

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

BID NUMBER PWRT/2501/22/MP

**SUPPLY, DELIVERY, INSTALLATION AND
TESTING OF 3x SCREW DRIVEN LIFTS AT
THE KWAMHLANGA GOVERNMENT
COMPLEX, THEMBISILE HANI LOCAL
MUNICIPALITY, NKANGALA DISTRICT
MUNICIPALITY (PROJECT 9)**

ISSUED BY:

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
PRIVATE BAG X11302
NELSPRUIT
1200

NAME OF BIDDER :

TOTAL PRICE (ALL INCLUSIVE)



MPUMALANGA PROVINCIAL GOVERNMENT

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX

PWRT/2501/22/MP

**The DEPARTMENT OF PUBLIC WORKS,
ROADS AND TRANSPORT**

Private Bag X11302
Riverside Government Building
NELSPRUIT

Contact:

Name: PC Mathenjwa
Telephone: (013) 766 0886

**Compiler: CPPMarepo
Consulting Engineers**

Contact:

Name: RA Kok
Telephone: (013) 744 0881

Tenderer: _____

CSD Registration No:

CIDB Registration Number:

Total of the prices inclusive of value added tax: R

Amount in words:

.....

[- To be completed by tenderer]

**PART A
INVITATION TO BID**

You are hereby invited to bid for requirements of the Department of Public Works, Roads and Transport					
BID NUMBER:	PWRT/2501/22/MP	CLOSING DATE:	22 March 2022	CLOSING TIME:	12H00
DESCRIPTION	SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MBOMBELA , Riverside Government Complex, Building No 9, Government Boulevard, Mbombela, 1200, PIET RETIEF , No. 11 Measroch Street, Piet Retief Office, KWAMHLANGA , KwaMhlanga Government Complex, Department of Finance, Building No. 12, Computer Centre EVANDER , 10 Cornell Road (previously occupied by Evander Home Affairs Offices), Evander, 2280, BUSHBUCKRIDGE , Bushbuckridge Advice Centre, Department of Finance, Protea building (old Telkom building), MIDDELBURG , Department of Public Works, Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25, MALELANE , 24 Air Street, Malelane. ELUKWATINI , Elukwatini Sub Regional offices, Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini.					
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					
	TCS PIN:			OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
		NAME:			

[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 PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	PUBLIC WORKS, ROADS & TRANSPORT	CONTACT PERSON	Mr RA Kok
CONTACT PERSON	Mr FA van der Merwe	TELEPHONE NUMBER	013 744 0881
TELEPHONE NUMBER	013 766 8923	FACSIMILE NUMBER	
CELL. NUMBER	082 608 2011	CELL. NUMBER	082 574 3840
FACSIMILE NUMBER		E-MAIL ADDRESS	Rian@cnpnel.co.za
E-MAIL ADDRESS	pwmec@gmail.com		

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 ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
1.6.	OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE. NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID	

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DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

**SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN
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Contents

Number	Heading	Page
The Tender		
Part T1:	Tendering procedures	
	Evaluation criteria	5-7
T1.1	Tender Notice and Invitation to Tender	8-14
T1.2	Tender Data	15-17
Part T2:	Returnable documents	
T2.1	List of Returnable Documents	18-19
T2.2	Returnable Schedules	20-46
The Contract		
Part C1:	Agreement and Contract Data	
C1.1	Form of Offer and Acceptance	47-49
C1.2	Contract Data	50
C1.3	Form of Guarantee - None	
C1.3	Construction Guarantee – None	
C1.4	Adjudicator's Contract - None	
Part C2:	Pricing data	
C2.1	Pricing Instructions	
C2.2	Schedules or Quantities	
Part C3:	Scope of Work	
C3	New 3 x screw driven Lifts	1-19
Part C4:	Site information	
C4	Site Information - None	

Qualification Criteria (Objective Criteria)

(a) The Preferential Procurement Policy Framework Act (PPPFA) stipulates the Department must apply prequalification criteria to certain designated groups.

No pre-qualifying criteria is applicable for this bid.

Evaluation Criteria

Note: 80/20 preference point system will be used. (*CIDB GRADE needed: Minimum 4 SI*)

Maximum Points allocation	Specified goal	Calculation method
W ₁ = 50	Experience on Similar Scale Projects in the past five (5) years: <u>Highest project cost on similar scale previously completed</u> × 50 Project under evaluation Note: In instances where the cost of highest project previously completed by the tenderer is above maximum value of the project under evaluation, the maximum score should be allocated (50).	Total = W ₁ +W ₂
W ₂ = 30	Qualification and Competence of Key Staff: 30 Points – Points are allocated for the required competencies and qualification of allocated personnel for project in consideration (CV and certified copies of proof of qualifications must be attached) 10 (40%) Either 1 of key staff (Site agent, Registered Lift Inspector, Artisan) 20 (80%) Combination of any 2 key staff (Site agent, Registered Lift Inspector, Artisan) 30 (100%) All of the 3 key staff (Site agent, Registered Lift Inspector, Artisan) Key Staff Site Agent – National Diploma in Built Environment or Equivalent Registered Lift Inspector – 5 years' experience Artisan – Trade Certificate	

1. BBBEE		
HEADING	CRITERIA	MAXIMUM POSSIBLE POINTS (80 POINTS)
PRICE	TENDER AMOUNT / RATES	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR		
	1	20
	2	18
	3	14
	4	12
	5	8
	6	6
	7	4
	8	2
	NON – COMPLIANT CONTRIBUTOR	0
2. PRICE (Financial offer)		
Total = 80	N_{FO} = Financial offer P_m = Most favourable tender offer P = Tender under consideration	$N_{FO} = 80 \left[1 - \frac{[P - P_m]}{P_m} \right]$
Totals	Tender evaluation points = Points for financial offer + points for BBBEE	$T_{EV} = N_{FO} + BBBEE$

- NB: (i) Cut-off points for Functionality (threshold) = 80/100 points. The bid will be disqualified if it fails to meet the minimum threshold for functionality
(ii) The Department reserves the right to verify the correctness of all the information provided by the bidder.

Evaluation Criteria Questionnaire (To be completed by tenderer:)

Note: It is the responsibility of the tenderer to verify the above-mentioned items to enable the Department to allocate points to the stated criteria, if the evaluation Criteria Questionnaire is not completed a score of null will be allocated to this portion.

Compulsorily tenderers information required:

CIDB Registration number:

CIDB GRADE:*

Quality control practises which ensure employer requirements.

(1) Experience on Similar Scale Projects in the past five (5) years (50 Points)

(2) Qualification and Competence of Key Staff: (30 Points)

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T1.1 Tender Notice and Invitation to Tender

The Employer is: The Department of Public Work, Roads and Transport, Mpumalanga Provincial Government

Where an employer promotes potentially emerging enterprises within a framework of a targeted development programme as contemplated in terms of the Construction Industry Development Regulations:

It is estimated that tenderers must have a cidb contractor grading designation of 4SI or higher potentially emerging enterprises who satisfy criteria stated in the Tender Data may submit tender offers.

Respondents must have a contractor grading designation of 4SI or higher potentially emerging enterprises who satisfy criteria stated in the submission data may submit expressions of interest.

