not necessarily be accepted
3. SASSA is the sole adjudicator of the suitability of the accommodation for the purposes for which it is required. The Agency's decision in this regard will be final.
4. The bidder must have an existing building including tenant installation which should be ready for occupation within 3 months after contract signed.
5. It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended. **An occupancy certificate to this effect must be issued.**
6. Drawings/Architects' plan of the accommodation offered must be submitted. **In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document and SASSA's Approved Local Office Layout Model.**
7. Lettable areas have to be determined in accordance with the South African Property Owners Association (**SAPOA**) method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted
8. The commencement date from which rental will be payable or the lease shall begin is subject to the approval of SASSA.
9. The lease agreement and payment will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate starting at the beginning of the second year.
10. **No bids sent by facsimile will be accepted**
11. The bid form must not be retyped or redrafted but photocopies may be used. Additional offers may be made but only on photocopies of the original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.

Bidder's Initials.....

12. The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of SASSA in accordance with the norm document and/or specified and minimum requirements.
13. SASSA reserves the right to invite bidders that progressed to the functional evaluation phase to present their proposals to the relevant Bid Evaluation Committee.
14. SASSA reserves the right to conduct reference checks and site inspections.
15. The bidder must submit the funded maintenance plan over the lease period.
16. SASSA reserves the right to award the bid in whole or partially.
17. SASSA reserves the right to cancel the bid, should it be required to do so, at any time
18. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
19. SASSA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
20. Failure to comply with the above –mentioned conditions will invalidate a bid.

BIDDERS SIGNATURE

Name of Bidder	Signature	Capacity	Date

Bidder's Initials.....

Annexure G

**COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BYLAWS
GOVERNING THE BUILT ENVIRONMENT CERTIFICATE**

Bidder's Initials.....

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY-LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:		Closing Date:	
Advertising date		Validity period:	60 Days

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY-LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE.

I _____ -duly authorised to represent
_____ (the bidders name) acknowledge that I as
_____ shall ensure that _____ (description of the
property in question) complies in every respect with the requirements of the following Acts, Regulations and By-laws

- (3) Occupational Health and Safety Act, 1992 (Act 85 of 1993)
- (4) The National Building Regulations and Building standards Act, 1977 (Act 103 of 1977)
- (5) The Municipal by-laws and any special requirements of the local supply authority
- (6) The local fire regulation, to guarantee/ensure the health and safety of all SASSA employees occupying this/these premises and the public visiting the premises for business or any other business

I furthermore agree to advise SASSA immediately in writing of any reason I am unable to perform in terms of this agreement and to apply necessary corrective measures.

Name of owner /Dully Authorised representative	Signature	Date

1. Witness

Name of witness	Signature	Date

Bidder's Initials.....

Acquisition of office accommodation for various offices within Gauteng Region for a period of 5 (five) years

Name of witness	Signature	Date

Bidder's Initials.....



FORM-1: RESOLUTION OF BOARD OF DIRECTORS

FORM-1: 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)

Resolved that

1. The Enterprise submits a Bid/Tender to SASSA in respect of the following project,

(Project description as per Bid/Tender Document)

Bid/Tender Number _____ (Bid/Tender Number as per the Bid/Tender 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/Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid/Tender, as well as to sign an contract, and any and all documentation, resulting from the award of the Bid/Tender to the Enterprise mentioned above.

No	Name	Capacity	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			



FORM-1: RESOLUTION OF BOARD OF DIRECTORS

8.			
9.			
10.			
11.			
12.			
13.			
14.			

Any reference to words "Bid or Bidder" herein and/or any other documentation shall be construed to have the same meaning as the words "Tender or Tenderer"

The bidding enterprise hereby absolves SASSA from any liability whatsoever that may arise as a result of this document being signed.

