

Description of the service	APPOINTMENT OF A SERVICE PROVIDER/S FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES TO NINE (9) CIDB OFFICES FOR A PERIOD OF THREE (3) YEARS.
Date of issuance	31 March 2026
Closing date and time	24 April 2026
RFP number	cidb/005/2526
Telephone number	012 482 7200

CONTACT PERSONS	
All enquiries may be directed to:	Ulizwi Mngoma 012 482 7252 Ulizwim@cidb.org.za

TERMS	
Delivery terms	RFPs response documents to be deposited in the box situated :
Validity period	90 days
Briefing session	None

LOGISTICAL (DELIVERY) INFORMATION	
Name of the Office	Construction Industry Development Board (cidb)
Contact Telephone Number	012 482 7200
Physical street address	1267 Gordon Hood Road, Centurion, Pretoria, South Africa Next to Centurion Mall and Anew Hotel
City and Province	Centurion, Gauteng
Name of bidder	

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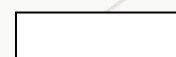
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PART T1: TENDERING PROCEDURE

T1.1 Tender Notice and Invitation to Tender

The Construction Industry Development Board invites tenderers for the General Maintenance services at CIDB offices. Bidders must be registered with the CIDB in terms of the grading designation of 2GB or higher.

Project Name	APPOINTMENT OF A SERVICE PROVIDER/S FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES TO NINE (9) CIDB OFFICES FOR A PERIOD OF THREE (3) YEARS.	
Tender Number	cidb/005/2526	
Tender documents availability	Bid documents are available at no cost in electronic format, downloadable from the cidb website as well as the eTender portal of National Treasury. Bidders must have access to MS Office 2007 and acrobate Adobe 9.0 or later or similar compatible software.	
Address for submission of tenders	1267 Gordon Hood Road, Centurion, Pretoria, South Africa Next to Centurion Mall and Anew Hotel	
Closing date of the tender	24 April 2026	
Closing time of the tender	11:00 am	
Non-Compulsory briefing meeting <i>(Tenderers must sign the attendance register in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance register)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Meeting venue	Bidders are welcome to the cidb offices for viewing; However, prior arrangements must be made. The window period for viewing will be open until the 18 April 2026
	Date	18 April 2026
	Time:	11:00am
Evaluation criteria	<ol style="list-style-type: none"> 1. First stage Mandatory 2. Second stage Administrative 3. Third stage: Functionality 4. Fourth stage: Price and Preferential Procurement 5. Applicable preference points system 80/20 	
Mandatory or Compulsory Requirements <i>(failure to submit or comply with these requirements will lead to automatic disqualification)</i>	<ol style="list-style-type: none"> 1. Only those tenderers who are registered with the cidb are capable of being so prior to the evaluation of submissions in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, are eligible to have their tenders evaluated. 2. Bid proposals must be submitted as follows: <ol style="list-style-type: none"> a. Each bid participant must provide one (1) original hard copy document of the entire tender, including all the documentation referred to in this document, in the format as specified. One (1) copy of a flash drive or memory stick containing the bid submission and its documentation, these will become the property of the cidb's and will not be returned. b. The original copy must be signed and dated in ink by the bidder or authorized representative of the bidder and initialed on each page. 	

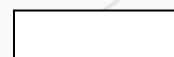


T1.2 Tender Data

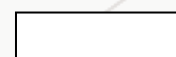
Clause number	Tender Data
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annex C of Board Notice 423 of 2019 in Government Gazette No. 42622 of 08 August 2019, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data.</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.</p> <p>The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender.</p>
C.1.3	<p>Wherever reference is made in the documentation to Bill of Quantities it shall also mean Pricing Schedule.</p> <p>Wherever reference is made in the documentation to Service Provider it shall also mean the Tenderer or bidder or contractor.</p>
C.1.1	The Employer is the Construction Industry Development Board
C.1.2	<p>The Tender</p> <p>Part T1: Tendering procedures</p> <p>T1.1 Tender notice and invitation to tender T1.2 Tender data</p> <p>Part T2: Returnable documents</p> <p>T2.1 List of returnable documents T2.2 Returnable schedules</p> <p>The Contract Part C1: Agreements and contract data</p> <p>C1.1 Form of offer and acceptance C1.2 Acceptance C1.3 Schedule of Deviations Joint Venture Agreement (If Applicable) C1.4 Contract Data</p> <p>The Contract Part C2: Pricing data</p> <p>C2.1 Pricing instructions C2.2 Bills of Quantities</p>

	<p>Part 3: Scope of work</p> <p>C3.1 Special Notes to Bidders</p> <p>C3.2 OHS Specifications</p> <p>Part 4: Site information</p> <p>C4 Drawings</p> <p>Part D1: Procurement Requirements</p>
C.1.4	<p>The employer's representative is:</p> <p>Name : Ulizwi Mngoma Tel No. : 012 482 7252 Email : Ulizwim@cidb.org.za</p> <p>However, all communications related to this bid should be directed to the persons indicated under Enquires on this tender document.</p> <p>Attention is also drawn to the fact that verbal information, given by the Employer's agent during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to Tenderers will be regarded as amending the Tender Documents</p>
C.1.5	<p>The employer reserves right to cancel the tender prior to the award of the tender due to the following:</p> <ol style="list-style-type: none"> Funds are no longer available to cover the envisaged expenditure Tender irregularities The services are no longer required No acceptable bids received
C.1.6	<p>A competitive negotiation procedure will not be followed.</p>
C.2.1	<p>Eligibility</p> <ol style="list-style-type: none"> Only those tenderers who are registered with the cidb or are capable of being so prior to the evaluation of submissions in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, are eligible to have their tenders evaluated. Proof of CIDB Grading designations Tenderers are required to provide proof of registration with the CIDB register of contractors indicating the category of registration, grading as well as the CRS number of the tenderer. Letter of Good Standing with COIDA Tenderers are required to submit, bound with the tender submission, a letter of good standing from the compensation commissioner indicating that the bidder is in good standing. Registered on National Treasury Central Supplier Database. Tenderers, or in the event of a Joint Venture or a Targeted Enterprise, each member of the Joint Venture or Targeted Enterprise, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions. <p>Failure to satisfy the eligibility criteria will result in a non-responsive tender</p>

