



an agency of the
Department of Sport, Arts and Culture

Artscape a Cultural Institution in terms of section 3 of the Cultural Institutions Act 1998 (Act no.119 of 1998). Artscape is a listed as a schedule 3A (National entity) under the Public Finance Management Act, 1999 (Act No1 of 1999) Seeks Quotations for

Goods	
-------	--

 /or

Services	x
----------	---

 below five hundred thousand rand (R500 000.00).

Insert CSD Codes:

M									
---	--	--	--	--	--	--	--	--	--

Insert CSD 36 digit security code: _____

The following documents needs to be submitted with quotations:

- BBBEE Certificate/ Sworn Affidavit
- SARS No and SARS status Pin

The attached forms to be completed by Supplier:

- SBD4, SBD8 & SBD 9

As a service provider you are deemed to have read and accepted the Government Procurement: General Conditions of Contract (GCC) of July 2010, (<http://www.treasury.gov.za>)

Date Issued:	08 June 2021
Description of Goods or Service:	Quantity:
Detailed Specifications: Artscape Theatre Centre seeks for a service provider to service both décor Hoists (Opera and Theatre) and repair the Theatre hoist which is out of commission at Artscape. The attached provides details of the hoists.	
Date Goods or Service required:	ASAP
Delivered to :	DF Malan Street, Foreshore, Cape Town
For more information (Technical)	Douglas Human douglash@artscape.co.za
For more information (Supply Chain Management)	Natasjap@artscape.co.za
RFQ Closing date & Time:	11 June 2021
Submit RFQ To:	natasjap@artscape.co.za or 021 401 9835

SUPPLIER RESPONSE

Name of Supplier:	
Address of Supplier:	
Contact Tel :	Email:

Supplier Specifications include Brand/Model if applicable	Quantity	Price Per Unit (incl VAT)	Total (incl VAT)
TOTAL			

*Insert more rows if needed.

*Brochures/Catalogues can be submitted with quotation.

*All prices must be firm and VAT Inclusive.

- The 80/20 price/preference point system will be applied to the evaluation of responsive quotations, whereby the order(s) will be placed within the Supplier(s) scoring in the highest total number of adjudication points. Price shall be scored as follows: $Ps = 80 \times \frac{1 - (Pt - Pmin)}{Pmin}$
- **Where:** Ps is the number of points scored for price; Pt is the comparative price of the quoted under consideration; Pmin is the comparative price of the lowest responsive quotation.
- Preference points shall be scored as follows:
Points will be awarded to tenderers who are eligible for preference in respect of B-BBEE contribution.

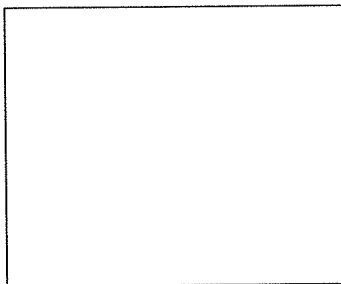
By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ** and **Description** of goods or services _____, as described in this document.

Signature

Date

Print name: _____

On Behalf of the Supplier (duly authorised)