Note : <i>*delete which is not applicable</i> <i>NB: This resolution must, where possible be signed by all the Directors / Members / Partners of the Bidding Enterprise</i> <i>In the event that paragraph 2 cannot be complied with the resolution must be signed by Directors / Members / Partners holding a majority of the shares /ownership of the Bidding Enterprise(attach proof of shareholding /Ownership hereto)</i> <i>Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding enterprise, which person must be so authorised by the way of a duly completed power of attorney. Signed by the Directors / Members / Partners holding a majority of shares/ownership and power of attorney are to be attached hereto)</i> <i>Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.</i>	ENTERPRISE STAMP
--	--------------------------------

Name of Tenderer/ Bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8



FORM-2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

FORM-2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

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)

Resolved that

1. The Enterprise submits a Bid/Tender in consortium/Joint Venture with the following enterprises:

(List all the legally correct full names and registration numbers, if applicable of the enterprises forming the consortium/Joint Venture)

(Project description as per the Bid/Tender Document)

Bid/Tender Number _____ (Bid/Tender Number as per the Bid/Tender 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 Consortium/Joint Venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the Consortium/Joint Venture, in respect of the project described under item 1 above.

3. The enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with SASSA in respect of the project under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and contract with SASSA in respect of the project under item 1 above

Physical address:

Postal Address: _____



FORM-2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

Telephone number and Fax Number

No	Name	Capacity	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The bidding enterprise hereby absolves SASSA from any liability whatsoever that may arise as a result of this document being signed.

Note : 1. <i>*delete which is not applicable</i> 2. NB: This resolution must, where possible be signed by all the Directors / Members / Partners of the Bidding Enterprise 3. In the event that paragraph 2 cannot be complied with the resolution must be signed by Directors / Members / Partners holding a majority of the shares /ownership of the Bidding Enterprise(attach proof of shareholding /Ownership hereto) 4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding enterprise, which person must be so authorised by the way of a duly completed power of attorney. Signed by the Directors / Members / Partners holding a majority of shares/ownership and power of attorney are to be attached hereto) 5. 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
---	--------------------------------

Name of Tenderer/ Bidder	Signature	Date	Position



FORM-3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

FORM-3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below ((Legally correct full name and registration number, if applicable, of the Enterprise forming a Consortium/Joint Venture)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Held at _____
(place)

On _____ (date)

Resolved that

- A. The above mentioned Enterprise submits a Bid in Consortium /Joint Venture to SASSA in respect of the following project:

(Project description as per the Bid/Tender Document)

Bid/Tender Number _____ (Bid/Tender Number as per the Bid/Tender Document)

- B. *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 in Consortium /Joint Venture mentioned above.

- C. The enterprise consisting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of :



FORM-3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

- D. The Enterprise to the Consortium /Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Join Venture deriving from, and in any way connected with, the Contract entered into with SASSA in respect of the project described under item A above.
- E. Any of the enterprises to the consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give SASSA 30 day's written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to SASSA for the due fulfilment of the obligation of the Consortium/Joint Venture as mentioned under item D above.
- F. Not enterprise to the Consortium/Joint Venture shall, without the prior written consent of the either Enterprises to the Consortium/Joint Venture and of SASSA,cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with SASSA referred to herein
- G. The Enterprise chooses as its *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from this consortium/ joint venture agreement and contract with SASSA in respect of the project under item A above

Physical address:

Postal Address:

Telephone number and Fax Number

No	Name	Capacity	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			



FORM-3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

10.			
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The bidding enterprise hereby absolves SASSA from any liability whatsoever that may arise as a result of this document being signed.

Note :

1. **Delete which is not applicable*
2. *NB: This resolution must be signed by all the duly Authorised Representatives of the Legal entities to the Consortium/Joint Venture submitting this tender, as name in Item 2 of the Resolution PA-15.2*
3. *Should the number of the Duly Authorised Representative of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied in a separate page*
4. *Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participates in this consortium/joint venture must be attached to this Special Resolution (Pa-15.3)*

Name of Tenderer/ Bidder	Signature	Date	Position