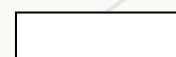
C2.2	<p>Cost of tendering</p> <p>The tenderer accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements</p>
C.2.6	<p>Failure to apply instructions contained in addenda may render a tenderer's offer non-responsive in terms of Condition of Tender C.3.8.2</p>
C.2.7	<p>Non-Compulsory site briefing</p> <p>A non-compulsory briefing meeting will be held as per Tender invite</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance list</p>
C.2.8	<p>Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.</p>
C.2.9	<p>No insurance is provided by the cidb</p>
C.2.10	<p>Tenderers are required to state the rates and currencies in Rand.</p> <p>The tenderer is required to submit balanced unit rates for rate only items in the pricing schedule. The rates submitted for these items will be considered in the evaluation of tenders.</p> <p>All rates and/or sums tendered shall not be negative or zero.</p>
C.2.11	<p>Alterations to the documents</p> <p>Bidders are required not to make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations</p>
C.2.12	<p>Alternative tender offer</p> <p>No alternative tender offer is permitted in this tender.</p>
C.2.13.2	<p><i>Replace sub-clause C.2.13.2 with the following.</i></p> <p>Return all returnable documents to the employer after completing them in their entirety by writing in non-erasable black ink</p>
C.2.13.3	<p>Parts of each tender offer communicated on paper shall be submitted as an original</p> <p>a) The following information must be submitted on hard copy document and a USB flash drive:</p> <ul style="list-style-type: none"> i) Ensure that all documentation related to the Bid submission is in a printed and bound hardcopy and electronically completed on a flash drive. ii) Wherever it is a requirement to attach certificates or letters to the returnable schedules, these should be included in the hard copy and scanned in, on the flash drive in .pdf format. <p>b) The 1st file in pdf format which contains;</p> <ul style="list-style-type: none"> i) Scanned copy of Form of Offer (pdf),



	<ul style="list-style-type: none"> ii) Scanned copies of all returnable schedules and attachments (pdf), iii) Scanned copy of Pricing Schedule (pdf). <p>c) The 2nd file in Excel format which contains:</p> <ul style="list-style-type: none"> i) Completed pricing schedule <p>Failure to submit the bid submission in the prescribed format will result in the bid being disqualified.</p>
C.2.13.4	The tender shall be signed by a person duly authorized to do so.
C.2.13.5	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p>Location of tender box: cidb Head Office Physical address: 1267 Gordon Hood Road, Centurion Identification details: Sealed Tender with Tender reference number, Title of Tender and the closing date and time of the tender.</p>
C.2.15.1	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
C.2.16.1	The tender offer validity period is 12 weeks or 90 days.
C.2.16.2	The tender accepts that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).
C.2.17	<p>Any clarification requested under this clause must be provided within two (2) working days of date of request.</p> <p>Where required during tender evaluation, cidb shall seek clarification from tenderers. No change in the competitive position of tenderers or substance of the tender offer is sought, offered or permitted.</p>
C.2.18	Any additional information requested under the clause must be provided within 5 (five) working days of date of request.
C.3.1	cidb shall respond to clarifications received up to 7 (seven) working days before tender closing date.
C.3.2	<p>cidb shall issue addenda until 5 (five) working days before tender closing date.</p> <p>Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.</p>
C.3.4.1	Tenders will not be opened immediately after the closing time for tenders.
C.3.7	Prior to disqualification, cidb shall inform the tenderer and give the tenderer an opportunity to make representations within fourteen (14) days as to why the tender submitted should not be disqualified and as to why the tenderer should not be restricted by the National Treasury from conducting any business with any organ of state for a period not exceeding 10 years.



	<p>In the event of disqualification, cidb may, at its sole discretion, claim damages from the tenderer and impose a specified period during which tender offers will not be accepted from the offending tenderer and, cidb shall inform the National Treasury in writing.</p>
C.3.8	<p>A Substantially responsive tender is a tender in which all of the material information and documentation submitted at close of tender contains non-material and non-conformities to the bid specifications but are not related to price. The correction of any such documentation or information, or the condonement for the non-inclusion of any such document or information may not be prejudicial towards the offer and claimed preference of any responsive tender or be construed to be giving an unfair advantage to any tender.</p> <p>A responsive tender is also one that conforms to all the terms, conditions, and scope of work of the tender documents, without material omissions. The test for a material omission is the same as the test for a material deviation or qualification.</p> <p>Amongst reasons for tender cancellation, cidb will cancel the tender should all tenders be non-responsive in terms of Clause C1.5 and no negotiations will be conducted.</p>
C.3.9	<p>Arithmetical errors, omissions, discrepancies and imbalanced unit rates</p> <p>Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount appearing in the summary to the Pricing Schedule shall govern.</p> <p>Check responsive tender offers for:</p> <p>a) the gross misplacement of the decimal point in any unit rate;</p> <p>b) omissions made in completing the Pricing Schedule or Bills of Quantities; or</p> <p>c) arithmetic errors in:</p> <ol style="list-style-type: none"> i. line item totals resulting from the product of a unit rate and a quantity in Bills of Quantities or Schedules of Prices; or ii. the summation of the prices; <p>(d) imbalanced unit rates.</p> <p>Notify shortlisted tenderers of all errors, omissions or imbalanced rates that are identified in their tender offers.</p> <p>Where the tenderer elects to confirm the errors, omissions or re-balancing of imbalanced rates the tender offer shall be corrected as follows:</p> <p>(a) if Bills of Quantities or Pricing Schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the unit rate shall govern and the line item total shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted and the unit rate shall be corrected.</p> <p>(b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall be corrected.</p> <p>(c) Where the unit rates are imbalanced, the tenderer shall adjust such rates by increasing or decreasing them and selected others while retaining the total of the prices derived after any other corrections made under (a) and (b) above.</p> <p>Where there is an omission of a line item, no correction is possible, and the offer may be declared non-responsive.</p> <p>Declare as non-responsive and reject any offer from a tenderer who elects not to accept the corrections proposed and/or fails to justify or balance the imbalanced rates to the satisfaction of the employer and subject the tenderer to the sanction under 4.16.2.</p> <p>The tenderer is required to submit balanced unit rates for Rate Only items in the Pricing Schedule. The rates submitted for these items will be taken into account in the evaluation of tenders.</p>
C.3.11	<p>The tenderers will be evaluated in four stages</p> <ol style="list-style-type: none"> (i) First stage Mandatory (ii) Second stage Administrative (iii) Third stage: Functionality (iv) Fourth stage: Price and Preferential Procurement (v) Applicable preference point system 80/20 <p>Contractors will be required to declare the status of their key staff and any administrative compliance. In cases where there are changes in the key staff, the contractor should provide CVs and qualifications of</p>