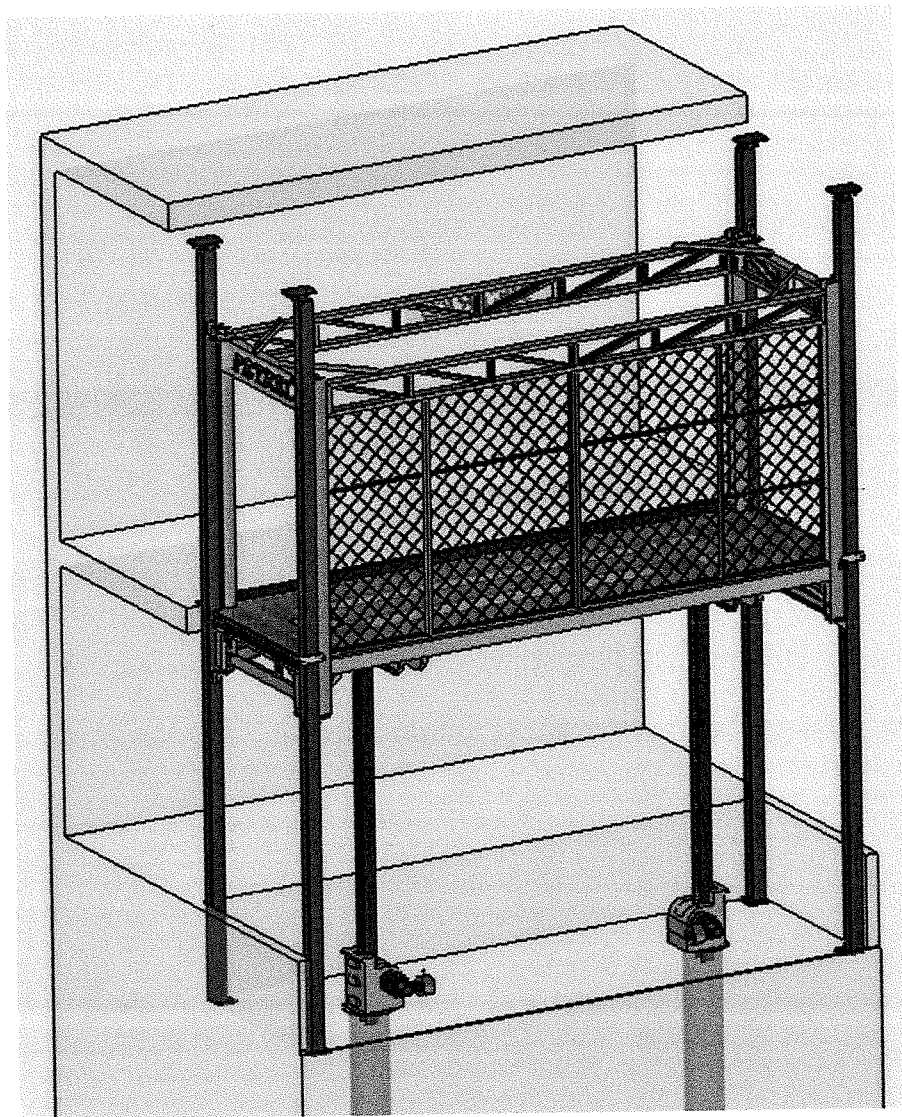


COMPANY STAMP

Note: It is advised that documents be returned in PDF

DÉCOR HOIST ARTSCAPE

OPERATING AND MAINTENANCE MANUAL



ARTSCAPE

CUSTOMER ORDER NUMBER : 4955

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1 TECHNICAL SPECIFICATIONS
1.1 GENERAL PRODUCT DESCRIPTION

The Petrel Décor Hoist is driven by means of two rack and pinion drive units, each coupled by a drive shaft to a central electrical motor. The electrically powered unit is designed to hoist a load not exceeding 5000kg.

The hoist car is provided with three retractable steel plate perimeter barrier, the steel plates are in the raised position when the hoist is in operation.

The hoist is controlled via two control panels each installed on the wall, on the side facing the back stage, at level -1 and level 0.

1.2 DESIGN SPECIFICATIONS

1.2.1 DEFINITIONS AND ABBREVIATIONS

TORQUE	Nm	=	NEWTON METER
	mkp	=	METER KILO POND
	(ftlb)	=	(FOOT POUND)
	1 Nm	=	0.1019 mkp
		=	0.7383 ftlb
POWER	KW	=	KILO WATT
	(HP)	=	(HORSE POWER)
	1 KW	=	1.341 HP

1.2.2 SPECIFICATIONS

- Hoist SWL : 5000 Kg
- Concentrated load in an area of 4m² : 3000 Kg
- Hoist drive motor : EL 18.5 kW 6P 400V, Brake
- Perimeter barrier motor : EL 0.75 kW 4P 400V
- Winch motor : EL 1.5 kW 4P

