public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTHAFRICA

BID DOCUMENT

PROJECT DESCRIPTION: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

BID NO:	**PT26/007**
Closing Date:	**18 August 2026**
Closing Time:	**11H00**
Bid Briefing Meeting Date:	**N/A**
Bid Briefing Meeting time:	**N/A**

Tenderers CSD No: ....

Name of the Tenderer: ....

Bid Box Address
Department of Public Works & Infrastructure
AVN Building
Cnr Nana Sita and Thabo Sehume Street
Pretoria
0001

SCM SPECIFIC ENQUIRIES:	**TECHNICAL / PROJECT SPECIFIC ENQUIRIES**
Enquires: **MMABORE MANALA**	Enquires: **Michael Moronga**
Tel No: **012 492 1467** during office hours	Tel No: **012 310 5933** during office hours
Cell No: **N/A**	Cell No: **071 364 5628**
Email Address: Mmabore.manala@dpw.gov.za	Email Address: Michael.moronga@dpw.gov.za

Table of Bid Documents

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SUMMARY OF BID INFORMATION

Bid Number	**PT26/007**	
Bid/ Project Description	**SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3**	
Bid Closing date & Time	**Tuesday, 18 August 2026**	**Closing Time: 11H00**
Bid Briefing Date & Time (If applicable)	*Date of Bid Briefing (if any)* **N/A**	*Time of Bid Briefing (if any)* **N/A**
Venue	**N/A**	
SCM SPECIFIC ENQUIRIES:	**MMABORE MANALA**	Mmabore.manala@dpw.gov.za
	012 492 3020	**N/A**
TECHNICAL / PROJECT SPECIFIC ENQUIRIES	**Michael Moronga**	Michael.moronga@dpw.gov.za
	012 310 5933	**071 363 5628**
Bid Validity Period	**84 calendar days**	
Bid Document Price	**R 300.00**	
Procurement Plan Reference Number	**879**	

PA-04 (EC): NOTICE AND INVITATION TO TENDER

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	**SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3**		
Bid no:	**PT26/007**	**Procurement Plan Reference no:**	**879**
Advertising date:	**Monday, 20 July 2026**	**Closing date:**	**Tuesday, 18 August 2026**
Closing time:	**11H00**	**Validity period:**	**84 calendar days**

1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of ***5 ME** or **5 ME**** or higher.

** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of ***Not applicable Not applicable*** PE *or* ***Not applicable Not applicable*** **PE*** or higher.

** Delete "or select tender value range select class of construction works PE" where only one class of construction works is applicable*

2. FUNCTIONALITY CRITERIA APPLICABLE

2.1 The Bid will be evaluated on Functionality and the following Functionality evaluation criteria will apply and failure to meet minimum functionality score will result in the tenderer being disqualified. From further evaluation:

Functionality criteria[1]:	**Weighting factor:**

[1]The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

1.	**1. HUMAN RESOURCES:** **Adequate own employed key personnel to carry out a project of this magnitude. The following documets must be attached for all key personnel as proof:** **1.1. Curriculum Vitae (CV).** **1.2. Originally certified copy of identification (I.D.).** **1.3. Originally certified copy required qualifications as specified below.** **NB: All certified documents must not be older than six (6) months on the closing date of the tender.** **(i) Qualification for Supervisor: Minimum National Diplama/Degree or higher Mechanical/Electro Mechanical Engineering and registered with ECSA as a professional. (NB: Not candidate Professional).** **(ii) Qualification for Artisan in Air conditioning and Refrigeration: N3 or higher plus trade test certificate in Air conditioning and/or Refrigeration.** **(iii) Qualification for Artisan Electrical: N3 or higher plus trade test certificate.** **a) 1 Supervisor with minimum of 5 years experience + 2 Artisan Airconditioning and/or Refrigeration with minimum of 5 years experience each + 1 Artisan Electrician with minimum of 5 years experience + 4 semi-skilled persons (Assistants) = 5 points.** **b) 1 Supervisor with minimum of 4 years experience + 2 Artisan Airconditioning and/or Refrigeration with minimum of 4 years experience each + 1 Artisan Electrician with minimum of 4 years experience + 4 semi-skilled persons (Assistants) = 4 points.** **c) 1 Supervisor with minimum of 3 years experience + 2 Artisan Airconditioning and/or Refrigeration with minimum of 3 years experience each + 1 Artisan Electrician with minimum of 3 years experience + 4 semi-skilled persons (Assistants) = 3 points.** **d) 1 Supervisor with minimum of 2 years experience + 2 Artisan Air conditioning and/or Refrigeration with minimum of 2 years experience each + 1 Artisan Electrician with minimum of 2 years experience + 4 semi-skilled persons (Assistants) = 2 points.** **e) 1 Supervisor with minimum of 1 year experience + 2 Artisan Airconditioning and/or Refrigeration with minimum of 1 year experience each + 1 Artisan Electrician with minimum 1 year experience + 4 semi-skilled persons (Assistants) = 1 point.** **f) Non-submission of any of the above = 0 point**	**30%**

2.	**2. EXPERIENCE AND VALUE REQUIREMENTS:** **2.1. Project Experience: bidder must have completed projects that are similar in nature.** **2.2. Time Limit: Projects should have been finished within the last 10 years.** **2.3. Documents to Submit:** **- Appointment letter for each project with total value.** **- Completion certificate or confirmation letter for each project above with total value.** **NB: The above Letters must be stamped and signed by the client on a client's letterhead.** **a) 5 or more projects completed (Total value R2 500 000.00 and above per project)= 05 Points** **b) 4 projects completed (Total value R2 500 000.00 and above per project)= 04 Points** **c) 3 projects completed (Total value R2 500 000.00 and above per project)= 03 Points** **d) 2 projects completed (Total value R2 500 000.00 and above per project)= 02 Points** **e) 1 projects completed (Total value R2 500 000.00 and above per project)= 01 Point** **f) Non-submission of any of the above = 0 point**	**30%**
3.	3. INFRASTRUCTURE AND TRANSPORT: Originally certified copies of the following documents not older than six (6) months must be attached at the closing date of the tender. 3.1. Vehicle registration certificate or rental agreement in the name of the company or director. 3.2. Proof of ownership or rental agreement for the workshop within Gauteng Province. a) 3 x Loading Delivery Vehicle and workshop Within Gauteng Province= 5 Points b) Non-submission of any of the above = 0 Points NB: A workshop is to be visited by a BEC (Bid Evaluation Committee) members for confirmation during the evaluation stage upon recommendation.	30%
4.	4. FINANCIAL - BANK RATING: The bidder must submit latest original Bank stamped letter. 1. Bank Rating A = 5 Points 2. Bank Rating B = 4 Points 3. Bank Rating C = 3 Points 4. Bank Rating D = 2 Points 5. Bank Rating E = 1 Point 6. Non-submission of any of the above = 0 Point	10%
5.		
6.		
7.		
8.		

TOTAL	100

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	**50**

(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)

3. EVALUATION METHOD FOR RESPONSIVE BIDS

3.1. The following Evaluation Method for responsive bids will be applicable:

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)

3.2. The 80/20 Preference points scoring system will be applicable for this bid

4. RESPONSIVENESS CRITERIA

4.1 Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder <u>shall</u> result in the tender offer being disqualified from further consideration:

1.	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2.	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3.	☒	Use of correction fluid is prohibited. Corrections to be crossed out and initialled.
4.	☒	Submission of a signed bid offer as per the DPW-07 (EC).
5.	☒	Submission of DPW-09 (EC): Particulars of Tenderer's Projects.
6.	☐	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7.	☒	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8.	☐	There will be a compulsory bid briefing meeting and all potential bidders must attend.
9.	☒	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10.	☐	Submission of registration letter as an electrical contractor for bidder issued by the Department of Labour (DOL), permitting to issue a Certificate of compliance (COC's)
11.	☐	Bidders will be evaluated as per special conditions of bid (SCB-1)
12.	☒	*Submission of proof of active CIDB grading 5ME or higher. Incase of a Joint Venture bidders must submit a consolidated CIDB grading of 5ME or Higher*
13.	☒	*Clause 6.5 of the Special Condition of Contract: The Department will not appoint the same Service Provider for more than one area per discipline. This will be done in the interest of spreading work between more Service Providers. The Department will only appoint the same Service Provider with more than one area per Discipline in the cases where there is a shortfall of successful bidders in the area and within the estimate Price range for the area bided.*
14.	☐	