	<p>the new similar competent staff to the cidb. The new staff should have similar skills, qualifications and experience as the staff submitted during tender. Similarly, the contractors will be expected to provide an update on any changes in their administrative compliances – and should submit the required SBD document in such cases.</p> <p>The award will only be issued to contractors with valid Tax Clearance certificates, active CIDB grading and the contractor who meets all the legislative requirement – this shall be verified by SCM in line with the cidb’s SCM Policy.</p>
<p>C.3.11</p>	<p>The tenderer is required to indicate how they claim points for each preference point system and attached relevant supporting documents. The specific goals for claiming preference points include the following:</p> <ul style="list-style-type: none"> - 51% owned by people who are black women (ownership) - 51% owned by Black people (ownership) - 30% owned by black youth (ownership) - 5% owned by people living with disabilities
<p>C.3.11</p>	<p>The conditions stated in clauses C3.11(a) to (f) of the Conditions of Tender shall be applied as objective criteria in terms of section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 and as compelling and justifiable reasons in terms of Conditions of Tender clause C3.11:</p> <p>a) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and</p> <p>b) the tenderer has not abused the Employer’s supply chain management system; and</p> <p>c) the tenderer has not failed to perform on any previous contract and has not been given a written notice to this effect.</p> <p>d) the tenderer is tax compliant. The recommended tenderer who becomes non-compliant, prior to award, shall be notified and must become compliant within 7 working days of the date of being notified. A recommended tenderer who remains non-compliant after the 7 working days of being notified, shall be declared non-responsive.</p> <p>In addition to the requirements under paragraph (c) of the Conditions of Tender, in the event that a due diligence is performed as part of the tender evaluation, the due diligence report will be used to evaluate the tenderer’s ability to perform the contract as stated in sub-clause (c).</p> <p>The due diligence will evaluate the overall risk associated with the tender. The due diligence will take into consideration the following:</p> <ul style="list-style-type: none"> • Assessment of financial statements to assess the financial position of the tenderer and its ability to obtain the necessary guarantees or insurances; • Evaluation of managerial and technical ability and available resources in relation to the proposed tender; • Integrity risk evaluation; • Operations, activities, locations and key customers; • Reference checks from previous clients; and <p>Risk rating (i.e. high risk, medium to high risk, medium risk or low risk) of the tenderer.</p>

PART T2: RETURNABLE DOCUMENTS

T2.1 : LIST OF RETURNABLE DOCUMENTS

The following documents will form part of the documents submitted to the Contractors as part of the Request for Proposals:

- 2.1 Fully completed Form of Offer
- 2.2 Bills of Quantities
- 2.3 Proof of specific goal for award of the preference points as determined on the Request for Proposal
- 2.4 SBD 4
- 2.5 SBD 6.1.
- 2.6 Declaration on the status of Administration compliance.
- 2.7 Proof of CIDB grading designations
- 2.8 Letter of good standing with COIDA
- 2.9 CSD Report
- 2.10 Tax clearance certificate
- 2.11 Declaration of current projects

Failure by the service provider to submit or complete item 2.1 or 2.2 will render their proposal not responsive and will not be considered.

The bidder should also not appear on the National Treasury's list of blacklisted entities

T 2.2 : RETURNABLE SCHEDULE

	Document Name	Returnable document
1.	Fully completed Form of Offer	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Priced bills of quantities	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Proof of specific goal for award of the preference points as determined on the Request for Proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	SBD 4: Bidder's Disclosure	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.	SBD 6.1: Preferential Procurement Claim Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Declaration on the status of Administration compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Proof of CIDB grading	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Letter of good standing with COIDA	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	CSD summary report	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Original tax clearance certificate or tax pin	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Declaration of current projects	<input type="checkbox"/> Yes <input type="checkbox"/> No

T 2.2.1 Declaration on the status of administrative compliance

Please indicate, by circling either **Yes** or **No**, whether the administrative information submitted with the original framework tender documents has changed or not. If yes, kindly provide the particulars below and any supporting documents.

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

Signed _____ Date _____

Name _____ Position _____

Enterprise

T 2.2.2 Record of Addenda to tender documents

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

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

Attach additional pages if more space is required.

Signed Date

Name Position

Tenderer

T 2.2.3 Proposed amendments and qualifications

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

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed _____

Date _____

Name _____

Position _____

Tenderer _____

T 2.2.4 SBD 1

INVITATION TO BID (SBD 1)

Bidder's Information

Name of Company	
Physical address	
Postal Address	
Telephone number	
e-mail address	
VAT number	
Total Bid Price	

Bidder Compliance Status

Tax Compliance PIN		OR	Central Supplier Database number	MAAA
B-BBEE Status Level Verification Certificate		OR	B-BBEE Status level sworn affidavit	

PLEASE NOTE: A valid B-BBEE status level verification certificate / sworn affidavit (for EME's and QSE's) must be submitted in order to qualify for preference points for B-BBEE.

YES NO

Is the entity a resident of the Republic of South Africa (RSA)?		
Does the entity have a branch in the RSA?		
Does the entity have a permanent establishment in the RSA?		
Does the entity have any source of income in the RSA?		

Is the entity liable in the RSA for any form of taxation?

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)

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 WILL BE PROCESSED IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 WHICH STATES THAT THE BIDDER WHO SCORES THE HIGHEST NUMBER OF POINTS AND COMPLY WITH THE SPECIFICATIONS SHOULD BE AWARDED THE 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:.....

[Empty box for Bidders Initials]

T 2.2.5 BIDDER'S DISCLOSURE (SDB 4)

1.1. Purpose of the form

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

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

1.2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

1.2.3. If so, furnish particulars:

.....

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

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

1.2.5. If so, furnish particulars:
.....
.....

1.3. DECLARATION

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

- 1.3.1. I have read and I understand the contents of this disclosure;
- 1.3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 1.3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 1.3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 1.3.5. 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.
- 1.3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 1.3.7. 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

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

criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 5.1,5. 2 and 5,3 ABOVE IS CORRECT.

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

T2.2.6 PREFERENTIAL PROCUREMENT CLAIM FORM (SBD 6.1)

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

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

6.1. General Conditions for the preference point systems

6.1.1. The following preference point systems are applicable to all bids:

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

6.1.2. To be completed by the organ of state

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

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

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

6.1.4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

6.1.6. The cidb reserves the right to require of a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by the cidb.

6.2. Definitions

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the

organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

6.3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

6.3.1. POINTS AWARDED FOR PRICE

6.3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or

90/10

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

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

6.4.1. POINTS AWARDED FOR PRICE

6.4.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where:

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{\max} = Price of highest acceptable tender

6.5. Points awarded for specific goals.

6.5.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be

allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

6.5.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

Table 6: Specific goals

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by people who are black women (ownership)	7	
51 % owned by Black people (ownership)	5	
30% owned by youth (ownership)	5	
5% owned by people living with disabilities	3	

6.5.3. Name of company/firm.....

6.5.4. Company registration number:

6.5.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 6.1.4 and 6.4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- (iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

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

NAME AND SURNAME.....

DATE:

ADDRESS.....