1.2.3 PERFORMANCE DATA

HOISTING AND LOWERING SPEED = 0.1m/s Maximum

1.2.4 SIZES OF PLATFORM

A) OPERA

LENGTH : 8960 mm
WIDTH : 2950 mm

B) THEATRE

LENGTH : 7420 mm
WIDTH : 2370 mm

1.3 SAFETY REQUIREMENTS

1. The hoist is only to be operated by trained personnel.
2. Do not exceed the maximum load of 5000 kg.
3. **NO PERSONNEL ARE PERMITTED TO TRAVEL ON THE HOIST**
4. Visually check that all personnel are clear of the lift before operating the hoist or gates.
5. Clear all obstructions (such as loading ramps) from underneath the gates before closing.
6. When operating with long loads and the top service entrance gate is open, **EXERCISE EXTREME CAUTION WHEN APPROACHING THE OPEN EDGE OF THE PLATFORM.**
7. Winch handles for manual operation must only be fitted to the winches when the hoist is turned off; they must be returned to their storage position immediately after use as there is a risk of injury if the winch motor operates while a handle is on the motor shaft.

1.4 PRODUCT IDENTIFICATION NUMBERS

PRODUCT #	:	Décor Hoist
CUST ORD.#	:	4955
ITEM OPERA #	:	26211
ITEM THEATRE #	:	26215
SHOP ORDER #	:	52327
DRIVE MOTOR OPERA #	:	1L200L1-6B3PTC
DRIVE MOTOR THEATRE #	:	STD EN60034 IEC
PERIMETRE MOTOR OPERA #	:	110011
PERIMETRE MOTOR THEATRE #	:	????
WINCH MOTOR OPERA #	:	GM 3213.061 GM 3248.026 GM 3213.064 GM 3419.056
WINCH MOTOR THEATRE #	:	GM 3218.026 GM 3419.055 GM 3213.062
GEARBOX OPERA #	:	4903 0442 4903 0440
GEARBOX THEATRE	:	4903 0441 ???

2 OPERATING INSTRUCTIONS

2.1 CONTROLS

The hoist has two control boxes, one at each level. The controls on each box are as follows :

- ON/OFF Key switch (Level –1 only) : Turns the hoist on or off.
- LEVEL 0 & LEVEL –1 Pushbuttons : At Level –1, the LEVEL 0 pushbutton dispatches the hoist, the LEVEL –1 pushbutton calls it, and vice versa on the Level 0 Control box.
- GATE OPEN & CLOSE Pushbuttons : These open and close the sliding gates, except for the gate at the Service entrance end of the platform on Level 0. The buttons on each level will only operate the gates at that level.
- GATE OVERRIDE Key switch : Opens the gate at the service entrance end of the platform (manually opened swing gate at Level –1, automatic sliding gate at Level 0). The key switch at Level 0 also overrides the perimeter barrier and light beam curtain to allow the hoist to operate with a long load projecting over the end of the platform (see "Operating with long loads" below).
- EMERGENCY STOP Pushbutton : Stops the hoist and gates immediately; motion will only resume once all Emergency Stop buttons are released and a pushbutton is pressed to start the hoist or gates.

2.2 OPERATION SEQUENCE

NORMAL OPERATION

- Normal hoist operation is with the gates at the Service Entrance end of the hoist closed, which is the safest operating mode as personnel loading or unloading the platform at Level 0 are not exposed to danger of falling off the edge.
- Switch power on at the control panel with the key switch. (Level –1), (Top keyhole)
- Only the gates at the level where the hoist is present and stopped can be opened; the gates at each level can only be operated by the OPEN/CLOSE Pushbuttons on the control panel at that level. To open the gates, push the OPEN button; the gates will then start opening and run until they are fully open, where they will automatically stop.
- Load the hoist to a maximum load of 5000 kg; it is preferable to load the hoist as evenly as possible over the platform area. All objects on the hoist must be placed away from the edges, not protruding outside the painted lines on the platform; objects which could roll or topple over the edge must be secured.
- When the hoist is loaded, ensure that all personnel are clear of the platform and gates (at least 1m away from hoist edges) and press the CLOSE pushbutton. The gates will then be lowered until they are fully down, where they will automatically stop.
- Press the despatch button. If the light beam curtain is clear of obstacles, the perimeter barrier will be raised and then the hoist will commence movement. At the required level the platform will slow down and stop, and the perimeter barrier will be lowered. While the hoist is in motion, a slow pulsing buzzer sounds.
- The cycle of operation is repeated for as many loads as are required.
- If the light beam curtain is broken while the hoist is moving, a buzzer will sound and the hoist will stop immediately. Once the obstacle has been cleared out of the way of the light beams, press the call or despatch buttons to start it moving again.