The physical address for collection of tender documents is the offices of the Supply Chain Management in:

1. MBOMBELA

Riverside Government Complex
Building No 9, Government Boulevard, Mbombela , 1200
Telephone number: Mr VS Ngobe (013) 766 6339 or Mr J Sithole (013) 766 8258 or Ms MB Theko (013) 766 8269
Fax number:(013) 766 8455

2. MALELANE

The Provincial Treasury
24 Air Street
Malelane
Contact Person: Mr. G Sibiya or Ms. DM Thobela: or 013 7900 256
Fax No. : (013) 790 0514

3. SIYABUSWA

Old Parliament Building, Building No. 1, Job Skhosana Street, Siyabuswa, 0472
Contact Person: Mr. Tsepho Ngwatle or Ms Sophie Masanabo
Contact: 013-766 7961 / 62

4. MIDDELBURG

Department of Public Works

Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25

Contact Person: Ms Lorraine Motebu or Ms Mendy Kabini or Ms Linah Nethononda or Mr KS Msiza

Telephone number: (013) 282 8776 / 9151

Fax number : (013) 282 8776

5. ELUKWATINI

Elukwatini Sub Regional offices

Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini, 1190

Contact Person: Mr Z Mkhonza or Ms TL Khathide: Telephone No: 017 883 1396/7

6. PIET RETIEF

No 11 Measroch Street, Piet Retief Office

Contact Person: Mr Alex Shongwe

Telephone number : (017) 826 1671

Fax No: (017) 826 0577

7. KWAMHLANGA

KwaMhlanga Government Complex

Department of Finance, Building No. 12, Computer Centre

Contact Person: Ms I Nethononda: 013-766 4872, Ms E Mnguni: 013 766 4873 or Mr MK Sibanyoni :013 766 4886 or Mr DE Mahlanga : 013 – 766 4875

Fax Number: (013) 947 2250

8. EVANDER

10 Cornell Road (previously occupied by Evander Home Affairs Offices), Evander, 2280

Contact Person: Mr Andries Mahlangu or Ms Martha Mahlangu or Ms TV Manana

Telephone Number: (013) 766 1796 or 1794 or 1790

Fax Number: (013) 766 7112

9. BUSHBUCKRIDGE

The Provincial Treasury, R40 Road, Bakoena Business Complex, Bushbuckridge

Contact Person: Ms Mapula Kgotsoka, Ms Patricia Shikwambana and Mr Peterson Sithole:

Telephone Numbers: 013 799 2125

Fax: (013) 799 0535

Documents may be collected during working hours between 08:00 and 16:00

Please note that while tender documents can be collected at any of the abovementioned satellite offices, tender documents can **ONLY BE SUBMITTED** at the following Supply Chain Management Offices listed below:

PLEASE CONFIRM BELOW NAMES, ADDRESSES AND CONTACT NUMBER WITH WHAT IS ON LATEST TENDER BULLETIN

MBOMBELA

Riverside Government Complex
Building No 9, Government Boulevard, Mbombela, 1200
Telephone number: Mr VS Ngobe (013) 766 6339 or Mr J Sithole (013) 766 8258 or Ms MB Theko (013) 766 8269

PIET RETIEF

No. 11 Measroch Street, Piet Retief Office
Contact Person: Mr Alex Shongwe
Telephone number: (017) 826 1671

KWAMHLANGA

KwaMhlanga Government Complex
Department of Finance, Building No. 12, Computer Centre
Contact Person: Ms Linah Nethonoda: 013 – 766 4872, Emily Mnguni: (013) 766 4873 or Mr MK Sibanyoni : 013 766 4886 or Mr DE Mahlangu: 013 766 4875

EVANDER

10 Cornell Road (previously occupied by Evander Home Affairs Offices), Evander, 2280
Contact Person: Mr Andries Mahlangu or Ms Martha Mahlangu or MS TV Manana or Ms MJ Mavimbela
Telephone Number: (013) 766 1796 or 1794 or 1790 or 1795

BUSHBUCKRIDGE

The Provincial Treasury, R40 Road, Bakoena Business Complex, Bushbuckridge
Contact Person: Ms Mapula Kgotsoka, Ms Patricia Shikwambana and Mr Peterson Sithole
Telephone Numbers: 013 799 0229/ 2125

MIDDELBURG

Department of Public Works
Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25
Contact Person: Ms Lorraine Motebu or Ms Mendy Kabini or MS Linah Nethononda or Mr KS Msiza
Telephone number: (013) 282 8776 / 9151

MALELANE

The Provincial Treasury
24 Air Street
Malelane
Contact Person: Mr G Sibiya or Ms DM Thobela: 013 7900 403
Fax No. : (013) 790 0514

ELUKWATINI

Elukwatini Sub Regional Offices
Office numbers A49 and A50) opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini, 1190

Contact Person: Mr Z. Mkhonza or Ms TL Khathide: Telephone 017 883 1396/7

A non-refundable tender deposit of **R100-00** payable in cash or by bank guaranteed cheque made out in favour of the Employer is required on collection of the tender documents.

Queries relating to the issues of these documents may be addressed to **Mr FA van der Merwe**
Contact No. 013-766 8923.

F.2.1 The following respondents who are registered with the cidb or are capable of being so registered within twenty-one (21) working days from the closing date for the submission of tenders are eligible to have their submissions evaluated:

- a) those respondents who are registered with the Construction Industry Development Board or are capable of being so registered within twenty-one (21) working days from the closing date for submission of tenders, in a contractor grading designation **4 SI** and higher, and
- b) contractors registered as potentially emerging enterprises with the cidb who are registered in one contractor grading designation lower than that required in terms of a) above

Only those respondents who are registered with the Construction Industry Development Board, or are capable of being so registered within twenty-one (21) working days from the closing date for submission of tenders, in a contractor grading designation of **4 SI** and higher, are eligible to have their submissions evaluated.

F.2.1 Joint ventures are eligible to have their submissions evaluation provided that:

1. every member of the joint venture is registered with the cidb not later than twenty-one (21) working days from the closing date for tenders;
2. the lead partner has a contractor grading designation in the **4 SI** or higher class of construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status.
3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than the required contractor grading designation.

A site inspection and briefing meeting with representatives of the Employer will be as follows:

Date - As per the tender advertisement
Time - As per the tender advertisement
Venue - As per the tender advertisement

- There will be compulsory site briefing session. Tenderers / Bidders must sign attendance in the name of tendering entity.
- Tenderers / bidders will be considered for evaluation only from those tendering entities appearing on the attendance list.
- Tenderers / bidders must be registered with CIDB and should have CIDB grading as indicated above.
- Where applicable Addenda will be issued to tenderers/bidders appearing on the attendance register.
- Tenders must be registered with Central Supplier Database (CSD) and be compliant on tax.

The closing time for receipt of tenders is as advertised in the tender document. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is issued.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data. Note that the client is not obliged to accept the lowest or any of the tenders.

T1.1 Tender Notice and Invitation to Tender

The DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT, Mpumalanga Provincial Government, invites tenders for the SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX

It is estimated that tenderers should have a CIDB contractor grading designation of : **4 SI**.

Tenderers must be registered with the CIDB in a **4 SI** class of construction works. (Minimum)

Document collections: The physical address for collection of tender documents is:
Bid documents are available from the following Supply Chain Management Offices during working hours:

1. **MBOMBELA**
Riverside Government Complex
Building No 9, Government Boulevard, MBOMBELA, 1200
Telephone number: Mr VS Ngobe (013) 766 6339 or Ms NN Ndlovu
(013) 766 8258 Fax number: (013) 766 8455
2. **MALELANE**
24 Air Street
Malelane
Contact Person: Mr G Sibiyi or Ms DM Thobela: 013
7900 719 / 723 Fax No. : (013) 790 0514
3. **SIYABUSWA**
Old Parliament Building, Building No.1, Job Skhosana Street, Siyabuswa, 0472
Contact Person: Mr. Tsepho Ngwatle or Ms Sophie
Masanabo Telephone number: (013) 766 7961/62
4. **MIDDELBURG**
Department of Public Works
Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office
numbers A20, 21 and 25 Contact Person: Ms Lorraine Motebu or Ms Mendy Kabini
Telephone number: (013) 282 8776 / 9151
Fax number: (013) 282 8776
5. **ELUKWATINI**
Elukwatini Sub Regional offices
Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A,
Elukwatini, 1190. Contact Person: Mr Z Mkhonza or Ms TL Khathide: Telephone No: 017 883 1396/7
6. **PIET RETIEF**
No. 11 Measroch Street, Piet Retief Office
Contact Person: Mr Alex Shongwe
Telephone number : (017) 826 1671
Fax No: (017) 826 0577

7. **KWAMHLANGA**

KwaMhlanga Government Complex

Department of Finance, Building No. 12, Computer Centre

Contact Person: Ms TA Sibanyoni: 013 766 4872, Ms. Emily Mnguni: 013 766 4873 or Ms TS Mabena: 013 766 4875 Fax

Number: (013) 947 2250

8. **EVANDER**

10 Cornell Road (previously occupied by Evander Home

Affairs Offices), Evander, 2280

Contact Person: Mr Andries Mahlangu or Ms Martha Mahlangu or Mr Nhlanhla Mavuso

Telephone Number: (017) 632 1607 or

1540 or 1549 Fax Number: (017) 632

1395

9. **BUSHBUCKRIDGE**

Bushbuckridge Advice Centre

Department of Finance, Protea building (old Telkom building)

Contact Person: Mr Cecil Tshabangu, Mr Peterson Sithole:

Telephone Numbers: 013 799 2125

Fax: (013) 799 0535

Document submissions

Please note that bid documents can be collected at any of the above-mentioned satellite offices, but bid/tender documents can **ONLY BE SUBMITTED** at the following Supply Chain Offices, as bid closures are ONLY administered at the offices listed below:

MBOMBELA

Riverside Government Complex

Building No 9, Government Boulevard, Mbombela, 1200

Telephone number: Mr VS Ngobe (013) 766 6339 or Ms NN Ndlovu (013) 766 8258

PIET RETIEF

No. 11 Measroch Street, Piet Retief Office

Contact Person: Mr Alex Shongwe: Telephone number: (017) 826 1671

KWAMHLANGA

KwaMhlanga Government Complex

Department of Finance, Building No. 12,

Computer Centre Contact Person: Ms TA

Sibanyoni: 013 766 4872,

Ms. Emily Mnguni: 013 766 4873 or Ms TS Mabena:

EVANDER

10 Cornell Road (previously occupied by Evander Home Affairs Offices), Evander, 2280
Contact Person: Mr Andries Mahlangu or Ms Martha Mahlangu
Telephone Number: (017) 632 1607 or 1540 or 1549

BUSHBUCKRIDGE

Bushbuckridge Advice Centre
Department of Finance, Protea building (old Telkom building)
Contact Person: Mr Cecil Tshabangu, Mr Peterson Sithole:
Telephone Numbers: 013 799 2125

MIDDELBURG

Department of Public Works
Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25 Contact Person: Ms Lorraine Motebu or Ms Mendy Kabini
Telephone number: (013) 282 8776 / 9151

MALELANE

24 Air Street
Malelane
Contact Person: Mr G Sibiya or Ms DM Thobela: 013 7900 719 / 723 Fax No. : (013) 790 0514

The bid box is generally open 24 hours a day, 7 days a week.

A non-refundable tender deposit of R100 payable in cash or by bank guaranteed cheque made out in favour of the Employer, payable at the Tender Office is required on collection of the tender documents.

Technical queries relating to the issue of these documents may be addressed to Mr. A van der Merwe (013 766 8923, 082 608 2011), Mr. RA Kok (013 744 0881, 082 574 3840. For any tender administration queries please contact Thembi Thobela - 013 766 8259 at the tender office Building 9 Riverside Government Complex.

A compulsory clarification meeting with representatives of the Employer will take place.

The closing time for receipt of tenders is 12H00hrs and closing date is as indicated in the tender bulletin. Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

MPUMALANGA PROVINCIAL GOVERNMENT
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX

1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (August 2006). (see www.cidb.org.za).

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.

The additional conditions of tender are:

Clause number	Tender Data
F.1.1	The employer is the DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT, Mpumalanga Provincial Government.
F.1.2	The tender documents issued by the employer comprise: T1.1 Tender notice and invitation to tender T1.2 Tender data T2.1 List of returnable documents T2.2 Returnable schedules Part 1: Agreements and contract data C1.1 Form of offer and acceptance C1.2 Contract data C1.3 Form of Guarantee C1.4 Adjudicator's Contract Part 2: Pricing data C2.1 Pricing instructions C2.2 Activity schedules / Bills of Quantities Part 3: Scope of work C3 Scope of work Part 4: Site information C4 Site information
F.2.1	Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a 4SI class of construction work, are eligible to have their tenders evaluated.
F.2.2	There will be a compulsory clarification meetings

- F.2.3 If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer's Agent. The alternative submission must be handed in with the original offer as per this document.

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.

Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.

The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.

- F.2.4 Parts of each tender offer communicated on paper shall be submitted as an original, plus 0 copies.
- F.2.5 The employer's address for delivery of tender offers and identification details to be shown
F.2.6 on each tender offer package are:

Location of tender box: Building 9, Riverside Government Complex

Physical address: Riverside Government Complex , NELSPRUIT

Identification details: SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX

Postal address: MPUMALANGA PROVINCIAL TENDER OFFICE, PRIVATE BAG X 11246, NELSPRUIT 1200

- F.2.7 A two-envelope procedure will not be followed.
- F.2.8 The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
- F.2.9 Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
- F.2.10 The tender offer validity period is 90 DAYS
- F.2.11 Access shall be provided for the following inspections, tests and analysis:
Workshops, Test Instruments, Service Vehicles, Equipment and Staff Qualification
- F.2.12 The tenderer is required to submit with his tender a Certificate of Contractor Registration issued by the Construction Industry Development Board and a copy of an **original valid** Tax Clearance Certificate issued by the South African Revenue Services.
- Where a tenderer satisfies CIDB contractor grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner.
- F.2.13 Tenders will be opened immediately after the closing time for tenders

F.2.14 The procedure for the evaluation of responsive tenders is Method 2

The financial offer will be scored using Formula 2 (option 1) where the value of W_1 is:

- 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R 50 000 000; or
- 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers equals or is less than R 50 000 000.

Up to 100 minus W_1 tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed.

F2.15 Tender offers will only be accepted if:

- a) the tenderer has in his or her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations;
- b) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;
- c) 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;
- d) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- e) has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

F.2.16 The number of paper copies of the signed contract to be provided by the employer is one.

MPUMALANGA PROVINCIAL GOVERNMENT

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX

T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

1. Where any of the compulsory returnable schedules makes a provision for signature, the said schedule must be fully completed and signed; failure which the bidder will be automatically disqualified

a) Compulsory Returnable Schedule (Certified copies/ originals of the following documents)

- Compulsory Supplier Questionnaire – Contractors
- Company resolution for Authority for Signature
- Signed Form of Offer
- Record of Addenda to Tender Documents (where applicable)
- Legal Joint Venture Agreement (in case of a JV)
- SARS pin issued by the South African Revenue Services
- Copy of COIDA (Compensation for Occupational Injuries and Diseases) registration certificate, eg Letter of Good Standing issued by Department of Labour
- Copy of contractor Registration for Incorporation or of Company Registration Document
- Identity documents of Owners / Directors / Members / Shareholders
- Fully completed Standard Bidding Documents (SBD 1, SBD 4, SBD 6.1, SBD 6.2, SBD 8 and SBD 9)
-

Fully completed original tender document

NB: Failure to submit the above compulsory documents and schedules will automatically disqualify the bid.

b) Returnable Schedules required only for bid evaluation purposes

- Copies of appointment letters indicating the value of work done, work orders issued for the work and completion certificates;
- Municipal utility bill or lease agreement in company name for the premises
- Car registration certificate for owned vehicles;
- Certified copies of relevant qualifications and trade certificates for project personnel;
- Certified copy of BBBEE Certificate; for QSE SANAS approved or sworn affidavit for EMEs attested by Commissioner of Oaths.

c) Pricing Proposal and Specific Contract Details

- Bids must be submitted in South African Rand, on a fixed price basis, including VAT (if Bidder is registered);
- The Department is not bound to accept any of the proposals submitted and reserve the right to call for Best and Final Offers from short-listed bidders before final selection;
- The Department reserves the right to call interviews with short-listed Bidder before final selection;

- The lowest or any bid will not necessary be accepted and the Department reserves the right to accept the whole or part of any bid;
- All price escalations will only effect after the first completed year of contract;
- Bidders that supply a separate pricing schedule will automatically be disqualified;
- No alternative proposal will be permissible;
- The Department reserve the right to appoint more than one service provider.

2. COMPULSORY BRIEFING SESSION

2.1 There will be a briefing session.

2.2 Furthermore, any enquiries on this bid must be directed to the contact person indicated in the tender document.

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.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING

This is to certify that (*tenderer*)
of (*address*)
..... was represented by the person(s)
named below at the compulsory briefing meeting held for all tenderers at (*location*).....
..... on (*date*)..... starting at (*time*)

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of person attending the meeting:

Name: .. Signature:

Capacity: Identity number:

Attendance of the above person(s) at the meeting is confirmed by the Employer's representative, namely:

Name: .. Signature:

Capacity: Date and Time:

COMPULSORY ENTERPRISE QUESTIONNAIRE

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

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: cidb registration number, if any:

Section 4: CSD number:

Section 5: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

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

Section 6: Particulars of companies and close corporations

Company registration number:

Close corporation number:

Tax reference number:

Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement

Section 8: SBD6 issued by National Treasury must be completed for each tender and be attached as a tender requirement

Section 9: SBD8 issued by National Treasury must be completed for each tender and be attached as a tender requirement

Section 10: SBD9 issued by National Treasury must be completed for each tender and be attached as a tender requirement

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

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

Signed		Date	
Name		Position	
Enterprise Name			

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category, and **attach their Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents to the page provided at the end of this form.**

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) JOINT VENTURE	(V) SOLE PROPRIETOR

(I) CERTIFICATE FOR COMPANY

I,, Id number chairperson of the Board of Directors of hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms acting in the capacity of, was authorised to sign all documents in connection with the tender for Contract No and any contract resulting from it, on behalf of the company.