.....

.....

PART C1: AGREEMENT AND CONTRACT DATA

C1.1. FORM OF OFFER AND ACCEPTANCE (INCOPORATING SBD7)

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

APPOINTMENT OF A SERVICE PROVIDER/S FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES TO NINE (9) CIDB OFFICES FOR A PERIOD OF THREE (3) YEARS.

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of the Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS (CONTRACT PRICE)

Rand (in words); R.....N/A.....

.....

... (in figures) R.....

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

Signature(s)

Name(s)

Capacity

.....

Name and address of organization
Date

Signature and Name of Witness

Signature

Name

Capacity

C1.2 Acceptance (To be completed by the employer – not the bidder)

To (Name of the successful bidder)

Dear Sir/Madam

APPOINTMENT OF A SERVICE PROVIDER/S FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES TO NINE (9) CIDB OFFICES FOR A PERIOD OF THREE (3) YEARS.

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the Consultant the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the *Employer's* agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now *Consultant*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

For the Employer

Signature

Name

Capacity

Name and address of organization

Signature and Name of Witness

Signature

Name

Capacity

C1.3 Schedule of Deviations

1 Subject
Details
.....
.....
.....
2 Subject
Details
.....
.....
.....
3 Subject
Details
.....
.....
.....
4 Subject
Details
.....
.....
.....

By the duly authorised representatives signing this agreement, the *Employer* and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the *Employer* during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

C1.4 CONTRACT DATA

In the event of a contract being awarded as a result of qualifying as per the required functionality, the Conditions of Contract will be under the **JBCC Series** published by the Joint Building Contracts Committee, to best suite the scope of works.

Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011-3154140), Master Builders Association (011-205-9000; 057- 3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051- 4474909; 011-4860684; 053-8312003;)

The JBCC Principal Building Agreement makes several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities, and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the JBCC Principal Building Agreement.

CONDITIONS OF CONTRACT

The conditions of contract applicable to this contract shall be the **Joint Building Contracts Committee (JBCC), Edition 6.2 (May 2018)**

Should there be any contradicting conditions/statements between these Conditions of Contract and any other part of the documents/specifications, the Principal Agent on behalf of the CIDB will give clarity on which version applies to this contract.

Tenderers, contractors and subcontractors shall obtain their own copies of the document of the JBCC Edition 6.2 May 2018, for tendering purposes and for use for the duration of the contract from the Association of South African Quantity Surveyors

For all specified brands, the contractor on site may provide to the Architect a product of the same quality and should it be approved by the Architect, may be used in the place of the specifications in the document.

Should there be any contradicting conditions/statements between these Contractual requirements, ie, the JBCC, and any other part of the tender documents/specifications, including that of Client requirements; Client requirements will take preference. No claims will be considered attributable to the contradicting conditions/statements.

3.2.1 Contractual Variations and additions to the conditions of contract

CLAUSE NO	CLAUSE	VARIATION / ADDITION
6.1	Employers Agents	Delete "warrants" and replace with "confirms"
6.6	Employers Agents	Delete clause
9.1	Indemnities	Add sub-clause: 9.1.4: "Physical loss or damage to an existing structure or property which is caused as a result of the contractor's negligence and/or misconduct. Should such event occur, the contractor shall notify the employer and/or the Principal Agent. "

10 & 11	Insurances and Securities	The contractor shall be responsible for all insurances and risk
11.1	Securities	The contractor will provide both the construction guarantee and 10% of the contract sum will be deductible from the contractor payment certificates as per clause 11.1.2.
11.5	Securities	The employer will not be providing any payment guarantee for works or provide any kind of security whatsoever.
14	Nominated sub-contractors	All Nominated sub-contractors will be provided by the employer before appointment
25.5	Payment	Materials and goods OFF site shall NOT be included in the amount certified and shall not be paid by the client
25.10	Payment	Replace clause with: "The employer shall pay the contractor the amount certified in an issued payment certificate within 1 calendar month of the day of issue of the payment certificate"
	Payment	The employer will not be paying any "default Interest" on late accounts.
25.12	Payment	Delete clause
	Travelling	Reimbursement of travelling expenses The service provider is to include all travelling and delivery cost to the cidb offices at its Head Offices and provincial offices in this bid, for which no extra cost will be paid.

PART C2: PRICING DATA

FINANCIAL CONSIDERATION “ANNEXURE A”

PRICING INSTRUCTIONS

C2.1.1 Measurement and payment shall be in accordance with the relevant provisions of the project specifications.

C2.1.2 The units of measurement described in the Pricing Schedule are metric units. Abbreviations used in the Pricing Schedule are as follows:

%	=	percent
hr	=	hour
km	=	kilometre
No.	=	number
R/only	=	Rate only

C2.1.3 For the Pricing Schedule, the following words shall have the meanings assigned to them:

Unit:	The unit of measurement for each item of work as defined in the Project Specification.
Quantity:	The number of units of work for each item.
Rate:	The payment per unit of work for which the Service Provider tenders to do the work.
Amount:	The product of the quantity and the rate tendered for an item.

C2.1.4 It will be assumed that prices included in the bills of quantities take into account the implications of all Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders.

C2.1.5 The prices and rates in the Pricing Schedule are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. These prices will be used as a basis for assessment of payment for additional work that may have to be carried out. A complete breakdown of all rates in electronic format (Excel) on a separate flash drive or memory stick must be submitted with the completed pricing schedule. The rates are to be clearly referenced to the relevant pay item numbers, with each rate broken down into its labour, materials, equipment, transport costs, overhead charges and profit components.

- C2.1.6 Where the Scope of Work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount tendered such items.
- C2.1.7 An item against which no price is entered will be covered by the other prices or rates in the Pricing Schedule. A single lump sum will apply should many items be grouped together for pricing purposes.
- C2.1.8 The quantities set out in the Pricing Schedule are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Pricing Schedule.
- C2.1.9 Reasonable compensation will be considered in the sole discretion of the Employer where no pay item appears in the Pricing Schedule in respect of work required in terms of the Contract and which is not covered in any other pay item but which is included in scope of work.
- C2.1.10 The short descriptions of the items of payment given in the Pricing Schedule are only for the purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work.
- C2.1.11 The pricing schedules are provided electronically. A printout of the entire completed pricing schedule must be signed and attached to the tender as well as an electronic copy of the priced pricing schedule together with the breakdown of rates. In the event of any discrepancy between the signed printed copy, and the electronically submitted copy, the tender rates in the signed copy will govern. The item numbers and description of the PDF document will govern. For all addenda issued relating to the pricing schedule, the item numbers, description and quantities of the issued document will govern.
- C2.1.12 The terms "Schedule of Quantities", (used throughout the Standard Specifications) and "Bill of Quantities", (used in all other documents forming part of this contract), and "Pricing Schedule" are synonymous.
- C2.1.13 All costs will be stated, invoiced and paid in South African Rand and will be inclusive of VAT.
- C2.1.14 Payment of undisputed amounts will be effected by the cidb within thirty (30) days from the date of receipt of a valid tax invoice, provided that the cidb is satisfied that the Services for which payment is claimed have indeed been rendered and that such invoice is accurate, complete and meets the cidb's invoicing requirements as more fully set out hereunder, which requirements may be subject to amendment by the cidb from time to time.
- C2.1.15 If the cidb disputes any invoiced amount ("the affected invoice"), then the cidb will, within ten (10) Business Days of receipt thereof, notify the Service Provider in writing, specifying the affected invoice, the disputed amount, and its reasons for such dispute. Such amounts will not be regarded as 'payable', provided such dispute is bona fide. If the Parties are unable to resolve such dispute, it will be referred for determination in accordance with the Arbitration clause