3.3. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1.	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2.	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3.	☒	Submission of (PA-11): Bidder's disclosure
4.	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the Form of Offer, including proposed sub-contractors if any
5.	☒	All parts of tender documents submitted must be fully completed in ink and signed where required.
6.	☒	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
7.	☒	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
8.	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement
9.	☐	Bidders will be evaluated as per special conditions of bid (SCB-1)
10.	☐	Submission of DPW-09 (EC): Paticular of Tenderer's Projects: Bidders may use 'own form' - the details of all the tenderers current and previous projects must however be similar to the DPW-09 (EC) forms details. Bidders are required to sign and date the DPW09 / 'own form' and cross-reference the documents if 'own form' is used.
11.	☐	Submision of DPW-21 (EC): Record of addenda to tender documents: Bidder maybe requested to confirm receipt and or compliance with the "Record of Addenda" if the record of Addenda" was not submitted with the bid at the closing date.
12.	☒	In case of Joint Venture bidders must register and submit JV CSD
13.	☒	Bidders must sign the EPWP Compliance Declaration
14.	☒	In case of joint venture bidders must complete and submit separate PA-11

3.4. **Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder <u>shall</u> result in the tenderer not allocated points for specific goals.**

1	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

5. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

5.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by black people **(Mandatory).**	10	• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
2.	**Located** in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area **(Mandatory).**	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any Account or statement which is in the name of the Bidder. Or • Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women **(Mandatory).**	4	• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability **(Mandatory).**	2	• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and • Medical Certificate indicating that the disability is permanent or • South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or • National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
5.	An EME or QSE or any entity which is at least 51% owned by black youth **(Mandatory).**	2	• ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.

6. BID EVALUATION METHOD

This bid will be evaluated according to the preferential procurement model in the PPPFA and the 80/20 preference point scoring system will be applicable

7. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:

Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Bid Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

7.1 Technical risks:

Criterion 1: Experience on comparable projects during the past 5 and 10 years..

The tendering Service Provider's experience on comparable projects during the past 5 and 10 years. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive. Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 5 years.

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past 5 and 10 years as per the evaluation report prepared by the Consultant Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

Aspects to be considered include, but are not limited to the following:

1. The level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

Criterion 3: Suitably qualified and appropriately experienced human resources

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

Criterion 4: Attendance of compulsory bid clarification meeting, if applicable

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

7.2 Commercial risks:

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

8. CONTRACT PARTICIPATION GOAL TARGETS AND CIDB B.U.I.L.D. PROGRAMME

The contractor shall achieve in the performance of the contract the following Contract Participation Goals (CPGs) as described in PG-01.2 (EC): Scope of Work and PG-02.2 (EC): Pricing Assumptions and in accordance with the feasibility study, which forms part of the specifications in the CPG Section of the Specification of this contract.

(a)	Minimum Targeted Local Manufacturers of Material Contract Participation Goal, in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	**Not applicable**
(b)	Minimum Targeted Local Building Material Suppliers Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	**Not applicable**
(c)	Minimum Targeted Local Labour Skills Development Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	**Not applicable**

(d)	**CIDB BUILD Programme**: Minimum Targeted Enterprise Development Contract Participation Goal in accordance with the cidb Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, No 36190 Government Gazette, 25 February 2013, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	**Not applicable**
(e)	**cidb BUILD Programme:** Minimum Targeted Contract Skills Development Goal in accordance with the cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	**Not applicable**
(f)	DPWI National Youth Service training and development programme (NYS) – Condition of Contract.	**Not applicable**
(g)	Labour Intensive Works – Condition of Contract.	**Not applicable**
(h)	CIDB Standard for Developing Skills through Infrastructure Projects Government Gazette 36760 of 23 August 2013 for official version, June 2020 version 2, www.gpwonline.co.za	**Applicable**

9. COLLECTION OF TENDER DOCUMENTS

☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za/ www.publicworks.gov.za

☒ Alternatively; Bid documents may be collected during working hours at the following address NDPWI 251 Nana Sita Street, AVN Building, Pretoria, 0001.
A non-refundable bid deposit of **R 300.00** is payable (cash only) on collection of the bid documents.

10. SITE INSPECTION MEETING

Details of Bid Briefing meeting (if any)
There will be no bid briefing meeting.

Venue:	**N/A**		
Virtual meeting link:	"N/A")		
Date:	*Date of Bid Briefing (if any)* **N/A**	**Starting time:**	*Time of Bid Briefing (if any)* **N/A**

11. ENQUIRIES

11.1 Technical enquiries may be addressed to:

DPWI Project Manager	**Michael Moronga**	**Telephone no:**	**012 310 5933**
Cellular phone no	**071 363 5628**	**Fax no:**	**N/A**
E-mail	Michael.moronga@dpw.gov.za		

11.2 SCM enquiries may be addressed to:

SCM Official	**MMABORE MANALA**	**Telephone no:**	**012 492 1467**

Cellular phone no	**N/A**	**Fax no:**	**N/A**
E-mail	Mmabore.manala@dpw.gov.za		

12. DEPOSIT / RETURN OF TENDER DOCUMENTS

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

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

All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

Closing Date: Tuesday, 18 August 2026
Closing Time: 11H00

Tender documents may be posted to:		**Deposited in the tender box at:**
The Director-General Department of Public Works and Infrastructure Private Bag X 229 Pretoria 0001 Documents must be deposited in The Bid Box before the closing date of the bid	**OR**	The Bid Box Department of Public Works & Infrastructure 251 Nana Sita Street AVN Building Pretoria 0001

EVALUATION ON FUNCTIONALITY

1. HUMAN RESOURCES: **Adequate own employed skilled personnel to carry out a project of this magnitude.** **The following documents must be attached as proof:** **CV, ORIGINAL CERTIFIED COPY OF ID AND ALL REQUIRED TRADE CERTIFICATES AS STATED BELOW.** **All certified documents must not be older than six(6) months on the closing date of the tender.** **Qualification/Requirements of a Supervisor/Technician: Minimum National Diploma: (Mechanical/Electrical Engineering/Diploma in Air conditioning and refrigeration or higher)** **Qualification requirements of an Artisan: Trade certificate in Airconditioning and Refridgeration.** **1. 1x Supervisor/Technician with 10 years experience or more (Air conditioning and Refrigeration) + 1x Electrician with 10 years experience or more + 5x Artisan with 10 years experience or more (Air conditioning and Refridgeration) and 5x Semi skilled persons(assistants) = 5 Points** **2. 1x Supervisor/ Technician with 8 years experience or more but less than 10 years experience (Air conditioning and Refridgeration) + 1x electrician with 8 years of experience or more but less than 10 years experience (Air conditioning and refridgeration) + 4x Artisan with 8 years experience or more but less than 10 years experience (Air conditioning and Refridgeration) and 4x Semi skilled persons (Assistants) = 4 Points** **3. 1x Supervisor/Technician with 6 years experience or more but less than 8 years experience (Air conditioning and Refridgeration) + 1x Electrician with 6 years experience or more but less than 8 years experience + 3x Artisan with 6 years experience or more but less than 8 years experience (Air conditioning and Refridgeration) 3x Semi skilled persons (Assistants) = 3 Points** **4. 1x Supervisor/Technician with 4 years experience or more but less than 6 years experience (Air conditioning and Refridgeration) + Electrician with 4 years experience or more but less than 6 years experience + 2x Artisan with 4 years experience or more but less than 6 years (Air conditioning and Refridgeration) and 2x Semi skilled persons (Assistants) = 2 Points** **5. 1x Supervisor / Technician with 2 years experience or more but less than 4 years experience (Air conditioning and Refridgeration) + 1x Electrician with 2 years experience or more but less than 4 years experience + 1x Artisan with 2 years experience (Air conditioning and refridgeration) and 1x Semi skilled person (Assistant) = 1 Point** **6. Non-submission of any of the above = 0 Points**	**30**

2. EXPERIENCE AND VALUE: **Projects with a similar value and nature completed in the past 10 years (Proof of said projects/ contracts to be submitted in the form of an appointment letter and completion certificate /confirmation letter.** **1. 5 or more projects completed (Total value R2 000 000.00 and above per project) = 05 Points** **2. 4 projects completed (Total value R2 000 000.00 and above per project)= 04 Points** **3. 3 projects completed (Total value R2 000 000.00 and above per project)= 03 Points** **4. 2 projects completed (Total value R2 000 000.00 and above per project)= 02 Points** **5. 1 project completed (Total value R2 000 000.00 and above per project)= 01 Point** **Non-submission of any of the above = 0 Points**	30
3. INFRASTRUCTURE, TRANSPORT AND EQUIPMENT **ORIGINAL CERTIFIED COPIES OF VEHICLE REGISTRATION CERTIFICATE OR RENTAL AGREEMENT UNDER COMPANY/ DIRECTOR, PROOF OF OWNERSHIP OR RENTAL AGREEMENT OF PREMISES, WRITTEN LETTER FOR INVENTORY OF SPECIAL TOOLS AND EQUIPMENT MUST BE ATTACHED TO THE TENDER DOCUMENT.** **1. 5 x Loading Delivery Vehicle, speciallised tools and equipment and workshop = 5 Points** **2. 4 x Loading Delivery Vehicle, speciallised tools and equipment and workshop = 4 Points** **3. 3 x Loading Delivery Vehicle, speciallised tools and equipment and workship = 3 Points** **4. 2 x Loading Delivery Vehicle, specialised tools and equipment and workshop = 2 points** **5. 1 x Loading Delivery Vehicle, Specialised tools and equipment and workship = 1 point** **(Specialised Tools: Mainfold Gauges, Oxy-Aceteline cylinders, Tube/Pipe benders, Hygrometer, Multi-meter, Pipe cutters) etc. Inspection will be conducted for confirmation of special tools, Vehicles and Workshop.** **Non-submission of any of the above = 0 Points**	25