Chairman:

As Witnesses: 1.

2. **Date:**

(II) CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as hereby authorise Mr/Ms, acting in the capacity of, to sign all documents in connection with the tender for Contract No and any contract resulting from it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE
..... ID No.....			
..... ID No.....			
..... ID No.....			
..... ID No.....			

Note : *This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.*

(III). CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as
..... hereby authorize Mr/Ms
.....
acting in the capacity of, to sign all documents
in connection with the tender for Contract No and any contract resulting
from it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note : *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

(IV) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Ms, authorized signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract No. and any contract resulting from it, on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME AND CAPACITY
Lead partner		

Note : *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

(V) CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the business trading as

Signature of Sole owner:

As Witnesses:

1.

2.

Date:

Schedule of Proposed Subcontractors



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

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

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

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor.
1.			
2.			
3.			
4.			
5.			
	Signed		Date
	Name		Position
	Tenderer		

Schedule of Plant and Equipment



The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

Schedule of the Tenderer's Experience



The following is a statement of similar work successfully executed by myself / ourselves:

Employer, contact person and telephone number.	Description of contract	Value of work inclusive of VAT (Rand)	Start and completion Date

Signed		Date	
Name		Position	
<i>Tenderer</i>			

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 F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed		Date	
Name		Position	
<i>Tenderer</i>			

DECLARATION OF INTEREST (SBD 4)

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 a price quotation, advertised competitive bid, limited bid or proposal). 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):
- 2.4 Company Registration Number:
- 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.

¹"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.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

- 2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

.....

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

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

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

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

.....

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

2.8.1 If so, furnish particulars:

.....

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

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
 PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

May 2011

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 not exceed **R50 000 000** (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to 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
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	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.

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:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) 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:

vi)

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

.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

1.6. the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 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 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	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 ☐
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:		

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

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 *per 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.

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: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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, methods, factors or formulas used to calculate prices; the intention or decision to submit or not to submit, a bid; the submission of a bid which does not meet the specifications and conditions of the bid; or bidding with the intention not to win the bid. 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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

**MPUMALANGA PROVINCIAL GOVERNMENT
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN
LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX**

C1.1 Form of Offer and Acceptance

Note: 1 This form of offer and acceptance is identical to that contained in Annex F of SANS 10845 – 1: Construction Procurement Processes, Procedures and Methods.

2 SAICE's Practice Manual # 1, The use of South African National Standards in Construction Procurement, provides guidance on the formulation of the wording for the actual offer where it is not based on the offered total of prices.

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX**

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

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

..... Rand (in words);

R (in figures)

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

Date

Name

Identity number

Capacity

for the tenderer

(Name and

address of

organization)

Name and
signature
of witness

NOTE: Failure of a tenderer to sign this part of the tender form (offer) will invalidate the tender

Acceptance

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 contractor 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 agreement)
- Part C2: Pricing data
- Part C3: Scope of work.
- Part C4: Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender 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 agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after 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 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 fulfill 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 contractor) 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.

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

Signature Date

Name Identity number

Capacity

**for the
Employer**

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
Riverside Government Building
Private Bag X 11302, Nelspruit

Name and
signature
of witness
.....

Date

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

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 tender 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.

MPUMALANGA PROVINCIAL GOVERNMENT
DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW
DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX

C1.2 Contract Data

The General Conditions of Contract for Government Procurement (Annexure A) are applicable to this contract. Copies of these conditions of contract may be obtained from the Department.

MPUMALANGA PROVINCIAL GOVERNMENT

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

**SUPPLY, DELIVERY, INSTALLATION AND TESTING OF 3x SCREW
DRIVEN LIFTS AT THE KWAMHLANGA GOVERNMENT COMPLEX**

C2.2 Quantities

PRICE SCHEDULE

1. TENDER	Nett Price in S A Currency duty paid
Supply and installation of 3x(three) 2 stop 1000Kg screw driven passenger lifts including lifts shafts and electrical work as per specification document. Lifts to be similar or equal to Cibes A8000.	
a. Local Content	R _____
b. Import Content	R _____
c. Delivery and Installation	R _____
d. Maintenance for 60 months as per Part 4 Clause 4.6 of the Detailed Specification.....	R _____
(a) TOTAL carried over to Price Schedule	R _____
Summary	_____
2.	
(b) DELIVERY AND COMPLETION DATE	
a. Time required for delivery of all equipment to site	_____ weeks
b. Time for the complete installation in working order	_____ weeks
Total time required for the completion of 2a and 2b above	_____ weeks
The completion period must be completed by the Tenderer.	

PRICE SCHEDULE SUMMARY

<u>Page No.</u>	<u>Description</u>	<u>Amount</u>
3 - 1	Price Schedule	R _____
	TOTAL TENDER PRICE EXCLUDING 15% VAT	R _____

**TENDER DOCUMENTS
AND
SPECIFICATION

FOR THE

SUPPLY, INSTALLATION AND COMMISSIONING OF 3x
SCREW DRIVEN LIFTS

FOR

MPUMALANGA PUBLIC WORKS ROAD AND TRANSPORT

AT

KWAMHLANGA GOVERNMENT COMPLEX**

COMPILED FOR:



COMPILED BY:

CPP Marepo Consulting
Engineers (PTY) Ltd
P.O. Box 249
Nelspruit
1200

Tel : (013) 744 0881
E-mail jurg@cppnel.co.za

February 2022

PWRT/2501/22/MP

Table of Contents

SECTION 1 – GENERAL	1
1.1. Intent of Specification	1
1.2. Standards and Codes	1
1.3. Compliance with Regulations	2
1.4. Scope of Work	4
1.4.1. Work included	4
1.4.2. Electrical	4
1.5. Co-ordinating	4
1.6. Submittals	4
1.7. Samples	5
1.8. Tests Certificates and Inspections	5
1.9. Application to Department of Labour	6
1.10. Operating and Maintenance Manuals	6
1.11. Guarantee and Maintenance	6
1.12. Materials and Workmanship	7
1.13. Imported Equipemnt	8
1.14. Brochures	8
SECTION 2 – SPECIFIC LIFT REQUIREMENTS	9
2.1. DETAIL LIFT REQUIREMENT	9
2.2. LIFT DETAIL DESIGN INFORMATION	10
2.2.1. Description of Lift System	10
2.2.2. Technical Requirements for <i>Kwamhlanga Government Complex</i>	10
<i>Group Automatic Operation</i>	11
<i>One per lift</i>	11
2.3. ELECTRICAL SUPPLY REQUIREMENTS	13
2.4. LIFT CAR REQUIREMENTS	13
2.4.1. A continuous lighting system shall be provided along each side of the car. The lighting system shall consist of concealed, surface mounted, latest technology energy efficient luminaires.	13
2.4.2. Lift car finishes	13
SECTION 3 – SCHEDULE OF TECHNICAL INFORMATION	14
3.1. GENERAL	14
3.2. TECHNICAL INFORMATION SCHEDULE	14
3.3. DEVIATIONS FROM SPECIFICATION AS ALTERNATIVE OFFER	16
SECTION 4 - OPERATING AND MAINTENANCE MANUALS	17
4.1. SCOPE	17
4.2. PROCEDURE FOR SUBMISSION OF MANUALS	17
4.2.1. Submission of Draft Manuals	17
4.2.2. Development of Final Manuals	17
4.3. FORMAT OF OPERATING AND MAINTENANCE MANUALS	17
4.4. CONTENTS	18
4.4.1. Table of Contents	18
4.4.2. Introduction	18
4.4.3. Scope of the manual	18
4.4.4. General arrangement of the manual	18
4.4.5. Description of installation	18
4.4.6. Specifications	18
4.5. Drawings and Diagrams	20
4.6. Parts and Components	20
4.6.1. Equipment data sheets	20
4.6.2. Technical equipment manuals	20
4.6.3. Parts and components list	21
4.6.4. Drawings	21
4.6.5. Operating Procedures	21

SECTION 1 – GENERAL

1.1. Intent of Specification

This specification is intended to cover the regulations and standards to be followed when supplying and installing a new lift. Excluded are the details of design and construction which are recognised as being the exclusive responsibility of the lift contractor. It is hereby acknowledged that neither the Principal Agent nor the Consulting Engineer invented or developed any part of the system, but have only made selections of materials and finishes, as well as specified performance and installation criteria as may be applicable.