PART C2.2: BILLS OF QUANTITIES

REFER TO ANNEXURE

A

PART C3 SCOPE OF WORKS

GENERAL PROJECT INFORMATION

APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES AT CIDB HEAD OFFICE AND EIGHT PROVINCIAL OFFICES FOR A PERIOD OF THREE (3) YEARS

1. BACKGROUND

The Construction Industry Development Board (CIDB) is a Schedule 3A public entity that was established by Act of Parliament (Act 38 of 2000) to spearhead infrastructure development in South Africa. The CIDB's role of facilitation and promotion of improved contribution to the construction industry of South Africa, plays a vital role in the country's social and economic development. The head office is located in Centurions and eight provincial offices, are in good condition and requires regular day-to-day general maintenance to maintain standards and values that they promote and uphold.

2. PURPOSE

The purpose of this tender is to invite and appoint suitable qualified, experienced and competent general building maintenance service providers to render professional building maintenance which will not only comply with governing regulations in force but ensure alignment to relevant industry best practice for a period of Three (3) years.

3. EXPECTED DELIVERABLES

3.1 Office locations and facility Information:

General maintenance will take place at the following CIDB offices

OFFICE LOCATION	HO/PO	APPROXIMATE SIZE (m2)	ASSET DESCRIPTION
GAUTENG OFFICE 1267 Gordon Hood Rd, Centurion, Pretoria	HO	+/- 13000 m2	<ul style="list-style-type: none">• Cidb owned building• Stand-alone building• 8 floors• 3 levels parking/ security checkpoints• 5 levels with full suite of office spaces, e.g. boardrooms, training room, ablution facilities, offices (open and closed), canteen (outsourced),

			<ul style="list-style-type: none"> Includes additional parking areas, sidewalks, walkways, sickbay, etc.
<p>NORTH-WEST OFFICE</p> <p>Department of Public Works, Old Parliament Building, Modiri Molema Road, Gate House, Mmabatho</p>	PO	350 m2	<ul style="list-style-type: none"> Stand-alone building within a secure campus Full suite of office spaces e.g. boardrooms, training room, ablution facilities, offices (open and closed), kitchen, sickbay, etc. The grounds surrounding the offices are fully managed by the landlord, who is a 3rd party.
<p>LIMPOPO OFFICE</p> <p>Department of Public Works Tower Building, 1st Floor, 43 Church Street, Polokwane 0700</p>	PO	250 m2	<ul style="list-style-type: none"> Multi-tenanted multi-story office building, where the CIDB is located on first floor, with full suite of office spaces e.g. boardrooms, training room, offices (open and closed), kitchen, sickbay, etc. Communal space, including ablution facilities. managed by landlord 3rd party.
<p>MPUMALANGA OFFICE</p> <p>41 Marloth Street Nelspruit Mpumalanga</p>	PO	236m2	<ul style="list-style-type: none"> Cidb owned building Multi-tenanted two-story office building, where the CIDB is located on first floor, full suite of office spaces e.g. boardrooms, training room, offices (open and closed), kitchen, sickbay, etc.
<p>KWA-ZULU NATAL OFFICE</p> <p>No 6 Rydall Vale Crescent Office Park La Lucia,</p>	PO	450 m2	<ul style="list-style-type: none"> Cidb owned offices within an office complex Comprising 3 suites 5, 6, & 7, full suite of office spaces e.g. boardrooms, training room, ablution facilities, offices (open and closed), kitchen, sickbay, etc. Surrounding space managed by the Body Corporate.

Umhlanga Durban 4000			
FREE STATE OFFICE Genius Loci – Building 3 7 CP Hoogenhout Street, Bloemfontein	PO	118.87 m2	<ul style="list-style-type: none"> • Cidb owned offices within office complex • Two -story office building, where the CIDB is occupying two floors, full suite of office spaces e.g. boardrooms, training room, offices (open and closed), kitchen, sickbay, etc. • Surrounding space managed by the Body Corporate.
WESTERN CAPE OFFICE Department of Public Works 4 Dorp Street, Cape Town, 8000	PO	180 m2	<ul style="list-style-type: none"> • Multi-tenanted multi-story office building, where the CIDB is located on ground floor, full suite of office spaces e.g. boardrooms, training room, offices (open and closed), kitchen, sickbay, etc. • Communal space managed by landlord 3rd party.
NORTHERN CAPE OFFICE Regional Department of Roads & Public Works, 45 Schmidtsdrift Road, Kimberly, 8301	PO	230 m2	<ul style="list-style-type: none"> • Multi-tenanted multi-story office building, where the CIDB is located on ground floor, full suite of office spaces e.g. boardrooms, training room, offices (open and closed), kitchen, sickbay, etc. • Communal space managed by landlord 3rd party.
EASTERN CAPE OFFICE	PO	250 m2	<ul style="list-style-type: none"> • Multi-tenanted multi-story office building, where the CIDB is located on ground floor, full suite of office spaces e.g. boardrooms, training room, offices (open and closed), kitchen, sickbay, etc.

Department of Public Works, Qhasana Building, Independence Avenue, Bisho, 2485			<ul style="list-style-type: none"> Communal space managed by landlord 3rd party.
--	--	--	--

Note:

HO – Head Office

PO – Provincial Office

NB: The cidb is currently in the process of relocating Eastern Cape provincial offices.

3.2 Scope of services

The scope of services is for planned maintenance, day-to-day and or as an when required building repairs and replacing items directly linked to the general building maintenance. The contractors will be expected to supply all necessary material and equipment required for the execution and completion of project and will be required to provide maintenance services, which will include but not limited to the activities that will be listed in the description of services.