4. FINANCIAL - BANK RATING **THE BIDDER MUST SUBMIT AN ORIGINAL BANK STAMPED LETTER OR A CERTIFIED COPY OF SUCH A LETTER WHICH IS NOT OLDER THAN SIX(6) MONTHS AT THE CLOSING DATE OF THE TENDER.** **1. BANK RATING A = 5 POINTS** **2. BANK RATING B = 4 POINTS** **3. BANK RATING C = 3 POINTS** **4. BANK RATING D = 2 POINTS** **5. BANK RATING E = 1 POINT** **Non-submission of any of the above = 0 Points**	**15**
TOTAL	**100**

DPW-07: FORM OF OFFER AND ACCEPTANCE

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Bid no: PT26/007

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

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 responsibilities of the Service Provider 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 (All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:

Rand (in words):	
Rand in figures:	**R**

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as ***a firm and final offer***.

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 Service Provider in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: .... And: Whose Registration Number is: .... And: Whose Income Tax Reference Number is: .... CSD supplier number:	**OR**	Natural Person or Partnership: .... Whose Identity Number(s) is/are: .... Whose Income Tax Reference Number is/are: .... CSD supplier number: ....

AND WHO IS (if applicable):

Trading under the name and style of: ....

AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: .... In his/her capacity as:	**Note:** **A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.**

Bid No: PT26/007

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block) ☐
The official documents .... ☐
The official alternative .... ☐
Own alternative (only if documentation makes provision therefore)

SECURITY OFFERED: (Not required for this quotation/ bid)

The Service Provider will provide one of the following forms of security:

(1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) Yes ☐ No ☒

(2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) Yes ☐ No ☒

(3) Retention of 2.5% of the Contract Sum (excl. VAT) Yes ☐ No ☒

(4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) Yes ☐ No ☒

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

....

Other Contact Details of the Tenderer are:

Telephone No.. Cellular Phone No. ....

Fax No. ....

Postal address..

Banker .... Branch..

Bank Account No. .... Branch Code ....

Registration No of Tenderer at Department of Labour..

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 Service Provider 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.

Bid No: PT26/007

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

The terms of the contract, are contained in:

Part 1 Agreements and contract data, (which includes this agreement)
Part 2 Pricing data
Part 3 Scope of work.
Part 4 Site information

and drawings (where applicable) 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 fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement if applicable), this agreement shall constitute a binding contract between the parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works
Address of Organisation:	

WITNESSED BY:

Name of witness	Signature	Date

SCHEDULE OF DEVIATIONS

Bid no: PT26/007

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

1.1.1. Subject:
Detail:

1.1.2. Subject:
Detail:

1.1.3. Subject:
Detail:

1.1.4. Subject:
Detail:

1.1.5. Subject:
Detail:

1.1.6. Subject:
Detail:

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.

TERMS OF REFERENCE/ SPECIFICATIONS

Bid no: PT26/007

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

Paste Specifications or Terms of Reference here

PRICING SCHEDULE/ BILLL OF QUANTITIES

Bid no: PT26/007

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

DRPW – 03 (EC) TENDER DATA

Bid no: PT26/007

Bid/ Project Description: SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3

Paste Tender Data here

PA-11: 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[3] 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

(3) 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.

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

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:

....

....

3. DECLARATION

I, the undersigned, (name)... in submitting the accompanying bid, do hereby make the following statements that I declare 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[4] 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.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

[4] 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for 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 DECLARE 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.

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

____

____

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at ____ *(place)*

on ____ *(date)*

RESOLVED that:

1 The Enterprise submits a Tender to the Department of Public Works in respect of the following project:

____

____

(project description as per Tender Document)

Tender Number: _______________________________________ *(Tender Number as per Tender Document)*

2 *Mr/Mrs/Ms: ____

in *his/her Capacity as: ____ *(Position in the Enterprise)*

and who will sign as follows:

____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Note:

1. ** Delete which is not applicable.*
2. ***NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.*
3. *In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).*
4. *Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).*
5. *Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.*

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

____

____

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _______________________________ *(place)*

on _______________________________ *(date)*

RESOLVED that:

1. The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

____

____

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works in respect of the following project:

____

____

(project description as per Tender Document)

Tender Number: _______________________________ *(Tender Number as per Tender Document)*

1 *Mr/Mrs/Ms: _______________________________

in *his/her Capacity as: _______________________________ *(Position in the Enterprise)*

and who will sign as follows:

____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

2 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

3 The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _______________________________

_______________________________ Postal Code _______________

Postal Address: ____

____Postal Code________________

Telephone number: ______________________ Fax number: _________________________

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

The tendering enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. ** Delete which is not applicable.*
2. ***NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.*
3. *In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).*
4. *Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).*
5. *Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.*

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1 ______________________________

____

2 ______________________________

____

3 ______________________________

____

4 ______________________________

____

5 ______________________________

____

6 ______________________________

____

7 ______________________________

____

8 ______________________________

____

Held at ______________________________ *(place)*

on ______________________________ *(date)*

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

____

____

(project description as per Tender Document)

Tender Number: ______________________________ *(tender number as per Tender Document)*

B. Mr/Mrs/Ms:____

in *his/her Capacity as: ___________________________ *(position in theEnterprise)*

and who will sign as follows: ___________________________________

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

____

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: ____

____

___________________________Postal Code ________________

Postal Address: ____

____

___________________________Postal Code ________________

Telephone number ________________ Fax number: ________________

E-mail address: ____

	Name	Capacity	Signature
1			
2			
3			
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9			
10			
11			
12			
13			

The tendering enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

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

DPW-16. TENDER BRIEFING MEETING CERTIFICATE

Project title:	**SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3**		
Tender / Quotation no:	**PT26/007**	**Reference no:**	**879**

Date Bid Briefing Meeting: **N/A**

Time of Bid Briefing Meeting: **N/A**

Venue: **N/A**

This is to certify that I,____

representing ____

attended the tender clarification meeting on: ____________________

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	**SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3**		
Tender / Quotation no:	**PT26/007**	**Reference no:**	**879**

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

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

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender Number: PT26/007
Name of Tenderer ....

☐ EME[2] ☐ QSE[3] ☐ Non EME/QSE (tick applicable box)

1. **LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.**

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
8.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10.			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Where Owners are themselves a Company, Close Corporation, Partnership etc., identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

[2] EME: Exempted Micro Enterprise
[3] QSE: Qualifying Small Business Enterprise

1. DECLARATION:

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

1 The information and particulars contained in this Affidavit are true and correct in all respects;

2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2022, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;

3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;

4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;

5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	**Signature**	**Date**

DPW-09 PARTICULARS OF TENDERER'S PROJECTS

Project title:	**SERVICE, REPAIR AND MAINTENANCE OF AIRCONDITION SYSTEM FOR A PERIOD OF 36 MONTHS, AREA 3**		
Tender / Quotation no:	PT26/007	**Closing date: Tuesday, 18 August 2026**	**Time: 11H00**

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in		**Name of Employer or Representative of Employer**	**Contact tel. no.**	**Contract sum of Project**	**Scope of Services (Work stages appointed for – eg 1 to 6)**	**Work stages completed**	**Work stages in progress**
1.							
2.							
3.							
4.							
5.							
6.							
7.							

