

---

## PART T2 : RETURNABLE DOCUMENTS

---

---

## PART T2.1: LIST OF RETURNABLE DOCUMENTS

---

## T2.1: List of Returnable Documents

BID REF	1. RETURNABLE DOCUMENTS REQUIRED FOR <u>TENDER ADMINISTRATION COMPLIANCE</u> & FOR EVALUATION PURPOSES		
	Failure to complete in full, sign and submit these applicable documents will result in the tender submission being <u>disqualified</u> from further consideration at each respective stage.		
Reference	Form Description	Complete, sign & Submit	Evaluation Stages
T2.2: A1	SMME 30% Subcontracting Percentage	Tick if completed and signed (where applicable)	N/A
T2.2: B	Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022 (SBD 6.1)	Tick if completed and signed (where applicable)	N/A
T2.2: C	Record of Addenda to Tender Documents	Tick if completed and signed (where applicable)	Admin compliance
T2.2: D	Authority of Signatory	Tick if completed and signed (where applicable)	Admin compliance
T2.2: E	Status of Concern Submitting Tender	Tick if completed and signed (where applicable)	Admin compliance
T2.2: F	Declaration of Interest (SBD 4)	Tick if completed and signed (where applicable)	Admin compliance
T2.2: I	Schedule of Plant and Equipment	Tick if completed and signed (where applicable)	N/A
T2.2: J	Schedule of Work Carried out By the Tenderer	Tick if completed and signed (where applicable)	Technical Evaluation
T2.2: K	Certificate of Tenderer's Compulsory Site Briefing / Clarification Meeting Attendance	Tick if completed and signed (where applicable)	N/A
T2.2: L	Key-Personnel/Supervisory and Management Staff	Tick if completed and signed (where applicable)	Technical Evaluation
T2.2: N	Compliance with OHSA (ACT 85 OF 1993)	Tick if completed and signed (where applicable)	N/A

T2.2: O	CSD Supplier Number and Tax Compliance Pin	Tick if completed and signed (where applicable)	Admin compliance
T 2.2: P	Preliminary Programme	Tick if completed and signed (where applicable)	N/A
T2.2: Q	Estimated Monthly Expenditure	Tick if completed and signed (where applicable)	N/A
T 2.2: R	Alterations by Tenderer	Tick if completed and signed (where applicable)	N/A
T2.2: V	Compulsory Enterprise Questionnaire	Tick if completed and signed (where applicable)	Technical Evaluation
T2.2: W	Declaration Certificate for Local Production and Content for Designated Sectors (NB: All required forms & Annexures to be fully completed to claim points)	Tick if completed and signed (where applicable)	N/A

<b>2. RETURNABLE DOCUMENTS REQUIRED FOR TENDER CONTRACTING PURPOSES</b> <b>Failure to complete in full, sign and submit these applicable documents will result in the tender being <u>disqualified</u> from further consideration at each respective stage. Information required for contracting not for evaluation.</b>			
C1.1	Form of Offer and Acceptance	Tick if completed and signed (where applicable)	N/A
C 1.2 (a)	Contract Data (Part 1)	Tick if completed and signed (where applicable)	Contract Data
C1.2(b)	Contract Data (Part 2)	Tick if completed and signed (where applicable)	Contract Data
C 1.3	Form of Security	Tick if completed and signed (where applicable)	Contract Data
C 1.4	Occupational Health and Safety Mandatory Agreement	Tick if completed and signed (where applicable)	Contract Data
C 1.5	Adjudicator Agreement for the use of the JBCC contract	Tick if completed and signed (where applicable)	Contract Data
C 1.6	Waiver of Contractor's Lien	Tick if completed and signed (where applicable)	Contract Data
C 2.1	Pricing Instructions	Tick if completed and signed (where applicable)	N/A
C 2.2	Bill of Quantities	Tick if completed and signed (where applicable)	N/A

---

## **PART T2.2: RETURNABLE SCHEDULES**

---

**FORM A1: SUBCONTRACTING PERCENTAGE**

The Bidder is to take note that the GGDA reserves the right to hold the successful service provider (at RFQ/Project Stage) to regulations 9 of the Preferential Procurement Regulations, 2022 2017 for subcontracting in contracts (projects or tasks or instructions) above R30m.