The scope of works includes but will not be limited to:

- Supply, delivery and installation
- Where the client requests that the contractor take delivery of special material, will be take delivery of and install.
- Work to be carried out according to consultant written instructions, drawings, specifications and building standards related to both the supplied material and installation.
- Where required, install material according to manufacturer instructions.
- Apply necessary safety, health, environmental and quality procedures to all installations
- Work according to the necessary by-laws, regulations and standards.
- Where required, may include for decommissioning, commissioning, pre-testing, testing, pre-inspection and inspections, etc
- Partitions, refurbishment works

The description of services has been broken down into the following components and may include but not limited to:

3.2.1 General Building Work

TRADE	DESCRIPTION OF SERVICES
Aluminium Windows & Doors	<ul style="list-style-type: none"> - Use specialist machinery to manufacture aluminium components and systems. - New installations of aluminium systems. - Fixing of existing aluminium works
Brickwork	<ul style="list-style-type: none"> - Plan and prepare site, material, tools and equipment for the laying of bricks. - Lay bricks (face and plaster), stone (natural and pre-cut) and block, to construct, repair and/or make alterations to substructures and superstructures. - Conduct bricklaying finishing operations.
Ceilings	<ul style="list-style-type: none"> - Repair and replace existing ceilings and / or partitions. - Installation of new ceilings. - Installation of new partitions.
Floors	<ul style="list-style-type: none"> - Assess site conditions and prepare floor surfaces - Identify and correctly use floor covering installation equipment - Install a range of floor coverings - Applying elements of floor covering installation which are common to all carpentry functions
Ironmongery	<ul style="list-style-type: none"> - Safety procedures for erecting and dismantling working platforms. - Installation techniques for the range of finishing components: Wall panelling material, picture rails, architraves and skirting, including the setting out and making of basic joints. - Fit and hang domestic windows, doors and frames, including ledged and braced doors and framed and ledged stable type doors, complete with locks and other furniture. - Installing Cupboards and shelving, including kitchen units. - Installing Towel rails, medicine cabinets, timber sills, pelmets and curtain tracks. - Knowing the types of techniques for applying surface finishes and touch-ups. - Installing or repair of ironmongery to existing doors, windows, etc
Joinery/Carpentry	<ul style="list-style-type: none"> - Construct, erect, install and maintain structures on work area and building sites. - Fit, assemble and alter internal and external fixtures of buildings such as walls, doors, window frames, fascia boards and panelling.
Metal Works	<ul style="list-style-type: none"> - Plan and prepare to perform sheet metal component fabrication and installation. - Develop sheet metal shapes. - Fabricate sheet metal components. - Install fabricated sheet metal components.
Paintworks	<ul style="list-style-type: none"> - Painting of new or existing surfaces

Plastering	<ul style="list-style-type: none"> - Preparation of surfaces for plastering and screeding. - Perform concrete mix design and carry out plastering on surfaces and screeding on floors. - Assess and restore cracked or damaged surfaces. - Mix plastering materials and test concrete screed. - Carry out plastering and concrete screeding on surfaces. - Maintain and restore damaged or cracked plaster on existing building or surfaces.
Tiling	<ul style="list-style-type: none"> - Preparation of surfaces for tiling, including repairs to plastering. - Area preparation - plaster walls and screed a floor. - Application of tiles to walls, columns, steps, piers, around a bath, and to screeded floors.
Minor general works	<ul style="list-style-type: none"> - Unskilled labour to perform minor general works requested by the client.

3.2.2 Civil and Structural work (may ONLY apply in stand-alone offices and those maintained by the CIDB)

TRADE	DESCRIPTION OF SERVICES
Stormwater Drainage	<ul style="list-style-type: none"> - Installation and maintenance of stormwater systems. - Conducting site surveys to assess drainage needs. - Designing surface and subsurface drainage - Using pumps, trenching tools, and other equipment for drainage installations.
Roof Plumbing	<ul style="list-style-type: none"> - Leak detection and repair in pipes within roofing and ceilings. - Installation of waterproofing materials and sealants. - Inspecting and replacing damaged roofing components. - Water control to prevent leak recurrence. - Repair and replacement of damaged ceiling materials
Rooftop Drainage	<ul style="list-style-type: none"> - Installing and maintaining rooftop drainage, including gutters and downpipes. - Waterproofing application on roofing materials. - Designing rooftop drainage for optimal water runoff. - Identifying and resolving blockages in drainage systems. - Preventative maintenance for rooftop drainage.
Structural crack Repairs	<ul style="list-style-type: none"> - Repair and reinforcement of beams, columns, and walls. - Crack repair techniques, including injection and surface treatments. - Conducting structural integrity assessments. - Concrete reinforcement and steel bonding techniques. - Adhering to structural repair safety standards
Basement Waterproofing	<ul style="list-style-type: none"> - Application of waterproofing membranes and coatings on walls, floors, and slabs. - Identifying water entry points and sealing them. - Using injection systems for dampness prevention. - Treating efflorescence, mould, and algae. - Applying ventilation solutions to prevent moisture build-up.
Sewer	<ul style="list-style-type: none"> - Inspection and repair of sewer lines. - Using CCTV for in-depth sewer inspection. - Clearing blockages and repairing leaks.

	<ul style="list-style-type: none"> - Implementing methods to prevent sewer backflow. - Adhering to sanitary and health regulations for sewer repairs
Paving and Hard Landscaping	<ul style="list-style-type: none"> - New, Repair or replacement of block paving. - Surface levelling and compaction techniques. - Selecting appropriate materials for durability. - Designing for effective drainage to prevent water pooling. - Understanding paving patterns and load-bearing requirements.
Concrete Ramp Repair	<ul style="list-style-type: none"> - Concrete pouring and levelling. - Applying surface finishing for vehicle traction. - Repairing cracks in ramps and applying reinforcement methods. - Understanding load distribution for vehicular access. - Use of protective coatings to prevent weathering and wear.
Road Painting and Markings	<ul style="list-style-type: none"> - Application of high visibility marking paint. - Knowledge of durable coatings for high-traffic areas. - Anti-slip coating application for safety. - Surface preparation and maintenance in humid environments. - Applying long-lasting coatings to resist fading.
Wall Dampness and Efflorescence repair	<ul style="list-style-type: none"> - Identifying causes of wall dampness and treating affected areas. - Efflorescence removal techniques. - Mould and algae treatment. - Applying damp-proofing materials and vapor barriers. - Improving ventilation to prevent moisture build-up.
Concrete Floor Repair	<ul style="list-style-type: none"> - Repair and maintenance of concrete floors. - Installing and repairing expansion joints. - Crack repair using epoxy injections and resurfacing. - Surface levelling for safety and durability. - Application of sealants to protect against moisture and wear.