1.2. Completed projects

Projects completed in the last 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Date of appointment	Date of completion
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Name of Tenderer	Signature	Date

PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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:

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

1.2 Preference Points System to be applied

☒ The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

1.3.1 Price: Maximum 80 points

1.3.2 Specific Goals: Maximum 20 points

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

Preference Points System to be applied	**80/20**
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and Specific Goals	**100**

1.5 Breakdown Allocation of Specific Goals Points

1.5.1 **For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in the table below are applicable:**

Serial No	**Specific Goals**	**Preference Points allocated out of 20**	**Documentation to be submitted by bidders to validate their claim for points**
1.	An EME or QSE or any entity which is at least 51% owned by black people	10	• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
2.	**Located** in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any Account or statement which is in the name of the Bidder. Or • Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women	4	• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability	2	• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and • Medical Certificate indicating that the disability is permanent or • South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or • National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
5.	An EME or QSE or any entity which is at least 51% owned by black youth	2	• ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/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).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest 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 1,2 and 3 above 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)
1. An EME or QSE or any entity which is at least 51% owned by **Historically Disadvantaged Individuals** (HDI)	10	
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	
3. An EME or QSE or any entity which is at least 51% owned by women	4	
4. An EME or QSE or any entity which is at least 51% owned by people with disability	2	
5. An EME or QSE or any entity which is at least 51% owned by youth.*	2	

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.

……………………………………….**SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME: ……………………………………………………………
DATE: ……………………………………………………
ADDRESS: ………………………………………………………
………………………………………………………
………………………………………………………
………………………………………………………

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

This affidavit **must not** be used for Construction/ CIDB related projects/ services

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of "Black People	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

☐ The Enterprise is _____________% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
☐ The Enterprise is _____________% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
☐ The Enterprise is _____________% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
☐ Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = _____________%
- Black Disabled % = _____________%
- Black Unemployed % = _____________%
- Black People living in Rural areas % = _____________%
- Black Military Veterans % = _____________%

☐Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____/_____/___________ the annual Total
Date/ month / year
Revenue was R10, 000,000.00 (Ten Million Rands) or less
☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
At Least 51% black owned	**Level Two** (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature_____________________

Date: _____________________

____
Commissioner of Oaths
Signature & stamp

Stamp Commissioner of Oaths

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

This affidavit **must not** be used for Construction/ CIDB related projects/ services

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Construction Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

I hereby declare under Oath that:

☐ The Enterprise is ______________% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is ______________% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is ______________% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = ______________%
- Black Disabled % = ______________%
- Black Unemployed % = ______________%
- Black People living in Rural areas % = ______________%
- Black Military Veterans % = ______________%

☐ Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____/______/___________
Day/ month / year
(the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
At Least 51% black owned	**Level Two** (125% B-BBEE procurement recognition level)	

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

4. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature____________________

Date: ____________________

____
Commissioner of Oaths
Signature & stamp

Stamp Commissioner of Oath

B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES

(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

This affidavit **must** be used for Construction/ CIDB related projects/ service **only**

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1) The contents of this statement are to the best of my knowledge a true reflection of the facts.
2) I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	**BEP** (Built Environment Professional)	**Contractor**	**Supplier**
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is ______________% Black Owned
- The Enterprise is ______________% Black Female Owned
- The Enterprise is ______________% Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)

o Black Youth % ______________%

o Black Disabled % ______________%

o Black Unemployed % ______________%

o Black People living in Rural areas % ____________%

o Black Military Veterans % ____________%

4) Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____/_______/__________, the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

(day / month / year)

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	**Level Four** (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	**Level Five** (80% B-BBEE procurement recognition level)	

5) I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6) The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature________________

Date: ________________

____
Commissioner of Oaths
Signature & stamp

Stamp Commissioner of Oath

public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

SCOPE OF WORK

This contract is limited for the maintenance/repairs to HVAC (Heating, Ventilation and Cooling) Systems that is Domestic & Light Commercial air-conditioning plant, Refrigeration Plant and associated equipment during normal working hours as required by the Department within the area mentioned elsewhere.

No scheduled servicing of any installations shall be carried out unless written instruction is received from Regional Representative.

Service/Maintenance/Repairs/ Replacements shall be carried out only upon the Bidder receiving instruction to do so in the manner as described in the Special Conditions of Contract

Heating, ventilation and air-conditioning systems, which include the following covered under this contract shall be deemed to include:

1. Room air-conditioning units with air cooled condensers
2. Split type air-conditioners
3. Computer Room Air-conditioning
4. Central High Volume Air-conditioning Systems
5. Central Heating Systems
6. Package type units
7. BMS Systems
8. Refrigeration Units (Fridges, Coldrooms & Freezers)
9. Refrigeration pipework
10. Fans and attenuators
11. Electric motors
12. Air filters
13. Duct work
14. Air terminals
15. Noise and vibration
16. Painting and cleaning
17. Labelling and identification.
18. Heat Exchangers

All types, makes, sizes and model number of equipment will be included.

All equipment/parts/materials used shall be genuine.

The contractor shall be capable of effecting the necessary repairs and overhauling etc to the above-mentioned types.

The use of sub-contractors shall be limited to electronic components and/or controls forming an integral part of the HVAC system.

Preference will be given to local manufactured products and materials. Only in the event of non-available local products, will consideration be given to foreign products. The contractor will notify the Department in writing with all relevant documentation and obtain authorization prior to purchasing. Also these products are to comply with latest ISO standards applicable and our relevant SANS regulations.
The Department may when necessary, utilize the contractor for other engineering related work that falls outside the above-mentioned scope. This will only be in cases where the contractor is deemed to have the necessary resources and expertise to perform the work required.

Note: Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.

SPECIAL CONDITIONS OF CONTRACT

1. CONTRACT PERIOD, RENEWAL AND TARIFF ADJUSTMENT

1.1 This Contract shall be valid for a period of **thirty six (36) months** commencing from the date of the letter of acceptance (DPW07EC).

1.2 This is a fixed scheduled priced contract and no price adjustment of whatever nature, except for the reduction or increase in the Value-Added Tax, shall be applicable to this contract.

1.3 Should the Contract be renewed for a further period of 12 months the same conditions contained herein shall apply.

1.4 Notwithstanding any other provision to the contrary contained herein, the Department reserves the right to terminate this contract upon thirty (30) days written notice to the Bidder, should it no longer require the services being rendered hereunder, without attracting any liability or incurring any penalty in respect of such early termination.

2. THE BID DOCUMENT

2.1 The pages of this Bid document are numbered consecutively. The Bidder shall, before submitting his Bid, check the number of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent or meaning of any description, or if this Bid document contains any obvious errors, the Bidder shall obtain a directive, in writing, from the Department.

2.1.1 The text of this Bid document and other documents, as prepared by the Department, shall be adhered to and no alteration, erasure, omission or addition thereto by the Bidder will be accepted.

3. INTERPRETATION AND DEFINITIONS OF BID DOCUMENT

In the event of any dispute arising regarding this contract, the matter shall be referred to Director of Supply Chain Management (DD SCM), whose decision shall be final. The Bidder shall not delay the execution of any work pending such decision. The Department of Public Works and Infrastructure shall incur no personal liability in respect of any matter arising out of the contract or incidental thereto.

3.1	Unit:	The unit of measurement for each item.
3.2	Quantity:	The provisional number of items.
3.3	Rate:	The agreed unit rate per item.
3.4	Amount:	The product of the quantity and the agreed rate for an item.
3.5	Sum:	An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work is not measured in any units.
3.6	Plant &Equipment:	Scaffolding, cherry picker trucks, earthmoving equipment etc
3.7	Call- out(assessment):	First visit to site after receiving a complaint and will include labour and all related cost assessing the job.
3.8	Client Department :	All other government departments, i.e. SA Police Service, Correctional and Justice Department, SA Defence and Others,

hereafter referred to as "User Department"

4. APPLICABLE LEGISLATION AND STANDARDS

Should there be any discrepancy between these Special Conditions of Contract and the Conditions of Contract (PA 10 FM), the former shall take preference.

The following documents shall be read in conjunction with this tender:

4.1 Occupational Health Safety Act: Act No. 85 of 1993.
4.2 Municipal By-laws and any special requirements of the Local Authority.
4.3 South African National Standards or the equivalent,
4.4 The latest Automatic Sprinkler Investigation Bureau Rules.
4.5 The Local Municipal Gas Regulations.
4.6 Conditions of Tender: Form PA 10 FM.
4.7 Tenderers Additional Particulars.
4.8 All Sections of, and Addenda to, the Specification.
4.9 Standard Specification for Kitchen Equipment (PW 351)
4.10 General Electrical Specification Parts A, B & C (PW 354)
4.11 Specification of Materials and Methods to be Used (PW371)
4.12 Standard Specification for Air Conditioning and Ventilation Installations (STS 1)
4.13 Standard Specification for Refrigeration Services (STS 2)
4.14 Standard Specification for Steam Boiler Installations (STS 3)
4.15 Standard Specification for Electrical Installations and Electrical Equipment Pertaining to Mechanical Services (STS 5)
4.16 Best industry practice to the appropriate and technical standards,
4.17 Requirements of the appropriate professional bodies or institutions, including guidance notes and codes of practice where applicable.