.....  
**Signature**

.....  
**Date**

.....  
**Name of Bidder**

.....  
**Position of Signatory**

**COMPANY STAMP**

---

**FORM B: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022 (SBD 6.1)**

---

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

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

---

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender at project/RFQ stage:

- 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 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBBEE rating of Level 1	15	
BBBEE rating of Level 2	10	
BBBEE rating of Level 3	5	
At project/RFQ stage the tenderer will be required to supply locally manufactured goods and services in line with the Department of Trade and Industry thresholds for	5	

products designated for local content.		
--	--	--

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

## FORM C: 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 of Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		

Attach additional pages if more space is required.

Signature of person authorized to sign the tender: .....

Date: .....

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

## B'T'Z XONLTPYXTION (Pty) Ltd

By resolution of the Board of Directors taken on *20 May 2000*, *MR A.F JONES*

has been duly authorised to sign all documents in connection with Contract no CON 0005, and any contract which may arise therefrom, on behalf of .....PZ Xovenpuxnov (TIT¥) A,

SIGNED ON BEHALF OF THE COMPANY: (Signature of Managing Director)

IN HIS CAPACITY AS: Managing Director

DATE: 20 May 2000

SIGNATURE OF SIGNATORY: (Signature of A.F Jones)

As witnesses:

1. ....

2. ....

Signature of person authorised to sign the tender: .....

Date: .....

## FORM E: STATUS OF CONCERN SUBMITTING TENDER

### 1. GENERAL

State whether the tenderer is a company, a closed corporation, a partnership or a one-man concern.  
(Make an X in the appropriate space below)

Company ☐ Closed Corporation ☐ Partnership ☐  
One-man concern ☐ Joint Venture ☐

### 2. INFORMATION TO BE PROVIDED

(Block letters)

#### 2.1 If the tenderer is a Company:

- (a) Affix a certified copy of the Certificate of Incorporation to this page.
- (b) List the Directors.

#### 2.2 If the tenderer is a Closed Corporation:

- (a) Affix a certified copy of the Founding Statement to this page.
- (b) List the Members.

#### 2.3 If the tenderer is a Partnership:

List the partners.

#### 2.4 If the tenderer is a One-man concern:

Provide the full name and ID number of the person.

#### 2.5 If the tenderer is a Joint Venture:

- (a) Affix a certified copy of the Founding Statement of each partner of the JV to this page.
- (b) Affix JV agreement.

### 3. REGISTERED FOR VAT PURPOSES IN TERMS OF THE VALUE-ADDED TAX ACT, (Act Nr. 89 of 1991) (Make an X in the appropriate space below)

Yes ☐ / No ☐ Registration no.: .....

Signature of person authorised to sign the tender: .....

Date: .....

## FORM F: DECLARATION OF INTEREST (SBD 4)

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

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

#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....

---

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



### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

---

<sup>2</sup> 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.

---

**FORM I: SCHEDULE OF PLANT AND EQUIPMENT**

---

The list of relevant equipment that are required for the project will be communicated at RFQ or project stage. The tenderer will be required to submit Proof of ownership of the required equipment if owned. However, if equipment is to be leased then the lease company should state on their letterhead that the equipment will be available to the tenderer for the duration of the contract, citing the Tender number on such communication which is to be submitted at RFQ stage.

**Signature of person authorised to sign the tender:** .....

**Date:** .....

---

**FORM J: SCHEDULE OF WORK CARRIED OUT BY THE TENDERER**

---

The tenderer shall list 5 relevant similar per selected trade of works, Civil/ Building/ Fencing Works Projects in the spaces provided below completed in the last five years.

**THE BIDDER MUST ATTACH AN APPOINTMENT LETTER AND FINAL COMPLETION CERTIFICATE PER PROJECT (SCORES ALLOCATED FOR PROJECTS WITH BOTH THE REQUIRED DOCUMENTS).**

Employer (Company Name, Tel No)	Project Name and Employer Number	Project Manager/ Principal Agent (Name, Tel No & Email)	Nature of Work Example school, factory, multi-story building etc	Final Account Amount	Date of Final Completion

Signature of person authorised to sign the tender: .....

Date: .....

### Declaration Form: Terminated Projects

Tender name: \_\_\_\_\_

Bidder Name: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Bidders must disclose all projects undertaken in the past five (5) years that were terminated while the bidder was actively engaged in the works.

No.	Project Name	Client/Employer	Start Date	End Date	Reason for Termination
1					
2					
3					
4					
5					

**Declaration**

I, the undersigned, hereby declare that:

- All information provided is true and correct to the best of my knowledge.

**Acknowledgment**

I understand that:

- Any false declaration may lead to disqualification from the bidding process.
- The GGDA reserves the right to verify the accuracy of this declaration.