3.2.3 Electrical works

TRADE	DESCRIPTION OF SERVICES
Commercial Electrician (Small power, wiring, and Lighting)	<ul style="list-style-type: none"> - Maintain and repair electrical equipment, control systems and electrical installations. - Should be able to plan and prepare the process for the wiring, connection, testing, inspecting, commissioning and maintaining electrical installations such as sockets, switches, lighting etc. and control systems. - Ability to install wireways. - Ability to install wires and connect electrical equipment and control systems. - Should be able to conduct pre-commission inspection (power on and off) fault find and test new and existing installations. - Carry out commissioning electrical tests for installations and control systems. - Fault find and repair electrical control systems and electrical installations.

3.2.4. Mechanical works

TRADE	DESCRIPTION OF SERVICES
HVAC	<ul style="list-style-type: none"> - Maintain, service, repair or replace HVAC equipment - Plan and prepare for the installations, testing, commissioning and maintenance of HVAC systems - Fault findings, troubleshooting and maintenance of mechanical HVAC installations - Handling and charging of the refrigerants - Ability to read and interpret drawings, technical diagrams, blueprints, and manuals
Pumps	<ul style="list-style-type: none"> - Maintain, service and repair of the pumping systems - Maintain, service and repair of the plumbing works from the pumps - Testing and troubleshooting of the pumps and plumbing works - Ability to read and interpret drawings, technical diagrams, blueprints, and manuals - Plan and prepare for the installations, testing, commissioning, and maintenance of the pumps and plumbing work - Strong knowledge of pump electrical wiring, and safety protocols for pump systems.

3.2.5. Soil and waste water drainage (SO)

General Plumbing	<ul style="list-style-type: none"> - Install, maintain, test and repair above-ground soil waste and vent systems and sanitary ware appliances. - Install, maintain and test below-ground drainage systems and perform basic building work - Install, maintain and test cold water systems and hot water systems - Install, maintain and test rainwater systems - Supply and install new sanitary fittings and accessories - Repair or replacement of sanitary fittings and accessories
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PART C3.2: OHS SPECIFICATIONS

NO SPECIFICATION AVAILABLE, TO BE COMPILED DURING SCOPE OF THE ACTUAL WORKS

PART C4 SITE INFORMATION

OFFICE LOCATION	HO/PO	APPROXIMATE SIZE (m2)
GAUTENG OFFICE 1267 Gordon Hood Rd, Centurion, Pretoria	HO	+/- 13000 m2
NORTH-WEST OFFICE Department of Public Works, Old Parliament Building, Modiri Molema Road, Gate House, Mmabatho	PO	350 m2
LIMPOPO OFFICE Department of Public Works Tower Building, 1st Floor, 43 Church Street, Polokwane 0700	PO	250 m2
MPUMALANGA OFFICE 41 Marloth Street Nelspruit Mpumalanga	PO	236m2
KWA-ZULU NATAL OFFICE No 6 Rydall Vale Crescent Office Park La Lucia, Umhlanga	PO	450 m2

Durban 4000		
FREE STATE OFFICE Genius Loci – Building 3 7 CP Hoogenhout Street, Bloemfontein	PO	118.87 m2
WESTERN CAPE OFFICE Department of Public Works 4 Dorp Street, Cape Town, 8000	PO	180 m2
NORTHERN CAPE OFFICE Regional Department of Roads & Public Works, 45 Schmidtsdrift Road, Kimberly, 8301	PO	230 m2
EASTERN CAPE OFFICE Department of Public Works, Qhasana Building, Independence Avenue, Bisho, 2485	PO	250 m2



PART D1: PROCUREMENT REQUIREMENTS

PART D 1.1 EVALUATION PROCESS

Note: This contract will be awarded per province, therefore the bidder must select the applicable geographic location as per below table.

The evaluation process will include the service providers ticking the applicable office they are tendering for:

OFFICE	TICK
Gauteng	
North-west	
Limpopo	
Mpumalanga	
KwaZulu Natal	
Free State	
Western Cape	
Northern Cape	
Eastern Cape	

This tender will be issued with an intent to split the award per geographic area.

NB: The bidder must submit evidence of company address in the form of municipal rates and taxes / lease agreement together with the rates and taxes not older than 6 months.

The CIDB will adopt a four (4) phase approach in assessing, analysing and evaluating proposals, which will be:

Phase 1: Mandatory requirements

The Mandatory Requirements are listed below, and it is mandatory that bidders submit all the documentation requested or will be disqualified and not be evaluated further.

No	Document that must be submitted	Yes/No	Description and Minimum requirements
1.	Proof of CIDB grading		Must be registered with the CIDB in terms of the applicable Grade designation. Service Providers must submit proof of grading Level/Grade TWO (2) or higher
2.	COIDA		Must submit Valid Letter of Good Standing with COIDA

Phase Two: Administration requirements

No	Document that must be submitted	Yes/No	Non-submission <u>MAY</u> result in disqualification?
1.	SDB 1 - Tender notice and invitation to bid. Provide MAAA number.	Yes	Complete and sign the <u>supplied pro forma document</u>

2.	SBD2 – Tax compliant with SARS	Yes	SARS (to be verified through CSD or SARS). Attach a copy of Tax Compliance status Pin.
3.	SBD3.1 – Pricing data	Yes	Submit full details of the pricing proposal
4.	SBD4 – Bidders Declaration	Yes	Complete and sign the <u>supplied pro forma document</u>
5.	SBD 6.1 – Preference Points Claim form.	No	A certified copy of B-BBEE status level verification certificate or an original sworn affidavit signed by the EME representatives AND attested by Commissioner of Oath Non-submission will lead to a zero (0) score on BBEE (if applicable) <u>Attach in the Annexure provided.</u>
6.	Certificate of Authority for signatory /Delegation of authority	Yes	Complete and sign the <u>supplied pro forma document</u>
7.	Record of Addenda issued (if any)	Yes	Complete and sign the <u>supplied pro forma document</u>
8.	Proof of registration with the National Treasury Central Supplier Database	Yes	The bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration in the Annexure provided.
9.	Active Registration with Company Intellectual Property Commission Certified copies of South African Identity Documents or Valid Passports of Members. Directors / owner (In a case of a sole proprietor or Partnership)	No	(to be verified through CSD and CIPC). Attach a copy of CIPC/CIPRO certificate. Attach certified copies in the Annexure provided
10.	A Joint Venture Agreement (in case of a Joint Venture)	No	Attach Joint Venture agreement in the Annexure provided

Phase Three: Functionality / Technical Evaluation

The purpose of the Technical Evaluation or Functional Criteria is to determine the functionality of each proposal by assessing the quality and the robustness thereof.