Copies of the said standard specifications (PW & STS documents) may be viewed or downloaded from the DPW website at www.publicworks.gov.za/documents/consultants

The Bidder shall study these documents and acquaint himself with the contents thereof, **BEFORE SUBMITTING THE BID DOCUMENT** as no claims in this regard will be entertained.

5. PROVISIONAL QUANTITIES

All quantities in this Bid document are provisional and inserted in order to obtain competitive Bids. The Department reserves the right to increase or decrease quantities during the progress of the contract and such increases or decreases shall not alter the tariffs for any item. Payment shall be as set out in clauses herein.

6. SCOPE OF CONTRACT

6.1 This contract is for the maintenance/repairs as per schedule 1 as mentioned on in properties, namely official quarters, living quarters and messes in military, correctional services and police bases, Prestige, state buildings, state housing, etc.

as well as certain hired buildings and structures falling under the control of the Department or other departments hereafter referred to as "User" Departments.

6.2 The Department of Public Works and Infrastructure reserves the right to enter into new contracts for major Repairs and Renovations, Capital Works or any other maintenance or repair works in any complex or building covered in the area of this contract. The work included in such new contracts will automatically be excluded from the contract.

6.3 The Department intends appointing one successful Service Provider per area.

6.4 The Department reserves the right if required to employ any other contractor for any project in any region or area. The Department reserves the right to allocate works/projects/orders to successful Bidders in any area with the aim to spread the assignments between them. Thus the successful tenderer do not have the right to all projects/works/orders in the region it bid for.

6.5 The Department will not appoint the same Service Provider for more than one area per discipline. This will be done in the interest of spreading work between more Service Providers. The Department will only appoint the same Service Provider with more than one area per discipline in the cases where there is a shortfall of successful bidders in the area and within the estimate Price range for the area Bided.

6.5.1 All Bids will be Evaluated, Scored, the Highest scoring Bidder will be awarded 1(one) area, that is if the Department sees no risks that may affect service delivery.

6.5.2 **When a contractor is the highest scoring bidder in all areas the first area will be recommended to that Bidder, the next highest scoring bidder will be recommended for the next area and so on, however the Department may take into consideration other factors for recommending a bidder such as:**

6.5.2.1 the bidder's performance on current and previous work,

6.5.2.2 the bidder's ability to handle large volumes of work

6.5.2.3 any other risks that the bidder may pose that may affect service delivery

6.5.3 The Department reserves the right to negotiate the price with the successful bidder.

6.5.4 **Sound commercial principles will underlie all transactions. There will be no compromise on quality, delivery, service, SHE or any other commercial or technical requirements. The cost of preferential procurement must not exceed 25% of the market range (Average of all Bids received) for transactions below 50M or 11% for transactions above 50M.**

6.6 Estimated quantities given cannot be guaranteed to be entrusted to the Bidder to whom this contract has been awarded.

6.7 The Bidder shall supply all consumable material such as oils, grease, waste, hacksaw blades, welding rods, insulation tape, cleaning materials and chemicals etc. necessary for the proper performance of the repairs. **No claims for consumable material will be accepted**.

6.8 Where repairs are required to specialized items of equipment the Bidder shall arrange for such work to be carried out by specialists approved by the Department. Should the Contractor wish to make use of Sub-contractors, he shall apply to the Department for written approval before he makes use of their services.

7. VALUE ADDED TAX

All rates and prices entered in this tender document must be Nett, i.e. exclusive of Value Added Tax (VAT). VAT must be calculated and added to the total value of all the items in the Schedules as reflected in the Summary.

8. RATES AND PRICES

8.1 All rates tendered by the Bidder for items in this document shall include for additional costs, if any that may occur as a result of these Special Conditions of Contract as well as for the supply of normal equipment and everything necessary for the proper execution of the work. Estimated quantities given cannot be guaranteed to be entrusted to the Bidder to whom this contract has been awarded.

8.2 Unit rates entered into the Schedule 2 of Quantities:

8.2.1 shall be representative of the actual cost involved in the execution thereof plus a reasonable mark-up and should be valid whether the work associated therewith will be carried out once only or more frequently, costing to include the possibility that the emergency work to go into overtime as this cannot be claimed later.

8.2.2 must allow for the removal of the existing defective item or part, and for supply and fixing of the new items inclusive of material, labour, waste, transport, all expendable material such as oil, grease and cleaning material and equipment, profit, attendance, overheads, compliance with the Occupational Health and Safety Act and Construction Regulations and any other costs associated with the successful execution of the required work.

8.3 Term contract rates shall remain fixed for the duration of the Term Contract and for any term to which the contract may be extended, no price adjustments shall be allowed except for the increase in VAT and for monthly fuel tariffs as stipulated by the Department of Transport.

8.4 The prices in the Schedule of Prices are for the supply of items/materials only. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the Bid document is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.

8.5 There are no P&Gs, escalation or variation orders as this is applicable under Projects.

8.6 This is purely a maintenance term contract valid for three years only.

8.8 As this is day to day maintenance, unplanned and unpredictable the offer of acceptance is therefore an estimate and will vary, meaning that the collective pay-outs at the end of the three years, it may exceed or be less than the offered amount on the Bid.

8.8.1 National Department of Public Works and Infrastructure Regional Office Pretoria cannot be held accountable should the total pay-out at the end of the term contract be less than the form of offer of acceptance.

8.8.2 The text of this BID document and other documents as prepared by the Department shall be adhered to and no alteration, erasure, omission or addition thereto by the Bidder shall be accepted.

8.9 **The Department reserves the right to disqualify bid offers which incorporate unit rates that are non-market related, nominal and nil or unbalanced.**
All items to be priced in the price Bill and to be of a competitive price.

NOTE:
Once rates are calculated and found that calculation error has been made whatsoever the Department will not give you the opportunity to rectify this error and will disqualify the Bid (Schedule or Non-Schedule) No unauthorized amendment shall be made to the Schedule of Rates or any part of the Pricing Data. If such amendment is made or if the Schedule of Rates is not properly completed, the tender will be rejected.

9. VEHICLES AND TRANSPORT COSTS

9.1 Transport costs will be calculated from the district's Church Square to the site specified. Where multiple instructions are executed on the same day, at the same institution, or within the same building, transport costs will be calculated sequentially from point "A" (first instruction) to point "B" (second instruction) to point "C" (third instruction), and so forth. Under no circumstances will separate transport charges be accepted for instructions carried out on the same day at the same institution or within the same area.

9.2 The Contractor must ensure that all required materials and equipment are available to execute the repairs. No claims will be accepted for delivery costs or transport costs incurred to collect materials or equipment.

9.3 The Department will only pay transport costs (per kilometre) in accordance with the **Automobile Association (AA) monthly rates**, specifically aligned to the applicable vehicle category. Bidders must base their transport rates in the bid document on the AA rates applicable at the time the bid advertisement closes.

9.4 Once the contract is awarded, the Contractor must, for invoicing purposes, apply the **AA rate applicable to the month in which the work was performed**. For example, if work is performed in September 2026, the AA rate for September 2026 must be used.

9.5 The Contractor must attach the applicable AA rate sheet(s) to each claim. Where work on the same job spans multiple months, the kilometre rate for each month must correspond to the AA rate applicable to that specific month. Monthly travel claims must be clearly itemized on the invoice and reflected on the job card.
Monthly AA rates are available on the Automobile Association website.

10. ACCESS TO PREMISES

The Bidder undertakes to:

10.1 Arrange with the occupants of buildings regarding access to the premises in order to execute the required repairs.

10.2 Take adequate precautions to prevent damage to buildings, to fittings and furnishing inside the premises and elsewhere on the site.

10.3 Accept liability and to indemnify the Department against any claims whatsoever arising from his conduct and/or the conduct of his employees.

10.4 Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act No. 30 of 1966) and any amendments thereof.

10.5 Comply with all By-laws and requirements of the Local Authority.

10.6 Carry out repairs during normal working hours and emergency repairs during weekend and public holidays when required.

11. <u>ACCESS CARDS TO SECURITY AREAS</u>

11.1 Should the work fall within a security area, the Bidder shall obtain, either from the S.A. National Defence Force, S.A. Police or User Department, access cards for his personnel and employees who work within such an area.

11.2 The Bidder shall comply with any regulations or instructions issued from time to time, concerning the safety of persons and property, by the S.A. National Defence Force, Correctional Services, S.A. Police Service, Prestige or Ministerial complexes.

Only RSA identity documents will be accepted on site.