Full Name of Authorized Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM K: CERTIFICATE OF TENDERER'S COMPULSORY SITE CLARIFICATION  
MEETING ATTENDANCE**

This is to certify that I,.....ID No.....

Representative of (Tenderer's Name as it will appear on the Form of  
Offer).....

Of (address) .....

Attended the meeting and subsequently visited the site of the works in the company of the Employer and the  
Principal Agent on the .....day of.....201.....

Signature (Tenderer's Representative) .....

**DETAILS OF TENDERER'S CONTACT PERSON TO BE USED FOR COMMUNICATION OF THIS TENDER**

Name of contact person:.....

Title of contact person:.....

Email of contact person (IN CAPITAL LETTERS):.....

---

Name: .....Signature (Principal Agent) .....

Name:.....Signature (Employer's Project Manager) .....

## FORM L: KEY-PERSONNEL/ SUPERVISORY AND MANAGEMENT STAFF

The Tenderer shall, submit the names of all management and supervisory staff that will be employed to supervise Contract. **Please attach CV's and certified copy of qualification of the proposed key personnel.**

The Tenderer shall also include an organogram of the project team and the company structure.

1. POSITION	CONTRACTS MANAGER
Name ((attach an ID copy certified in the last 3 months before date of tender submission)	
Indicate academic and professional qualifications (attach a copy of certificate certified in the last 3 months before date of tender submission)	
State NQF Level (Minimum of NQF level 7)	
Attach Detailed CV (signed by the named party and dated not more than 3 months from date of submission) & Proof of valid Professional Registration	
Indicate Years of Experience as a Contracts Manager	
<p>List of relevant projects worked on as a Contracts Manager in the last five years - stating the Final Account Amount and Date of Practical Completion</p>	
Signed and dated by the named resource:	

<b>2. POSITION</b>	<b>OCCUPATIONAL HEALTH AND SAFETY OFFICER</b>
Name ((attach an ID copy certified in the last 3 months before date of tender submission)	
Indicate academic and professional qualifications (attach a copy of certificate certified in the last 3 months before date of tender submission)	
State NQF Level (Minimum of NQF level 3)	
Attach Detailed CV (signed by the named party and dated not more than 3 months from date of submission)	
Indicate Years of Experience as Occupational Health and Safety Officer	
List of relevant Bulk Works projects worked on as a OHS Officer in the last five years - stating the Final Account Amount and Date of Practical Completion	
Signed and dated by the named resource:	



4. POSITION	SITE AGENT
Name ((attach an ID copy certified in the last 3 months before date of tender submission)	
Indicate academic and professional qualifications (attach a copy of certificate certified in the last 3 months before date of tender submission)	
State NQF Level (Minimum of NQF level 6)	
Attach Detailed CV (signed by the named party and dated not more than 3 months from date of submission)	
Indicate Years of Experience as a Site Agent	
<p>List of relevant Bulk Works projects worked on as a Site Agent in the last five years - stating the Final Account Amount and Date of Practical Completion</p>	
Signed and dated by the named Resource:	

4. POSITION	General Foreman
Name ((attach an ID copy certified in the last 3 months before date of tender submission)	
Indicate academic and professional qualifications (attach a copy of certificate certified in the last 3 months before date of tender submission)	
State NQF Level (Minimum of NQF level 6)	
Attach Detailed CV (signed by the named party and dated not more than 3 months from date of submission)	
Indicate Years of Experience as a General Foreman	
<p>List of relevant projects worked on as a General Foreman in the last five years - stating the Final Account Amount and Date of Practical Completion</p>	
Signed and dated by the named Resource:	

## FORM N: COMPLIANCE WITH OHSA (ACT 85 OF 1993)

Tenderers are required to satisfy the Employer and the Engineer as to their ability and available resources to comply with the above by answering the following questions and providing the relevant information required below.

1. Is the Contractor familiar with the OHSA (ACT 85 of 1993) and its Regulations? Yes ☐ / No ☐
  
2. Who will prepare the Contractor's Health and Safety Plan? (Section T2.2.18 - Form R) (Provide a copy of the person/s curriculum vitae/s or company profile). Yes ☐ / No ☐
  
3. Does the Contractor have a health and safety policy? (if yes, provide a copy). How is this policy communicated to all employees? Yes ☐ / No ☐  
 \_\_\_\_\_
  
4. Does the Contractor keep records of safety aspects of each construction site? If yes, what records are kept? Yes ☐ / No ☐  
 \_\_\_\_\_
  