Functional evaluation for **GRADE 2 GB OR HIGHER** Contractors

Quality criteria	Sub criteria	Maximum number of points																					
PROOF OF EXPERIENCE IN GENERAL BUILDING MAINTENANCE	(i) Bidders must demonstrate experience by providing proof of General Maintenance services with a similar scope specified in the description of services.	60																					
	(ii) The bidders must submit proof of experience in the form of appointment letter(s) with the project value(s) and Completion Certificate(s) of each project(s) completed. The letter(s) and certificate(s) must be signed, dated and stamped by the client to be considered.																						
	(iii) It is at the discretion of the CIDB to reject the project as not relevant, therefore proper project descriptions must be given.																						
	(iv) The list of projects must be in the format of the Annexure I attached . Failure to complete table or submission of supporting requested information, will score zero points on experience.																						
	Points will be allocated as follows:																						
	<table border="1"> <thead> <tr> <th>Scoring criteria</th> <th>Max Points</th> <th>Points claimed</th> </tr> </thead> <tbody> <tr> <td>the bidder did not submit proof of experience</td> <td>0</td> <td></td> </tr> <tr> <td>the bidder submitted proof of experience (1 project)</td> <td>12</td> <td></td> </tr> <tr> <td>the bidder submitted proof of experience (2 projects)</td> <td>24</td> <td></td> </tr> <tr> <td>the bidder submitted proof of experience (3 projects)</td> <td>36</td> <td></td> </tr> <tr> <td>the bidder submitted proof of experience (4 projects)</td> <td>48</td> <td></td> </tr> <tr> <td>the bidder submitted proof of experience (5 projects or more)</td> <td>60</td> <td></td> </tr> </tbody> </table>	Scoring criteria	Max Points	Points claimed	the bidder did not submit proof of experience	0		the bidder submitted proof of experience (1 project)	12		the bidder submitted proof of experience (2 projects)	24		the bidder submitted proof of experience (3 projects)	36		the bidder submitted proof of experience (4 projects)	48		the bidder submitted proof of experience (5 projects or more)	60		100
Scoring criteria	Max Points	Points claimed																					
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the bidder submitted proof of experience (3 projects)	36																						
the bidder submitted proof of experience (4 projects)	48																						
the bidder submitted proof of experience (5 projects or more)	60																						
TEAM COMPETENCY	<p>I. Bidders must demonstrate the skills, experience and qualifications of the resources pertaining to a similar scope specified in the description of services.</p> <p>II. Attach detailed CVs of the key personnel and populate Annexure II attached for the CIDB to assess relevant experience. Evidence of qualifications and certifications to the relevant bodies of the key personnel to be included. All documentation contained in the CV to be certified (not older than 3 months)</p> <p>III. Points allocation to be allocated per resource qualifying for the minimum requirements.</p>	40																					

IV. Failure to submit all relevant supporting information, especially that that is mentioned in the minimum requirements will result in the bidder not obtaining the allocated points.

FOR GENERAL BUILDINGS

Scoring criteria	Max Points	Points claimed
The resource not meeting minimum requirements	0	
Supervisor with NQF Level 04 or higher and minimum of 5 years' experience on projects in relevant category	15	
Artisan with NQF Level 04 or higher and minimum of 3 years' experience in General Building. Trade test certificate required	15	
Health and Safety agent with NQF Level 03 or higher and minimum of 3 years' experience with accredited certification	10	

TOTAL 100

Threshold 70

NB: Only bidders who obtain 70% minimum functionality threshold will qualify to be considered to be in the panel for a period of three (3) Years

People With Disability
People with disability are encouraged to bid.

Phase Four: Pricing and BBBEE

In the event of a contract being awarded and work has been allocated, successful service providers in the panel will be evaluated on price and preference in accordance with the PPPFA and the Preferential Procurement Regulations of 2017.

The Preferential Procurement Policy Framework Act will be applied and the **80/20** BBBEE points system will be applicable.

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

PART D 1.2: SPECIAL NOTES TO BIDDERS

The following special conditions are for compliance and attention to bidders:

1.1. CIDB reserve the right to call interviews with short-listed bidders before final selection.

- 1.2. CIDB reserve the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include surprise site visits.
- 1.3. CIDB reserve the right to appoint the bidder that proves to be fully capable and qualified to handle and execute the job.
- 1.4. The proposals submitted must be in line with the detailed specification.
- 1.5. CIDB reserve the right to cancel or withdraw this bid if:
 - i. Due to changed circumstances, there is no longer a need for this services; or
 - ii. Funds are no longer available to cover the total envisaged expenditure; or
 - iii. No acceptable bids are received; or
 - iv. There is a material irregularity in the Bid process.
- 1.6. In the case of sub-contracting or joint venture agreement, CIDB will enter into a single contract with the principal bidder.
- 1.7. Bidders who are not registered on Central Supplier Database (CSD) must register before submission of bids.
- 1.8. Any completion of the bid document in pencil or erasable ink will not be acceptable and will automatically disqualify the submitted bid.
- 1.9. Successful bidder will be required to sign and enter into a formal contract upon the award.
- 1.10. Notwithstanding shortcomings and/or inconsistencies, if any, in this specification, which is only a minimum specification, a bidder shall make provision for a complete solution that will deliver the required service efficiently and cost-effectively.
- 1.11. Bid documents must be submitted physically to the closing address as reflected on the Tender document.
- 1.12. Bids received after the closing date and time will not be accepted for consideration.
- 1.13. This request for bid document contains confidential information about CIDB, which has been provided to supply potential bidders with the data necessary to provide a holistic response.
- 1.14. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party, in any manner whatsoever without the prior written permission of CIDB.
- 1.15. Any reproduction or transmission of information contained in this document except for the sole purpose of responding to this bid is strictly prohibited.
- 1.16. References to CIDB must not be made in any literature, promotional material, and brochures or sales presentations without the express written consent of CIDB

ANNEXURE I EXPERIENCE OF THE BIDDING ENTITY

Table (7) - details of the bidding entity's current and past experience in providing general building maintenance services:

No.	Client name	Contract duration	Sums insured	Contact details of client
1.				Name: _____ Telephone: _____ Cell phone: _____ Email: _____
2.				
3.				
4.				
5.				

NB: Bidders must provide details of 5 (five) recent projects managed by the bidder as it relates to the scope of work the bidder is bidding for. The information must be submitted in the above format.

ANNEXURE II TEAM COMPETENCY

No.	Role	Name of Member	Qualifications	Years of relevant Experience
1				
2				
3				
4				
5				
6				



3. MARKED UP MASTER AGREEMENT.

A summary of the mark-ups and comments should be inserted in the table below and a copy of the marked-up Master Agreement to be submitted in hard copy and electronic format

	Clause Number	Proposed amendment	Rationale for proposed amendment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			