12. <u>SECURITY CHECK ON PERSONNEL</u>

12.1 The Department or the Chief of the S.A. National Defence Force, or the Commissioner of the S.A. Police Service may require the Bidder to have his personnel or a certain number of them security classified.

12.2 In the event of either the Department, the Chief of S.A. National Defence Force or the Commissioner of the S.A. Police Service requesting the removal of a person or persons from the site for security reasons, the Bidder shall do so forthwith and the Bidder shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

13. <u>TRAINED STAFF</u>

13.1 The Bidder shall use competent trained staff directly employed and supervised by himself.

13.2 Bidders shall satisfy the Department in all respects that their Artisans/Technicians are suitably qualified to carry out the specified repairs covered by this contract. Certified copies of qualifications (not older than 6 months) to be attached with this document.

13.3 Bidders are to note that the equipment to be repaired under this contract is of utmost strategic importance to the Department and full proof of the Bidders ability to satisfactorily perform the repairs and servicing is necessary. The Bidder`s premises will be inspected for plant, equipment and general good management before contracts are awarded.

14. DRESS CODE

The following dress code must be adhered to at all times by all workers:

14.1 Workers must have a COMPANY WORK SUIT with the company logo on it.

14.2 Must have clear identification tags with name number and a photograph openly displayed with the company logo as background.

14.3 The dress code must adhere to the OHSACT in terms of protection for all workers for this particular service.

14.4 Failure to adhere to the above criteria will result in the workers not gaining entry to any site for this particular service

15. MATERIAL OF EQUAL QUALITY

15.1 New parts, components and material used shall be of equal specification and shall match the existing item that is being replaced. Only genuine parts are acceptable to the Department and the use of pirate parts will not be allowed. New parts, components and material shall conform to SANS 9001.

15.2 Parts will be installed and connected to the supplier's specification. Where original spares are no longer available, it shall be brought to the attention of the Department, together with a proposal for the replacement or modification of the item to insure continued serviceability.

15.3 The Bidder shall submit to the Department any suppliers or factory guarantee of repaired or replaced components together with his invoice and shall ensure that such guarantees are not jeopardised in any way. All new parts, components and material used in this contract shall be guaranteed for a period of at least 12 months.

15.4 The serial numbers of original and new components such as motors, compressors etc., shall be entered on job cards and invoices submitted for payment.

15.5 **NOTE:** The Department reserves the right to instruct the Bidder to mark by stencilling or engraving any new part or component of an installation with the complaint number for the repair at his own cost. The marking shall be in a conspicuous place and not spoil the appearance or cause any damage to the part or component.

16. REDUNDANT MATERIAL, RUBBISH AND WASTE

All rubbish and waste shall be removed from the site by the Bidder and the plant rooms shall be kept in a clean and neat condition. The Bidder will be required to submit pictures of the redundant/waste material upon request.

17. FRAUDULENT CONDUCT

Fraudulent conduct shall mean any conduct aimed at obtaining an unjust profit and/or intentional poor quality of work and submitting of inflated, false or incorrect invoices, and any references listed in the National Treasury Regulations.

18. EXECUTION OF REPAIRS

18.1 The Contractor shall, in the event of repairs or replacements becoming necessary, submit a Technical report with an estimate of the cost of the work concerned to the Regional Representative and on receipt of instructions to that effect put the work in hand. The technical report must be supported with photos to give an indication of the repairs required **and include a motivation for replacement of parts.**

18.2 The sole purpose of the estimate is to determine the magnitude of the repair and shall not be treated as a firm and final price. The Contractor shall be bound to the labour rates and the price per suppliers invoice plus mark-up in the case of non-scheduled items in this contract. Should the Contractor find that the final cost will be higher than the estimated cost, the Contractor shall obtain a written instruction from the Regional Representative before continuing with the work.

18.3 The Regional Representative reserves the right to execute such repairs and replacements with his own staff or by any other means.

18.4 If the Contractor fails to respond within the time limits as stated above, the Department should have the right to appoint any other third party to do the work without further notification to the Contractor. The additional costs, if any for such work, executed by the third party, will be for the account of the Contractor.

18.4.1 NOTE: RESPONSE TIME:

The Contractor shall commence with repair work within 24 hours after receipt of an instruction and immediately in the case of emergency repairs in accordance with clause 21 of this contract.

19. MANAGEMENT AND EXECUTION OF WORK

19.1 Arrange with the occupants of buildings regarding access to the premises in order to execute the required service.

19.2 Take adequate precautions to prevent damage to buildings, to fittings and furnishing inside the premises and elsewhere on site;

19.3 Accept liability and indemnifies the Department against any claims whatsoever arising from his conduct and/or the conduct of his employees.

19.4 Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act No. 30 of 1966) and any amendments thereof;

19.5 Provide qualified artisan(s) to carry out any emergency repair work on a 24 hours basis, including week-ends and public holidays.

19.6 Perform maintenance, servicing and repair work during normal working hours and overtime will only be approved as permitted by the Department Representative.

19.7 Make suitable arrangements regarding the signing of job cards / Ebis forms with the respective client/user departments. It must be noted that no extra time will be allowed or paid for this exercise and NO invoice will be paid without the original required signed documents. It is also required from the Bidder to sign time in and out in register to be found with the User Department on site.

19.8 It is strongly recommended to take as many photos necessary of the work in progress and submit with invoicing as supporting evidence of works performed.

19.9 It is of the utmost importance that the contractor whilst working or repairing any Works at any of the Air Force Landing strips, the necessary clearance and reflective protection clothing and demarcating is done before any work is commenced and completed.

19.10 Only specialized services to be sub-contracted.

19.11 All maintenance and repairs shall be executed by competent personnel in the most timesaving and effective manner possible. The Contractor shall at all times have adequate resources available to perform all functions required of him. Resources shall include labour, specialist expertise, tools, test equipment, consumable material, spare parts, operation and maintenance manuals, drawings, and other documentation in order to keep down-time to an absolute minimum. Faulty items must be repaired immediately and returned to the Contractor's stock holding. All tools and equipment required to perform repairs and maintenance shall be supplied by the Contractor, and shall remain his property when the contract lapses.

20. FORCE MAJEURE

"Force Majeure" shall mean any circumstances not within the reasonable control of either party, including but not limited to Acts of God, inclement weather, flood, lightning, fire, industrial action, lockouts, highways authorities, or other competent authority, act of terrorism, war, military operations or riot. If the bidder is hindered or prevented from performing his obligations under the contract by Force Majeure, such party shall not be liable for failure to perform such obligations, provided that: The bidder shall immediately give written notice to the Department of Public Works and Infrastructure Regional Manager/ Regional Facilities manager of the reason for the fault or delay and a plan to recover for lost time in order to perform the required service as soon as is practicable.

Upon cessation of the event of Force Majeure, the bidder shall notify the Department of the cessation and recommences its contractual obligations as soon as practicable.

If as a result of Force Majeure the performance by the bidder of his obligations under the contract is only partially affected, the bidder shall nevertheless remain liable for the performance of those obligations not affected by Force Majeure.

21. OFFICIAL INSTRUCTION FOR REPAIRS

21.1 An official instruction for each repair shall be issued to the Bidder. *The Bidder may not accept any instruction from the User Department and/or its employer, or enter into any negotiations with the User Department in regard to any work to be done.*

21.2 Instructions for repairs may only be issued to Bidders by officials of this Department. For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Bidder in writing. If the Bidder has facsimile facilities, the instruction will be faxed or emailed to him. The Bidder shall not proceed with any work without an official instruction.

21.3 No payments shall be made for work executed without the necessary written authority.

21.4 Payments will be delayed and invoices returned if order numbers and complaint numbers do not appear on invoices submitted for payment.

21.5 *The contactor may not proceed with any new repairs unless all invoices pertaining to prior work done to, or in respect of, the same facility/installation/machinery/equipment/ component have been duly submitted to the Department for payment.*

22. EMERGENCY REPAIRS

22.1 For purposes of this Bid document emergency services shall mean work which, in the opinion of the Department, must be carried out without any undue delay, notwithstanding that it may have to be done during normal working hours, Saturday, Sunday and Public Holidays, within time frames as above.

22.2 Emergency repairs after hours may be executed with only receipt of an official complaint (PTA) number and only on the telephonic instruction of the Control Works Manager of this Department.

22.3 The Bidder shall however ensure that the official of the User Department signs the job card. The Bidder shall also ensure that he obtains the official instruction from the Department on the following working day. No payment will be made without a complaint number, official instruction and duly completed and signed job card.