For the purposes of this document the following applies:

- Lift/Escalator Contractor shall be referred to as the Lift Contractor or simply Contractor;
- The masculine includes the feminine;
- The singular includes the plural.

1.2. Standards and Codes

All standards referenced shall be the latest editions.

All lifts shall be in accordance with **SANS 1545** under the general title *Safety Rules for the construction and installation of lifts* as follows:

1545-1	Part 1: Electric lifts
1545-2	Part 2: Hydraulic lifts
1545-3	Part 3: Lifts for persons with disabilities (stair lifting platforms)
1545-4	Part 4: Lifts for persons with disabilities (vertical lifting platforms)
1545-5	Part 5: Electric and hydraulic access, goods only lifts
1545-6	Part 6: Rack-and-pinion lifts
1545-7	Part 7: Electric and hydraulic service lifts (dumb waiters)
1545-9	Part 9: Lift landing doors – Fire resistance testing

and with **SANS 50081** which incorporates the European standards (**EN**) under the general title *Safety Rules for the construction and installation of lifts* as follows:

50081-1	Part 1: Electric lifts
50081-2	Part 2: Hydraulic lifts
50081-3	Part 3: Electric and hydraulic service lifts
50081-20	Lifts for the transport of persons and goods – Part 20: Passenger and goods passenger lifts
50081-21	Lifts for the transport of persons and goods – Part 21: New passenger and goods passenger lifts in existing building
50081-22	Lifts for the transport of persons and goods – Part 22: Electric lifts with inclined path
50081-31	Special lifts for the transport of persons and goods – Part 31: accessible goods only lifts

50081-41	Special lifts for the transport of persons and goods – Part 41: Vertical lifting platforms intended for use by persons with impaired mobility
50081-50	Examinations and tests – Part 50: Design rules, calculations, examinations and tests of lift components
50081-70	Particular applications for passenger and goods lifts – Part 70: Accessibility to lifts for persons including persons with disability
50081-72	Particular applications for passenger and goods lifts – Part 72: Firefighters lifts
50081-80	Existing lifts – Part 80: Rules for the improvement of safety of existing passenger and goods lifts

All lifts to comply in accordance to **SANS 61508** for the functional safety of electrical/programmable electronic safety related systems.

61508-0	Functional safety of electrical/electronic/programmable electronic safety-related systems Part 0: Functional safety and IEC 61508.
61508-1	Functional safety of electrical/electronic/programmable electronic safety-related systems Part 1: General requirements
61508-2	Functional safety of electrical/electronic/programmable electronic safety-related systems Part 2: Requirements for electrical/electronic/programmable electronic safety-related systems
61508-3	Functional safety of electrical/electronic/programmable electronic safety-related systems Part 3: Software requirements
61508-4	Functional safety of electrical/electronic/programmable electronic safety-related systems Part 4: Definitions and abbreviations
61508-5	Functional safety of electrical/electronic/programmable electronic safety-related systems Part 5: Examples of methods for the determination of safety integrity levels
61508-6	Functional safety of electrical/electronic/programmable electronic safety-related systems - Part 6: Guidelines on the application of IEC 61508-2 and IEC 61508-3
61508-7	Functional safety of electrical/electronic/programmable electronic safety-related systems Part 7: Overview of techniques and measures.

All electrical work shall be in accordance with the relevant SANS standards, in particular SANS 10142-1 The Wiring of Premises Part 1: Low-voltage installations

1.3. Compliance with Regulations

The installation shall be erected and tested in accordance with the following Acts and regulations:

- a) The Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended,
- b) Department of Labour: Lift, Escalator and Passenger Conveyor Regulations, 2009 as amended,
- c) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority,
- d) The Fire Brigade services Act 1987 (Act 99 of 1987) as amended,
- e) The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended,

- f) The Electricity Act 1984 (Act 41 of 1984) as amended.

1.4. Scope of Work

1.4.1. Work included

Design and provide all labour, materials, equipment and services and perform all operations required for lift work as indicated on drawings or specified herein.

Supply and installation of all materials for the lift shaft.

Supply and installation of the necessary wiring in conduit from the controlling circuit breaker to the power section of the lift controller.

Supply and installation of 3x(three) 2 stop 1000Kg screw driven passenger lifts including lifts shafts. Lifts to be similar or equal to Cibes A8000.

1.4.2. Electrical

Provision of a 4KW 3 Phase, 4-wire, 50Hz 400/231V permanent power supply to the electrical equipment of the lift will be installed by the contractor or the contractors electrician.

1.5. Co-ordinating

Due to the nature of this installation, a fixed sequence of operation is required to properly install the complete lift system. The work shall be closely scheduled in order not to delay the entire project.

The Lift Contractor shall familiarise himself with the requirements of the other professional disciplines and shall examine the plans and specifications covering each of these sections.

The lift space requirements shall be carefully checked with other professional disciplines to ensure that the equipment can be installed in the proper sequence in the space allotted.

1.6. Submittals

b) Layout and Shop Drawings

Layout drawings are required for all work, including car enclosure and landing entrance co-ordinating drawings.

Shop drawings are required in hard and electronic copies for car enclosure, landing entrances and signal fixture work showing construction, finish and fastening details. Furthermore, shop drawings shall show shaft construction detail including all the required internal supporting beams, pit dividing walls for multi-lift shafts and pit sump pump drains. Composite shop drawings shall be submitted for areas which require close co-ordination with the work of the different trades.

All special equipment and fixture faceplates shall be submitted for approval. Drawings and samples or brochures shall be submitted for each type of fixture and shall be co-ordinated with the architectural drawings. Final design and material proposed for fixture faceplates and special equipment shall be approved by the Representative/Agent.

1.7. Samples

All exposed materials and finishes shall be submitted to Representative/Agent for approval in sample form.

The Lift Contractor shall furnish such samples as may be called for and the Representative/Agent may reject all materials or workmanship not corresponding with the samples. All approved samples shall be held in safe-keeping until such time as the work to which they apply has been completed.

1.8. Tests Certificates and Inspections

The Lift Contractor shall carry out all the tests and checks required and issue the necessary Certificate of Compliance prior to final completion

Upon completion of the installation of all equipment and once being in full operation the Lift Contractor shall completely test the lift equipment to demonstrate that the equipment is provided in compliance with the specification. The total costs for these test shall be included in the tendered amount.

The Lift Contractor shall make arrangements for such tests and shall give at least 72 hours written notice to the Representative/Agent, before commencing the test.

In the event of the plant, equipment or installation not passing the test, the Representative/Agent shall be at liberty to deduct from the Contract amount all reasonable expenses incurred by the Employer and/or the Representative/Agent attending the test.

Whenever any installation or equipment is operated for testing or adjusting as provided for above, the Contractor shall operate the entire system for as long a period as may be required to prove

satisfactory performance at all times in the occupied space served by that system until the system is handed over.

The Contractor shall provide all labour and supervision required for such operation and the Department may assign operating personnel as observers, but such observation time shall not be counted as instruction time.

After completing the installation of system, all equipment shall be tested, adjusted and readjusted until they operate to the satisfaction and approval of the Representative/ Agent.

The Contractor shall submit certificates of tests carried out to prove the efficiency of all equipment, as well as certificates to be obtained from all relevant authorities, statutory bodies, etc.

1.9. Application to Department of Labour

The Lift Contractor shall submit all the necessary drawings and information to the Regional Director of the Department of Labour and shall submit the necessary application for the erection and use of the lifts and escalators.

1.10. Operating and Maintenance Manuals

The Contractor shall be responsible for the compilation of a complete set of Operating and Maintenance manuals.

This shall be done in accordance with the Additional Specification – Operating and Maintenance manuals.

All information shall be recorded and reproduced in electronic format as well as supplying the Representative/Agent with three sets of hard copies.

Approval of the final Operating and Maintenance Manuals shall be a prerequisite for issuing of a Certificate of Practical Completion of the installation.