HANDLING LONG LOADS

- WARNING : When loading or unloading long loads at Level 0, personnel are exposed to the hazard of falling off the end of the platform. Personnel must be warned of this hazard and instructed to stay well away from the edge during this type of operation.
- To allow loads longer than the platform to be lifted, it is possible to override the normal safety interlocks so that the platform will operate with the Service Entrance end gates open. To open the gates and override the interlocks, it is necessary to have the appropriate keys to operate the GATE OVERRIDE key switches on the two control panels.

- The bottom service entrance, swing gate (Level -1) can be opened by the key switch at level -1 control panel, or at the lock on the swing gate. When this gate is open, it must be locked in the open position to prevent it accidentally swinging into the path of a projecting load.
- The top service entrance gate (Level 0) operates with a key switch on level 0-control panel. When the gate is open, the light curtain at the end of the platform, and perimeter barrier are disabled. The hoist will then only operate if bottom gate is open.
- While the hoist is moving with the top service entry gate open a fast pulsing buzzer sounds.

STOPPING BETWEEN LEVELS

- To ease loading/off-loading from trucks, the hoist can be stopped between levels, by pressing the emergency stop button, when the hoist is level with the truck bed.
- Since the hoist is not stopped at a floor, it will not be possible to open the side gates, but the end gate can be opened by means of the key switch.
- To make the hoist run from this position, release the emergency stop button and press the LEVEL 0 or LEVEL -1 button as required, on either control panel.

EMERGENCY STOP

- Press any emergency stop button (Bottom of control panel)
- Establish cause of obstruction, emergency.
- Clear obstruction.
- Re-activate hoist by rotating stop button clockwise.
- Press "level 0 or level -1" button on control panel.

GATE WINCH MANUAL OPERATION

- In the event of problems with the gate operation, it is possible to raise or lower the gates by means of a manual crank handle fitted to the back of the motor shaft.
- Ensure that the hoist is turned off
- Push the handle boss over the end of the motor shaft protruding at the rear of the motor, until the slot in the boss engages with the drive pin.
- Turn the handle to operate the winch.
- After use, remove the handle from the motor to prevent accidents when the motor next runs.

3 MAINTENANCE INSTRUCTIONS

3.1 RECOMMENDED TOOLS

No special tools are required for the general maintenance of the HOIST. All dismantling and reassembling can be carried out with normal engineering workshop tools.

3.2 RECOMMENDED OIL AND LUBRICANTS

3.2.1 GEARBOX OIL

Dynamic oil, RA 1523, Planetary gearbox:
Refer to the manufacturers recommendation, e.g. GENGEAR 150.

3.2.2 GREASING

Use GENLITE 2 multipurpose grease or equivalent.

3.3 TORQUE CHART FOR BOLTS AND NUTS

The tightening torques below are approximate and serve as a guide line only.

The figures are for **greased bolts** only. For any other application, refer to PETREL ENGINEERING.

Torques in Nm

	BOLT/NUT GRADE				STAINLESS
	4.6	8.8	10.9	12.9	STEEL
M8	8	20	27	33	21
M10	15	39	54	64	41
M12	27	69	94	112	64
M16	67	171	232	278	158
M20	130	333	452	543	233
M24	224	575	784	939	408
M30	443	1143	1558	2240	-