22.4 Only breakdowns which affect public health or the operation and safety of sensitive equipment (Refrigeration, Fresh Water Pumps, Sewerage Pumps, IT Equipment in Laboratories, Access Control, power failure to complexes and buildings, security related defects, etc.) shall be treated as emergency repairs. Breakdowns involving personal comfort will not be considered as emergency repairs unless authorised as such by the Regional Representative of this Department.

23. JOB CARDS ("M" FORMS) FOR REPAIRS

23.1 The Bidder must provide his own supply of Job Cards in accordance with the example included herein.

23.2 Job Cards shall be completed in all respects for each and every repair work.

Complete a separate job card for every day the service is rendered. Job cards will indicate “job still in progress” and the final job card will indicate “job completed”.

23.3 The Job Card must be completed legibly in black ink after completion of each repair.
All columns of section (1) one and (2) two on the job card shall be completed by the Bidder and all un-used portions/lines of section (2) two shall be deleted and counter signed by the responsible representative of the User Department, who will also sign-off the Job Card – Section Three (3) pertains. Black ink shall be used in this regard.

23.4 Only the artisan who executed the repair work may sign the job card and submit it to the User Department for signature.

23.5 In addition to the Original Completed Job Card submitted with the account, the Bidder must submit a copy of the completed Job Card to the User Department for audit purposes and retain a third copy for his official records.

23.6 Failure to comply with the above could delay payment.

23.7 In the event where the User Department do not have an official date stamp, the onus is on the Bidder to see that the client sign and date in the allocated block on the job card.
(No job card will be accepted should the above not be completed)

23.8 No Photocopied Job Cards will be accepted under any circumstances with invoicing.

23.9 Having blank or incomplete Job cards signed by the client departments before or after work is completed is deemed to be of a fraudulent nature and is in breach of this contract and can and will lead to the cancellation of the contract

23.10 The Job Card must be signed by the User Department immediately after the work has been completed, not days/weeks/months thereafter.

23.11 **NOTE:** All job cards (hours spent) are to be completed on site. The use of correctional fluid will not be allowed on any documentation.

24. SUBMISSION OF SUPPLIER'S INVOICES (NON SCHEDULED REPAIRS)

24.1 Bidders shall submit a certified copy of the supplier's tax invoice (SAPS certified), attached to their accounts in respect of non-scheduled items purchased for such repairs.

24.2 Descriptions like “1 x compressor” or “1 x wire” are not acceptable and will lead to the delay of payments. The full description that is essential to order such an item from a supplier, i.e. make, model, serial number, size, capacity, etc. shall be listed on the account.

24.3 A separate invoice for each repair shall be submitted. Only invoices from registered and approved suppliers/dealers for the respective equipment/items/parts must be supplied.

24.4 The bidder shall include on all his invoices the following details when installing cameras, DVR's, NVR's, Smoke Detectors, Fire Sprinklers, Intercoms, Zone Panels etc:

24.4.1 Make and model and type

24.4.2 Location: building/complex, room number, floor number, zone etc

24.4.3 A certificate of compliance, where applicable, shall be supplied to the client and the Department where services, installations/upgrades and modifications were done.

24.5 The suppliers invoice must comply with the following criteria, which will be deemed acceptable to the Department;

24.5.1 Must be on a Company Letter Head;

24.5.2 The words 'tax invoice' in a prominent place;

24.5.3 The name, address and registration number of the supplier;

24.5.4 The name and address of the recipient;

24.5.5 An individual serialized invoice number and the date upon which the tax invoice is issued;

24.4.6 Description of the goods or services supplied;

24.4.7 The quantity or volume of the goods or services supplied;

24.4.8 Either-

i) The value of the supply, the amount of tax charged and the consideration for the supply; or

ii) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

NOTE

24.5 Prices must be clear with no corrections; no tippex must be used on any documentation.

24.6 The supplier's address and contact details must be clear and current (contactable)

24.7 The items listed on the supplier's invoice must be related to the service in question and correlate with items claimed for on job card.

24.8 Failure to comply with the above will result in non-payment or a delay to this particular Payment.

24.9 The Department has the right to scrutinize all supplier`s invoices. Prices for items supplied and services rendered shall be market related.

25. INVOICES FROM BIDDER

25.1 Invoices for services rendered, must be accompanied by Job Cards, official instruction and suppliers invoices for non-scheduled items claimed for. The price for each item on the job card shall be cross referenced with the applicable price for similar items in the original tender document by means of the page and item numbers e.g. 2/26 (page 2, item 26

25.2 The following information is required on the layout of an invoice:

25.2.1 Invoice must be on company`s letterhead;

25.2.2 Invoice must be addressed to DPWI;

25.2.3 Invoice must have invoice date and number;

25.2.4 If charge for VAT, invoice must indicate "TAX INVOICE" and company`s VAT registration number must appear on invoice;

25.2.5 Invoice must indicate,(address) where service was rendered;

25.2.6 PTA reference and order numbers must appear on invoice;

25.2.7 Full description of work been carried out;

25.2.8 The name and email address of the respective Works Manager handling the specific service.

25.3 Services to equipment:

25.3.1 Services can be cancelled at the Department's discretion.

25.3.2 Services can only be executed on the receiving of a call centre complaint from the Regional Representative.

25.3.3 Services completed without call centre complaint will not be paid by the Department

25.3.4 The Department will not pay services requested by our Clients to the Contractor and attended by the Contractor without DPWI Official.

25.3.5 Where major work, extensive repairs, replacement of equipment or where there is damage to facilities or equipment; the contractor shall include photos of the entire repair process with the invoice that is from the first inspection to the completion of the work.

25.3.6 When the bidder has done a service to any equipment he/she shall indicate on the invoice **"SERVICE"** in bold and larger font or highlighted.

25.3.7 Tick sheets for maintenance of HVAC plants and equipment (see Addendum A to J) to be completed and attached to invoices. The checklists detail the work to be carried out as part of the service/maintenance work of each piece of equipment list in the Addendums. The contractor must tick each and every box corresponding to a maintenance action. The Contractor provide the client with a copy of the tick sheet upon completion of work.

26. PAYMENT TO CONTRACTORS

26.1 Invoices can be submitted weekly or monthly, but it is requested from the Bidders to submit invoices frequently not later than 7 days after completion of a job.

26.2 Should the late submitting of invoices frequently occur without valid reason the Department will have the right to terminate the contract.

26.3 Bidders are also urged to submit all outstanding invoices within six (6) months after completion of this contract.

26.4 The irregular and non-compliant submission of invoices in respect of completed work shall be taken into account in the assessment of a Bidder`s overall performance.

26.5 Payment of invoices complying with all the requirements will be made within 30 days after official departmental receipt of correct invoices.

26.6. **NOTE: Any errors made by the Bidder, intentionally or unintentionally in the compilation of the job cards and for accounts discovered at a later stage, shall be rectified and the over payment recovered by the Department.**

26.7 The successful bidder's administration must be in order.
This implies that all the outstanding invoices for work done for the Department must be submitted before the awarding of the contract.
Failure to do so may lead to not being awarded a contract

27. PROFIT ON MATERIAL

Percentage mark-up is allowed on non-scheduled material only and shall be the percentage as rated in schedule two. The total discount obtained from the supplier shall be credited to the Department. The percentage mark-up shall then be calculated on the total discount price excluding VAT. The mark-up ceiling shall not exceed 20%.

28. HOURS OF WORK

The Bidder shall undertake to carry out the repair/servicing during normal working hours, **UNLESS PRIOR** arrangements for working outside normal working hours have been requested by the User Department and approved by this Department.

29. EXECUTION OF WORK BY OTHERS

Although this tender includes day-to-day repairs to all Government Buildings under the jurisdiction of this Department, the respective User Departments who are responsible for minor repairs, reserves the right to carry out such minor repairs by others.

30. MARKING OF EQUIPMENT

The Bidder shall permanently mark all new installations serviced under this contract. The number on each installation shall be unique, issued by the Department and stamped on a metal plate and pop riveted to the installation. The marking shall be in a conspicuous position, but shall not deface the appearance of the installation. Where equipment is already marked with inventory numbers, such will be used and recorded.

31. SUBMISSION OF PROGRESS REPORTS

The Bidder shall be required to provide the Department with a progress report on a weekly basis of all services that are in progress and of those completed. The progress report shall include the status of each job i.e. "completed" or in "progress" as well the completion date or expected completion date and reasons for delay. The progress report can either be submitted individually to each respective Works Manager or as one report with a breakdown highlighting each Works Manager's work. The progress reports must be submitted every Friday or the preceding day if it falls on a public holiday. Job Cards for completed work should also be scanned and emailed to the respective works managers on a weekly basis. The progress report shall be submitted in the format as indicated below:

ID NUMBER	CURRENT STATUS (IN PROGRESS OR COMPLETED)	DATE COMPLETED OR ESTIMATED COMPLETION DATE	INVOICE AMOUNT OR ESTIMATED AMOUNT	COMMENTS

32. COMPUTER SOFTWARE, PASSWORDS, LICENCES

On any system where computers are used, the Contractor shall, as part of the Contract, supply to the Department licensed and documented copies of all additional or modified software used. Removable disks needed to reload the system to fully operational level in the event of a complete breakdown of the system, or for installation on a new or alternative computer system, must be supplied. The software shall include the operating system, application software, utility software and specific programs written for the system. Where programs are compiled the source files must be handed to the Department.