1.11. Guarantee and Maintenance

After works completion of the installation have been achieved, there will follow a 24-month maintenance period, the contractor to ensure that it is priced for in the pricing schedule.

During this period the lift contractor shall maintain the lift installation as per the requirements of the Occupational Health and Safety Act. This maintenance shall include systematic examinations, adjustments and lubrication of all lift equipment. Electrical and mechanical parts shall be repaired or replaced whenever it is required to maintain optimum performance without additional cost to the Department, unless the condition was caused by misuse or vandalism of the lift equipment or natural hazards/force majeure.

The work under this section shall be performed by competent, qualified personnel under the supervision and in the direct employment of the Lift Contractor and shall not be transferred to any non-affiliated agent. Contract maintenance and repair work shall be done during normal working hours and shall further provide emergency call-back service twenty-four (24) hours a day, seven

(7) days a week.

During the guarantee period the Department will invite tenders for the comprehensive maintenance of the lift installation, which will commence after the final completion has taken place, i.e. after the 24 month guarantee period is over and all defects are corrected.

1.12. Materials and Workmanship

- (a) The work throughout shall be executed to the highest standards and to the entire satisfaction of the Representative/Agent who shall interpret the meaning of the Contract Document and shall have the authority to reject any work and materials, which, in his judgement, are not in full accordance therewith. All condemned material and workmanship shall be replaced or rectified as directed and approved by the Representative/Agent.
- (b) All work shall be executed in a first-class manner by qualified tradesman.
- (c) The Contractor shall be fully responsible for his work and shall replace any of the work which may be damaged, lost or stolen. The Contractor shall protect the building and its contents against damage by him, his employees or sub-contractors and shall make good any damage thereto.
- (d) The Contractor shall indemnify the Employer of all liability for damages arising from injuries or disabilities to persons or damage to property occasioned by any act or omission of the Contractor or any of his sub-contractors, including any and all expenses, legal or otherwise, which may be incurred by the Employer or Representative/Agent in the defence of any claim, action or suit.
- (e) The Contractor shall warrant that the materials and workmanship shall be of the highest grade, that the equipment shall be installed in a practical and first-class manner in accordance with the best practices and ready and complete for full operation. It is specifically intended that all material or labour which is usually provided as part of such equipment as is called for and which is necessary for its proper completion and operation shall be provided without additional cost whether or not shown or described in the Contract Document.
- (f) The Contractor shall thoroughly acquaint himself with the work involved and shall verify on site all measurements necessary for proper installation work. The Contractor shall also be prepared to promptly furnish any information relating to his own work as may be necessary for the proper installation work and shall co-operate with and co-ordinate the work of others as may be applicable.
- (g) The Contractor shall inspect and verify that the existing power feeder system is compatible with the equipment offered and any changes or upgrading of the electrical supply shall be brought to the attention of the Representative/Agent.
- (h) Material and equipment damaged in transit shall be replaced with undamaged material.
- (i) All components and their respective adjustment, which do not form part of the equipment installation work, but influence the optimum and safe operation of the equipment shall be considered to form part of, and shall be included in the Contractor's scope of works.
- (j) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- (k) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the installation and guarantee periods to ensure the safety of the public and the User Client.
- (l) The Contractor is to include cost for all scaffolding required to complete the work required.

1.13. Imported Equipemnt

This equipment will not be subject to fluctuations in the rate of exchange.

However, should the contractor choose to be protected against fluctuations in the rate of exchange on imported equipment, the following conditions will apply.

- a) The materials offered Ex-Import (Annexure A), which forms part of this tender document, must be completed by the contractor.
- b) Any fluctuations in the rate of exchange will be for the account of the Government and shall be calculated from a date seven (7) days prior to the date of the Contractors tender to a date seven (7) days after the receipt by the Contractors bank of the negotiable bill of lading or the exporter's invoice, provided this latter date is no later than 30 days fter the date of payment. Thereafter, fluctuations in the rate of exchange shall not be for the account of Government.

1.14. Brochures

Detailed brochures of all equipment offered, including the control, drive, door operator, call buttons and signals, remote monitoring station, intercoms and emergency dial-out system shall be presented together with the tender documents.

SECTION 2 – SPECIFIC LIFT REQUIREMENTS

2.1. DETAIL LIFT REQUIREMENT

The equipment offered shall be suitable for continuous operation under the following conditions for this specific building.

- 2.1.1. Location: Kwamhlanga Government Complex
- 2.1.2. Ambient temperature: Max 50°C
Min -10°C
Max. Relative Humidity Up to saturation
- 2.1.3. Altitude: 1,325 m
- 2.1.4. Max peak demand – (number of passengers per 5 minute period.)
- 2.1.5. Waterproofing of pit: It is assumed that water may penetrate down the side of the escalator truss cladding and enter the pit area. It shall be the Contractors responsibility to inform the Representative/Agent of all escalator pit waterproofing requirements and the pit dimensions given and drawings issued must clearly detail the pit waterproofing requirements.
- 2.1.6. All lift controllers shall be open protocol and not proprietary or password protected.
- 2.1.7. Upon power failure, all lifts (including the fireman's lift) to move to ground floor level and doors to open and remain open until power is restored.
- 2.1.8. Supply and install a lifting hook in the centre of the shaft that can safely carry the weight of the lift or a 1000 kg, whichever is the greatest.

2.2. LIFT DETAIL DESIGN INFORMATION

2.2.1. Description of Lift System

Description	Lift Number	Stops	Floors	Speed	Load	Units
<i>Kwamhlanga Lifts</i>	<i>L1,L2,L3</i>	<i>2</i>	<i>G,1</i>	<i>0.15m/sec</i>	<i>1000Kg</i>	<i>3</i>

2.2.2. Technical Requirements for Kwamhlanga Government Complex

(a) General

<u>Item</u>	<u>Description</u>	<u>Detail Requirements</u>
(a)	Number of Units	3
(b)	Type of Lift	<i>Passenger</i>
(c)	Load	<i>1000Kg</i>
(d)	Speed	<i>0.15m/sec</i>
(e)	Lift Numbers	<i>L1,L2,L3</i>
(f)	Total Number of Travel (m)	<i>4300mm</i>
(g)	Number of Stops	<i>2</i>
(h)	No of Openings	<i>2</i>
(i)	Car Entrances	<i>1</i>
(j)	Floor Designation	<i>G, 1</i>
(k)	Pit Depth	<i>130mm</i>
(l)	Machine Room Dimension	<i>n/a</i>
(m)	Pit Service Platform	<i>n/a</i>
(n)	Extended Buffers	<i>n/a</i>
(o)	Access below Pit	<i>n/a</i>
(p)	Counterweight Safeties	<i>n/a</i>

(b) Machine

<u>Item</u>	<u>Description</u>	<u>Detail Requirements</u>
(a)	Drive	<i>Screw driven</i>
(b)	Machine	<i>AC geared</i>
(c)	Roping	<i>n/a</i>
(d)	Automatic Self-Levelling	<i>n/a</i>
(e)	Compensation	<i>n/a</i>

(c) Control Operation

<u>Item</u>	<u>Description</u>	<u>Detail Requirements</u>
(a)	Operation	Group Automatic Operation
(b)	Up/Down Peaks	
(c)	Fire Control	<i>Level 1 as Specified</i>
(d)	Fireman's Floor	<i>Ground</i>
(e)	Emergency Power Control	<i>Level 1 as Specified</i>
(f)	Evacuation Floor	<i>Ground</i>
(g)	Independent Control	<i>Yes</i>
(h)	Load Measuring	<i>Overload</i>

(d) Landing Equipment

<u>Item</u>	<u>Description</u>	<u>Detail Requirements</u>
(a)	Landing Doors Opening	<i>1300mmx2000mm</i>
(b)	Door Operation	<i>A40 Right hinged</i>
(c)	Door Control	<i>Swing Door</i>
(d)	Position Indicator	<i>Yes</i>
(e)	Waiting Lanterns	<i>Yes</i>
(f)	Gongs	<i>Yes</i>
(g)	Call Buttons	<i>Approved vandal proof mechanical micro push button</i>
(h)	Direction Arrows	<i>Yes-above all landing entrances</i>

(e) Car Equipment

<u>Item</u>	<u>Description</u>	<u>Detail Requirements</u>
(a)	Number of COP's	One per lift
(b)	Protection Drapes	<i>No</i>
(c)	Position Indicators	<i>As per COP</i>
(d)	Direction Arrows	<i>As per COP</i>
(e)	Intercom	<i>Yes</i>
(f)	Call Buttons	<i>Approved vandal proof mechanical micro push buttons</i>
(g)	Door Detectors	<i>No</i>
(h)	Signage	<i>Yes</i>
(i)	Emergency Light	<i>Yes</i>
(j)	Braille Call Buttons	<i>Yes</i>

(f) Shaft Dimensions and Equipment

This is a solid self-supporting shaft made of prefabricated soundproofed steel panels which should be mounted without welding to avoid welding pot damages.