1 Nm = 8.851 lbin = 0.738 lbft = 0.102 kgm

3.4 GENERAL MAINTENANCE

3.4.2 ROUTINE MAINTENANCE

Equipment	Every month	3 monthly : as for monthly plus :	Annually : as for 3 monthly, plus :
General	Run hoist, check for noise, vibration, uneven movement, loose fasteners.	Do thorough check for loose fasteners.	
DRIVE SYSTEM			
Electric motor		Check for noise or overheating while running	
PTO drive shafts		Grease universal joints	
Brakes			Check air gaps on all three brakes (ref. brake manufacturer's specs); manually release gearbox brakes and check that motor brake holds.
Gearboxes	Inspect for oil leaks.	Check oil level	Change oil
Racks and pinions		Inspect racks for wear or damage; lubricate	Inspect contact marks on teeth; adjust guide rollers if necessary.
Drive unit guide rollers		Inspect for wear and play on bearings	
PLATFORM AND GUIDES			
Structure		Check for damage or distortion; check fasteners for tightness	Check for damaged paint work; touch up if necessary
Guide pads		Check for excessive clearance; adjust if necessary. Replace if worn down below wear indicator groove in face.	
GATES			
Winches	Check for noise or overheating; inspect gearbox for oil leaks.	Take tension off drum and check for play in drum bearing; check securing bolts.	Check brake air gap (ref. brake manufacturer's specs)
Ropes	Inspect ropes for signs of damage or wear; check for even tension. Check that rope clamp bolts on gates are tight.	Check that rope anchors on drum are tight.	
Guide sheaves	Check that sheaves are turning with the rope.	Check fastening bolts.	Check for wear in grooves or play in bush.
Slide pads	Check for smooth running and not excessive clearance	Check wear on pads; renew if necessary.	

PERIMETER BARRIER				
Electric Motor	Check for noise or overheating while running			
Drive belt		Check belt condition and tension		Disconnect wire rope and check for wear or play
Drive screw and nut				
Wire rope	Check for wear or fraying; check that it is still tensioned and running correctly on rollers	Check lift height of barrier sections and retention/adjust rope clamps if necessary		
Rope deflector rollers		Check that rollers are turning		Check for wear and play.
Pins/bushes/slides				
ELECTRICAL SYSTEM				
Proximity sensors	Check that platform and gates stop in correct position when activated.	Check that all securing nuts are tight		
Light beam barrier	Check that platform stops when barrier is obstructed			
Ultimate limit switches		Check that platform stops when limit switches are manually activated		
Pendant cable	Visually check for wear or damage	Visually check for wear or damage		
All cabling				
Control Panel air filters				Check filters and clean if necessary

NOTE : Normal maintenance does not require the use of the removable support beams provided, but these can be fitted on top of the four upright pillars below the platform to support the platform during major overhaul or repair of the drive units. When fitted, these will support the platform at a level slightly above floor level. When lowering the platform onto the support beams, it has to be manually stopped as it touches the beams by means of the emergency stop button - it will not stop automatically in this position. It is important that the platform not be allowed to drive itself hard down onto the beams, as this puts tension on the drive hold down bolts, and could result in damage.

3.5 TROUBLE SHOOTING

Symptom	Possible Cause	Remedy
1) No power on control panel	No power from electrical distribution board	Check trip switch on electrical distribution board
2) Control panel not responding to commands	Control panel not switched on	Switch control panel on with key at level -1
3) Gates does not open	Hoist not on level position	Move hoist up/down to level
	Faulty proximity switch	Replace proximity switch
	Emergency stop button in "off" position	Turn to release emergency stop
4) Hoist not responding	Gates not closed	Close gates
	Proximity switches faulty	Replace proximity switch
	Interference with light curtain	Clear obstruction
	Emergency stop button in "off" position	Turn to release emergency stop
5) Hoist stopped between floors	Interference with light curtain	Clear obstruction

3.6 RECOMMENDED SPARE PARTS

The spare parts holding depends on the usage and preventative maintenance undertaken of your equipment, as well as your location and infrastructure to our next spare parts depot.

Some of the system components for your equipment are modified by Petrel., it is important that you purchase original spare parts from Petrel.

Below is the recommended spare parts list for your equipment.

Qty	Description	Reference Drawing	Item #
2	Switch proxy M18 AK1/CP-1A	G5061/G5062	26744
2	Switch proxy M30 AK1/CP-1A	G5061/G5062	26602
2	Switch light proxy M18 FA14/BP-OA	G5061/G5062	-----
2	Transmitter, Receiver	G5031/G5052	-----
1	Switch limit Pizzato FR550	G5061/G5062	26603
1	Winch motor EL 1.5 kW 4P, Brake	G5061/G5062	14003

3.7 HOW TO ORDER SPARE PARTS

When ordering spare parts, please quote the following information :

1. Date of purchase
2. Type and model number (on equipment name plate)
3. Product identification numbers
4. Petrel drawing / reference number
5. Petrel item number (on equipment drawing)

The above information will help PETREL to supply you with the correct spare part in the shortest possible time.