5. Does the Contractor conduct monthly safety meetings? If yes, who is the chairperson of the meeting, and who attend these meetings? Yes ☐ / No ☐  
 \_\_\_\_\_
  
6. Does the Contractor have a safety officer in his employment, responsible for the overall safety of his company? Yes ☐ / No ☐  
 If yes, please explain his duties and provide a copy of his CV.  
 \_\_\_\_\_
  
7. Does the Contractor have trained first aid employees? If yes, indicate, who. Yes ☐ / No ☐  
 \_\_\_\_\_
  
8. Does the Contractor have a safety induction training programme in place? (If yes, provide a copy) Yes ☐ / No ☐

**Signature of person authorised to sign the tender:** .....

**Date:** .....

## FORM O: CSD SUPPLIER NUMBER AND TAX COMPLIANCE PIN

Bidders registered on the **National Treasury Central Supplier Database (CSD)** are required to submit their unique **Personal Identification Number (PIN)** issued by SARS in the space provided below as stipulated in Clause F2.28. Bidders may also submit a **printed TCS** together with the bid.

In bids where Consortia / Joint Ventures/ Sub-contractors are involved; each party **must** submit a separate proof of **TCS / PIN/ CSD** number.

Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a **CSD number** must be provided

**Alternatively**, the tenderer must submit a valid tax clearance certificate together with the Bid, including Valid Tax Clearance Certificates for the Joint Venture partner/s and Subcontractors proposed.

The certificates may be stapled into the tender document without taking the tender document apart or may be attached in a separate file to the tender document.

**If the documents are not included in the document, the tender will be regarded as being NON-RESPONSIVE.**

### Tenderer/Leading JV Partner

Name of Company:

CSD Supplier Number: (Master  
Registration Number)

Tax Compliance PIN number:

### JV Partner 1

Name of Company:

CSD Supplier Number: (Master  
Registration Number)

Tax Compliance PIN number:

### JV Partner 2

Name of Company:

CSD Supplier Number: (Master  
Registration Number)

Tax Compliance PIN number:

**\*NB: All contractors, even tendering in JV, must be registered with National Treasury Central Supplier Database**

**NB:** The Tenderer, during the RFQ/Project stage will be required to submit a preliminary programme compiled in Microsoft Project or similar scheduling software reflecting the proposed sequence of execution of the various activities comprising the work for the specific Contract. The programme will be in accordance with the information provided in the RFQ invitation as per Project requirements or the Project Specifications and with all other aspects of the RFQ.

The programme shall show a Task List for the full Scope of Works, Start and Finish Date for each task, reasonable Duration for each task and Linkage between tasks and sequencing thereof.

**Signature of person authorised to sign the tender:** .....

**Date:** .....

Should the Tenderer desire to have any departures from, or modifications to the JBCC or GCC, , or to qualify his tender in any way, he shall set out his proposals clearly hereunder or alternatively state them in a covering letter attached to his tender and referred to hereunder.

PAGE	DESCRIPTION

Signature of person authorised to sign the tender: .....

Date: .....

**FORM V: COMPULSORY ENTERPRISE QUESTIONNAIRE**

Compulsory Enterprise questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires 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: 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 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6: The attached SBD4 must be completed for each tender and be attached as a tender requirement.**

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

- i) authorizes the Employer to obtain a tax status from the South African Revenue Services that my/ our tax matters are in order;
- ii) confirms that the 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;

**Signed**..... **Date** ..... **Enterprise Name** .....

**Name** ..... **Position**.....

---

## LOCAL CONTENT

---



**FORM W: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT  
FOR DESIGNATED SECTORS (IN LINE WITH DTI DESIGNATION)**

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR  
DESIGNATED SECTORS**

The declaration of local content 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 by the DTI for the construction designated sector, 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. 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.
- 1.2. 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 11h00 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/industrialdevelopment/ip.jsp> at no cost.**

- 1.3. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
2. **The stipulated minimum threshold (s) for local production and content (refer to Annexure A of SATS 1286:2011) for this bid is/are as follows:**

**SECTOR ITEMIZE**

Description of services, works or goods	Stipulated Minimum Threshold
<b>TO BE FINALISED AT RFQ/PROJECT STAGE</b>	

3. Does any portion of the goods or services offered have any imported content?  
(Tick applicable box)

YES	NO
-----	----

- 3.1 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 12:00am on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://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.

4. 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.thedti.gov.za> 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)	
Imported content (x), as calculated in terms of SATS 1286:2011	
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:** \_\_\_\_\_