Lift shaft with steel panels. Corner profiles and frames in aluminium. The glazed part of the shaft is made of safety toughened laminated glass.

(g) Car Enclosure

<u>Item</u>	<u>Description</u>	<u>Detail Requirements</u>
(a)	Car Dimensions	1405mmx1980
(b)	Car Clear Internal Height	2000mm
(c)	Clear Door Opening	1300mmx2000mm

(h) Finishes

<u>Item</u>	<u>Description</u>	<u>Detail Requirements</u>
(a)	Fixture Faceplates	Minimum 3mm thick Stainless Steel (SST) with bevelled edges and a brushed finish
(b)	Car COP Faceplates	Full height next to car door SST with brushed finish
(c)	Car Side Walls	SST-brushed finish
(d)	Car Rear Wall	SST-brushed finish
(e)	Car Front	SST-brushed finish
(f)	Car Floor	Ornament-Principal agent to specify colour
(g)	Car Ceiling	High Quality suspended ceiling with recessed luminaires
(h)	Hand Rails	At a height of 900mm above car floor sides and rear of car
(i)	Car Doors	SST-brushed finish
(j)	Landing Doors	SST-brushed finish
(k)	Landing Frames	SST-brushed finish
(l)	Landing Signals	Fitted above landing entrances

2.3. ELECTRICAL SUPPLY REQUIREMENTS

Provision of a 3-phase, 4-wire, 50Hz 400/231V accessible permanent power supply to a distribution board shall be provided in the position shown on the drawings. The distribution board will be equipped with a circuit breaker for the lift.

If applicable, the machine shall be provided with sufficient lighting, ventilation, etc. by the lift contractor.

2.4. LIFT CAR REQUIREMENTS

2.4.1. A continuous lighting system shall be provided along each side of the car. The lighting system shall consist of concealed, surface mounted, latest technology energy efficient luminaires.

2.4.2. Lift car finishes

- a) A robust handrail must be provided across the rear and side walls of the lift car. The spacer blocks to which the hand and bumper rails are secured shall be fixed to the panels.
- b) Goods/Passenger lift car inner panels shall be stainless steel for general buildings.
- c) The fixture faceplates in the lift car and at the landings shall be mounted with concealed security fastenings or fastenings requiring special tools to remove them, as approved by the Representative/Agent. Exposed fastenings shall match the material and finish of the faceplate.
- d) The following fixture face plates shall be located and sized in accordance with dimensions approved by the Representative/Agent:
 - Car operating panels.
 - Car position indicators.
 - Car direction indicators.
 - Landing push button stations.
 - Landing position indicators and signals.
 - Blanking-off plates
- e) Without exception the Representative/Agent shall approve the final design of the fixture faceplates before placing the order or manufacturing of this equipment.
- f) Floor type of covering and colour to suit the environment where lift is installed and to be specified by consultant.

SECTION 3 – SCHEDULE OF TECHNICAL INFORMATION

3.1. GENERAL

Tenderers are required to complete the following Schedule of Technical Information and shall in addition, under separate cover, give full particulars of the equipment and installations offered as well as detailed descriptions of the various methods of control and operation.

3.2. TECHNICAL INFORMATION SCHEDULE

Item	Description	Details
1.	Manufacturer's name	
2.	Country of origin	
3.	% South African manufactured parts	
4.	Performance	
a)	Car speed in m/s	
b)	Average round trip time	
c)	Maximum carrying capacity of each lift car	
d)	Average waiting time after registration of a landing call	
5.	Main Hoist Motor	
a)	Maker's name	
b)	Type	
c)	Rated output (kW)	
d)	Time rating (starts/hr)	
e)	Manufacturing standard and safety codes	
f)	Maximum speed (RPM)	
g)	Rated voltage (Volts)	
h)	Full load current (Amps)	
i)	Starting current (Amps)	
j)	Type of bearings	
k)	Maximum line current with lift starting with full contract load (Amps)	
6.	Type of Brake	
7.	Gearing (If Applicable)	

Item	Description	Details
a)	Material of worm	
b)	Material of worm-wheel	
c)	Type of thrust bearings	
d)	Ratio of gearing	
e)	Type of worm-shaft bearings	
f)	Worm above or below wheel	
8.	Switch gear and Control System	
a)	Make of main circuit breaker	
b)	Rupturing capacity of main circuit breaker (kA)	
c)	Type of control system	
d)	Control voltage	
e)	Make of contactors	
f)	Make of control relays	
g)	Contact materials used for auxiliary and main contacts of controller switch gear	
h)	Type of selector	
9.	Car and Doors	
a)	Mass of complete car with doors and operating gear (kg)	
b)	Net inside dimensions(width x depth x height) in mm	
c)	Thickness of material of car and landing doors	
d)	Finish of car and landing doors	
e)	Clear width and height of car and landing entrances	
f)	Type of door drive mechanism offered	
g)	Type of suspension used for car and landing doors	
h)	Type of proximity detectors	
(I)	For passengers approaching from landing	
(II)	For passengers leaving lift car	
i)	Type of material used for inside finishes of car (i.e. panels, ceiling trim)	
j)	Thickness and type of floorboards and floor covering	
k)	How is car and platform isolated from supporting structure?	
l)	Are car panels treated externally for sound absorption?	
m)	Door speed:	

Item	Description	Details
(I)	Normal (m/min)	
(II)	On force closing (m/min)	
20.	Deviations from Specification as an Alternative Offer: Does the equipment offered comply strictly with the specification (Yes/No)	

3.3. DEVIATIONS FROM SPECIFICATION AS ALTERNATIVE OFFER

If answer to 20 above is NO, tenderers shall give full details of all deviations between the alternative offered and specified equipment hereunder:

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TENDERER'S NAME AND ADDRESS

.....

Signature of Tenderer's
Authorised Signatory

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.....

.....

TEL NO.

DATE:

SECTION 4 - OPERATING AND MAINTENANCE MANUALS

4.1. SCOPE

The Contractor shall be responsible for the compilation of complete sets of Operating and Maintenance Manuals. A separate Operating and Maintenance Manual shall be supplied for each installation.

4.2. PROCEDURE FOR SUBMISSION OF MANUALS

4.2.1. Submission of Draft Manuals

A draft copy of each Operating and Maintenance Manual shall be submitted to the Representative/Agent prior to safety inspection of the installation. Approval of the draft Operating and Maintenance Manuals shall be a prerequisite for commencement of the safety inspection in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

The manuals will be reviewed and checked by the Representative/Agent and returned to the Contractor with comments, where necessary. The Contractor shall make the necessary changes and amendments to the manuals to incorporate the Representative/Agent's comments.

4.2.2. Development of Final Manuals

A final draft copy of each Operating and Maintenance Manual shall be submitted to the Representative/Agent at least one week prior to commencement of Day 1 tests on commissioning. This set of manuals will not be accepted without the Contractor's verification of the information contained in the manuals and the professional language editing thereof. The Representative/Agent shall return the manuals to the Contractor, who shall make the final corrections. The Representative/Agent will, however, not be responsible for the quality control on manuals. Approval of final Operating and Maintenance Manuals shall be a prerequisite for issuing of a Certificate of Practical Completion for repair of the installation.

After the Representative/Agent has approved the final Operating and Maintenance Manuals, the Contractor shall provide the Representative/Agent with seven (7) sets of the manuals. Approval of the final Operating and Maintenance Manuals shall be a prerequisite for issuing of a Certificate of Completion.