4. SYSTEM COMPONENTS

Some of the system components for your equipment are modified by Petrel. As the maintenance instructions in this section do not reflect these changes, it is important that you purchase original spare parts from Petrel.

4.1	Drive motor	EL 18.5 kW 6P 400V + BRAKE
4.2	Perimeter barrier motor	EL 0.75 kW 4P 400V
4.3	Winch motor	EL 1.5 kW 4P 380V + BRAKE
4.4	Drive gearbox	RA 1523 Ts 130.2
4.5	Gate winch gearbox	MRT85-112-40:1
4.6	Drive brake	76431 24 H00

5 . REFERENCE DRAWINGS

5.1	G/A HOIST OPERA LAYOUT	G5030-1
5.2	HOIST CAGE OPERA ASSEMBLY	G5031-1
5.3	HOIST CAGE ASSEMBLY ISOMETRIC	G5031-2
5.4	GUIDE BOTTOM ASSEMBLY LH	G5033
5.5	GUIDE BOTTOM ASSEMBLY RH	G5035
5.6	GUIDE TOP ASSEMBLY LH	G5038
5.7	GUDE TOP ASSEMBLY RH	G5039
5.8	G/A HOIST THEATRE LAYOUT	G5051-1
5.9	HOIST CAGE THEATRE ASSEMBLY	G5052-1
5.10	HOIST CAGE THEATRE ISOMETRIC VIEW	G5052-2
5.11	G/A OF DÉCOR HOIST GATES ON LEVEL -1 & 0	G5061
5.12	G/A OF DÉCOR HOIST FRONT & SIDE GATES	G5062
5.13	PERIM BARRIER OPERA INSTALLATION	G5068
5.14	PERIM BARRIER THEATRE INSTALLATION	G5069
5.15	ARTSCAPE DRIVE GENERAL ASSEMBLY	G5071
5.16	SHEAVE COMPONENT DETAIL	G5083
5.17	ASSEMBLY OF DOUBLE DRUM WINCH	G5084
5.18	ASSEMBLY OF TRIPPLE DRUM WINCH	G5085
5.19	THEATRE DECORE HOIST FRONT GATE DETAILS	G5089
5.20	OPERA DÉCOR HOIST SWING & FIXED GATE DETAILS	G5092
5.21	THEATRE DÉCOR HOIST SIDE GATE DETAILS	G5093
5.22	DRIVE COLUMN ASSEMBLY	G5102
5.23	THEATRE DÉCOR HOIST SWING GATE DETAILS	G5106
5.24	ROLLER DETAILS AND G/A	G5110
5.25	DRIVE UNIT G/A – PERM BARRIER	G5114

ELECTRICAL DRAWINGS

6. TEST CERTIFICATES

6.1 Petrel lift test certificate - Opera

6.2 Petrel lift test certificate - Theatre

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes 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:

Identity Number:

Position occupied in the Company (director, trustee, shareholder²):

Company Registration Number:

Tax Reference Number:

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	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 contribution together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;

2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an

organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“EME”** means any Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act;
- 2.7 **“functionality”** means the ability of a tender to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.8 **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.9 **“proof of BBBEE status of contribution”** means:
- 2.9.1 BBBEE Status level certificate issued by an authorized body or person;
- 2.9.2 A Sworn affidavit as prescribed by the BBBEE Codes of Good Practice;
- 2.9.3 Any other requirement prescribed in terms of the BBBEE Act;
- 2.10 **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act;
- 2.11 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

4 Points awarded for B-BBEE Status Level of Contribution

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contribution: =(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 contribution.

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 term Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 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 underdevelopment 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 contribution of contributor indicated in paragraph 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 paragraph 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

.....
SIGNATURE(S) OF BIDDER(S)

4.

DATE:.....
ADDRESS:.....

.....

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)? 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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