4.3. FORMAT OF OPERATING AND MAINTENANCE MANUALS

- a) Manuals shall be bound in hardcover lever-arch files with plastic coatings. The files shall be clearly labelled on the front cover, as well as on the back band, with the following information:
 - i. The title "Operating and Maintenance Manuals"
 - ii. Name of the contract and contract number
 - iii. The Contractor's name, email address and contact telephone number and fax (logo optional)
 - iv. Month and year in which the manuals are finally handed over to the Employer
 - v. Name of the User Client.
- b) Pamphlets and bound leaflets/booklets from suppliers or manufacturers shall be placed in plastic pockets.
- c) Drawings and diagrams larger than A3 shall be folded and placed in plastic pockets to be easily removed or stored.
- d) The sections of the manuals specified below shall be clearly partitioned.

- e) Cross-referencing between drawings/diagrams and text shall be in a clear and consequent format.
- f) The Operating and Maintenance Manuals shall be supplied in English.

4.4. CONTENTS

4.4.1. Table of Contents

The table of contents shall appear on the second page and shall consist of the headings of the various sections in the manual and the relevant page numbers.

The table of contents shall essentially contain at least the following:

1. Introduction
 - 1.1 Scope of the manual
 - 1.2 General arrangement of the manual
 - 1.3 Description of installation
 - 1.4 Specifications
2. List of drawings and diagrams
3. Parts and components
4. Operating procedures
5. Maintenance
 - 5.1 Purpose of maintenance
 - 5.2 Preventative maintenance
 - 5.3 Trouble-shooting
6. Breakdown maintenance and repair
7. List of Appendices.

4.4.2. Introduction

The introduction shall contain at least the following:

4.4.3. Scope of the manual

A summary shall explain the scope of the contents.

4.4.4. General arrangement of the manual

A brief description shall explain the way in which the manual is arranged.

4.4.5. Description of installation

This section shall give a functional description of the complete installation covered by the manual, including all systems and/or functional units deemed to form part thereof.

4.4.6. Specifications

A summary shall be given of the specifications applicable to the particular part of the Contract.

4.5. Drawings and Diagrams

Mechanical flow diagrams (MFDs) and single line diagrams

Mechanical flow diagrams (for mechanical systems) or single line diagrams (for electrical systems) of the system and/or functional unit shall be included in the Operating and Maintenance Manuals for easy reference by the operators of the installation. Diagrams shall be drawn not only for parts of an installation that have been repaired, but also for the complete installation, including all the components.

4.6. Parts and Components

4.6.1. Equipment data sheets

A data sheet shall be drawn up for each piece of equipment and/or machine forming part of the installation and shall contain the following information:

- i. Equipment tag number
- ii. Equipment description
- iii. Model/make/manufacture
- iv. Supplier/Reconditioning details
- v. Ordering details
- vi. Details of fixed components
- vii. Details of lubrication
- viii. Maintenance references (refer to supplier/reconditioning technical manual).

4.6.2. Technical equipment manuals

For each piece of equipment and/or machine forming part of the installation the following information shall be included in this section of the Operating and Maintenance Manuals:

- i. The supplier or reconditioning manual and/or standards of operating and maintenance instructions;
- ii. Illustrated parts breakdown and/or group assembly drawings as agreed with the Representative/Agent;
- iii. Parts lists and data sheets, including all characteristic curves for machines indicating operation point, efficiency, power consumption, etc;
- iv. Calibration charts, and

- v. Test certificates for hydraulic pressure tests, flame-proof grading, materials, non-destructive examinations, coating and lining details, etc.

Each detailed description shall be accompanied by a set of engineering drawings. From the drawings the functionality of each part or component used, as well as the special characteristics associated with the part or component shall be very clear.

4.6.3. **Parts and components list**

A detailed description shall specify all the parts and components used for the duration of the Contract. This description shall include new parts and components, as well as existing parts and components that have either been reconditioned or used as specified in the Contract.

The description shall state at least the part or component number, part or component name, the size of the part or component, an explanatory description, the quantity used, the material of which the part or component is made, the coating (if any), date of purchase, as well as any relevant remarks as to the application thereof.

Details of the manufacturer of the part or component shall also be listed. This shall at least state the name, address, telephone number, fax number and name of a contact person.

The supplier of the part or component shall also be stated and shall include at least the name, address, telephone number, email address, fax number, email, name of a contact person and an alternative supplier (if available).

4.6.4. **Drawings**

Drawings shall contain a descriptive heading, an explanatory key and relevant comments. Drawings shall be done on a computer-aided design package approved by the Representative/Agent and the electronic copies of all drawings shall be submitted together with the manuals.

A compound drawing for all subassemblies shall clearly indicate how and where the various parts fit in the subassembly. The compound drawing shall be linked to the equipment data sheets and parts and components list and shall clearly specify the parts or components used, their model numbers, their sizes and the quantities used. The compound drawings shall also be accompanied by a short description explaining the workings of the subassembly, as well as the assembly of the parts or components to complete the subassembly.

4.6.5. **Operating Procedures**

The operating instructions shall be a step by step description of the manual start-up and shut-down procedure for every piece of equipment and/or process reconditioned, repaired or supplied with references to the MFDs. For automatic operation the operators shall be referred to the automatic control manual (if applicable).

The functioning of the installation shall be clearly described, using a flow diagram depicting the interrelationships among the various subassemblies. The subassemblies shall be described by descriptive drawings.

Each mechanical or process flow diagram shall contain at least a heading, relevant comments and a key.

Every subassembly shall also have its own flow diagram explaining the operation of the subassembly, as well as the application of each part and component. The application of the subassembly shall also be very clear. The flow diagram shall consist of at least a heading, relevant comments and an explanatory key.

A detailed description shall be given of all operational systems forming part of the installation, explaining the operation and functioning of the system and the number of operations personnel required for performing the operation successfully.

The preparations, which are required before the system can be operational, shall be clearly stated and explained.

The operation tasks shall be clearly explained with reference to dangerous situations that might occur. Hazardous operations shall be explained in great detail and cover all the applicable safety precautions.

4.6 Maintenance

4.6.1 Purpose of maintenance

The maintenance process shall be explained and the main responsibilities described.

4.6.2 Preventative maintenance

A preventative maintenance and lubrication schedule shall be included in this section. This schedule shall be in table format and shall include a summary of all the maintenance actions required for each different system and/or functional unit covered by this manual, in order to give a single summary of all routine preventative maintenance actions required for the complete installation.

The schedule shall indicate daily, weekly, fortnightly, monthly and yearly maintenance actions. A lubrication schedule summary shall also be included under this section.

The frequency of routine preventative maintenance actions shall be indicated very clearly.

The Contractor shall provide the maintenance requirements as prescribed by the manufacturer. The type of maintenance shall be clearly indicated. The description of the maintenance to be performed shall include at least the part name, location of the part in either the assembly or subassembly, the model number, the quantity of the particular part or component to be maintained, the type of maintenance, and notes on the maintenance procedure.

A brief description shall accompany the maintenance schedule, indicating special tools to be used, maintenance and test equipment required for the test procedures. Any special tools necessary for maintenance shall be specified in terms of name, model, size, manufacturer, supplier (name, telephone number, fax number, contact person), coating (if any) and notes on the use of the equipment.

Remarks on the system readiness checks of each subassembly shall be explained in detail. Routine inspection and maintenance processes shall be described. It shall be very clear what needs to be done, how to perform the necessary task and any dangers that are present.

(1) 4.6.3 Trouble-shooting

An explanation shall be given to assist the maintenance personnel in analysing and resolving malfunctions that might occur. Various scenarios with possible causes and rectification procedures shall be explained.

The scenarios shall be accompanied by drawings indicating the position of the part that is faulty. Each of these drawings shall have a heading, comments and an explanatory key.

(2) 4.7 Breakdown Maintenance and Repair

The Contractor shall describe the complete procedure to be followed in the event of a breakdown. It shall be very clear what the operating personnel should look for, how to eliminate any dangers due to the breakdown (e.g. electricity must be shut off in the event of problems with the wiring) and who should be contacted. The Contractor shall supply the names and telephone numbers of at least two contact persons who may be contacted in the event of a breakdown.

Repair instructions shall provide the maintenance personnel with detailed instructions for the removal and/or replacement of any item requiring replacement due to malfunctioning. Contact numbers shall also be given to assist maintenance personnel, should a breakdown occur.

The Contractor shall specify the actions expected of maintenance personnel in the event of a breakdown.

The Contractor shall also specify the testing procedures to be followed before the system can be put into operation again. Every procedure shall be described clearly and all the potential dangers pointed out, as well as the precautions that have to be taken.

The testing procedures shall be accompanied by drawings illustrating the process to be performed. Every drawing shall have a heading, comments and an explanatory key.