Installation and start-up procedures shall be clearly set out and documented. Whenever changes are made to the software, the Contractor shall supply the Department with a new set of back-ups of the software that underwent the changes. Software may only be changed with the written permission from the Department, and the reasons for proposed changes shall be fully motivated in writing. Before any changes are made, the original software shall be copied by the Contractor to removable media, which shall be handed over to the Department.

Should passwords be used on any system, the highest level of passwords shall be handed to the Department in a sealed envelope, and should any changes to the passwords be made, the new passwords shall be handed to the Department in a sealed envelope by the Contractor.

The Contractor shall also supply the Department with anti-virus protection software, which shall be loaded onto the system by the Contractor, and shall be updated by the Contractor, as new versions become available in the market. The protection software shall be memory resident and shall warn the user the moment a virus is detected.
The Tenderer shall allow in his Tender for any reformatting of the hard disk drives which may become necessary, reloading of back-up software and testing of the system once the backup software has been loaded.
The documentation and back-up software must be handed over to the Regional Representative upon completion of the restoration phase of the Contract.

All software installed by the contractor at all state-owned facilities prior to and during this contract shall become the ownership of the Department. The contractor shall provide the Department and the user department (client) with a copy and of the software, licences and passwords.

33. IMPORTANT NOTICE IN TERMS OF THE OHS ACT

In order to correctly evaluate and reconcile this tender document in terms of the Construction Regulations for submission purposes, you are advised to obtain a copy of the following documents.

a) Health and Safety Specification
b) Occupational Health and Safety Act, 1993 (ACT 85 of 1993)

34. TRAINING OF OPERATION STAFF

The bidder shall provide training (if required and when necessary) to operational staff/personnel in order for them to acquaint themselves with the operation of the systems. This also includes a set of operating instructions, which shall be mounted in the control rooms in the building and which shall be in a location and of a quality approved by the Regional Representative.
The bidder may claim for the time taken to train personnel/operational staff. The bidder shall submit the list of names and contact details of the trainees along with their invoices.

35. DISCLAIMER/EXIT CLAUSE

35.1 SHOULD THE APPOINTED CONTRACTOR NOT PERFORM OR DEFAULTS ON SERVICE DELIVERY WITHIN THE FIRST THREE MONTHS THE DEPARTMENT RESERVES THE RIGHT TO TERMINATE THE CONTRACT AND RECOVER THE DIFFERENCE IN PRICE BETWEEN THE CONTRACTOR IN DEFAULT AND THE NEXT CONTRACTOR RECOMMENDED TO CONTINUE WITH THE CONTRACT, (WHERE APPLICABLE).

35.2 IN THE ABSENCE OF DOCUMENTS APPLICABLE TO THIS CONTRACT, THE SERVICE PROVIDER IS REQUIRED TO USE THE SANS (South African National Standards) DOCUMENTATION, OHS ACT AND ANY OTHER APPLICABLE STANDARDS.

36. CALL CENTER

The Department has a call centre in place which deals with all unplanned and terms contracts complaints. These complaints are subjected to close times which are linked to this contracts in respect of the times frames to react to the required service delivery. The successful Bidder shall comply with these times frames and report close calls (service completed) on a weekly basis as above.

37. The successful bidder shall establish his workshop within the region/area awarded to him within two (2) months of the date of award.

38. LOCAL CONTENT

38.1 The SABS approved technical specification number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with 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) are accessible to all potential tenderers on **the dti's** official website http://thedti.gov.za/industrialdevelopment/ip.jsp at no cost

38.2 The Declaration Certificate for Local Production and Content (SBD / MBD 6.2) together with the Annex C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the tenderer at the closing date and time of the tender.

38.3 The rates of exchange quoted by the tenderer in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

38.4 AUTHORIZATION LETTERS

38.4.1 If during the contract period, the quantity of required items cannot be wholly sourced from South African (SA) based manufacturers and/ or at stipulated local content threshold at any particular time, tenderers / suppliers should obtain written authorization from **the dti** to supply the remaining portion of the items at a lower local content threshold. The **dti,** in consultation the procuring organ of state, will grant authorization on a case-by-case basis and will consider the following:

a) Required volumes in the particular tender;
b) Available collective SA industry manufacturing capacity at that time;
c) Delivery times;
d) Availability of input material and components;
e) Security of supplies and emergencies;
f) technical considerations including operating conditions;
g) Localisation plans aimed at establishing and/or increasing local manufacturing capacity; and
h) Replacement of components on the existing infrastructure (where applicable) in order to honour the warranties and guarentees.

38.4.2 Specifications, design standards, material availability, technology choices and volumes are some of the main causes of authorizations.

38.4.3 The tender information / relevant information must be provided on the tenderer's / supplier's letterhead when requesting an authorization letter:

a) Procuring entity;
b) Tender / contract description
c) Tender reference number
d) Closing date of tender
e) Detailed specifications of items for which the exemption is requested for (Kindly attach specifications)
f) Products/inputs/components to be imported
g) Reasons for request
h) Supporting letters from local bidders' suppliers and manufacturers

38.4.4 The turn-around time for processing of authorization requests is 5 working days from the date of receipt.

IMPORTANT NOTICE

THE SUCCESSFUL BIDDER WILL BE SUBJECTED TO POSITIVE SECURITY CLEARANCE

END OF THE SPECIAL CONDITIONS OF CONTRACT

ADDITIONAL CONDITIONS

UNDER NO circumstances may the Bidder make use of Government employees to assist them on site to load/off load appliances. Failure to comply will lead to corrective steps being taken against him. The Department cannot accept responsibility for any injuries being sustained by government employees as a result of the Bidder not complying with this condition.

ACCESS TO THE SITE/S WILL BE DENIED FOR BIDDERS NOT COMPLYING.

Bidders must be careful not to damage any part of the building, curtains, carpets etc. during the execution of the work, as all damages arising from the work will be made good at the Bidder`s expense to the satisfaction of the supervising officer.

ASSOCIATED ELECTRICAL WORK

The Contractor may be required to undertake repairs to electrical work associated with control systems, starters, motors and engine protection equipment including power conductors.

NOTE:

All such work shall be carried out by, or under the supervision of a Licensed Electrician only and all work done shall comply with the Standard Wiring Regulations, S.A.B.S. 0142, as well as the Department's Standard Specification for Electrical Equipment and Installations for Mechanical Services, Issue VIII, 1984.
All electrical work falls within the scope of this document and is the responsibility on the main contractor.

ADDENDUM A – SERVICING OF AIRCONDITIONING UNITS

	AIR-CONDITIONING UNITS		
	BI-ANNUAL SERVICE AND TESTING		
	CLIENT NAME:......................COMPLEX NAME:......................		
	BUILDING NUMBER:....................FLOOR:...................... LOCATION:....................		
	DATE: .... DPW REF. NO:......................		
	DESCRIPTION OF WORK	YES	NO
	GENERAL OPERATION		
1	Clean filters, replace if required		
2	Inspect air intake and discharge for blockages		
3	Check all refrigerant, drainage pipes for damaged and leaks		
4	Check sightglass: clear or flash gas		
5	Carry out visual inspection of condenser coil for blockages and correct operation of fans		
6	Carry out visual inspection of evaporator coil for blockages and correct operation of supply fan		
7	Check enclosure for damages		
8	Check electric motor running temperatures		
9	Check electric connections for tightness		
10	Test thermostat and control operation		
11	Clean condensate tray and test drainage for proper operation		
12	Check cooling and heating cycle		
	COMMENTS		

ADDENDUM B: COLD ROOMS AND FREEZERS

	COLD ROOMS AND FREEZERS		
	BI-ANNUAL SERVICE AND TESTING		
	CLIENT NAME:...COMPLEX NAME:....................................		
	BUILDING NAME/NUMBER:..		
	DATE: .... DPW REF. NO:.......................................		
	6 Monthly inspection and testing scope of work.		
	GENERAL OPERATION		
	DESCRIPTION OF WORK	YES	NO
1	Check that evaporator fins are clear of dirt and comb fins in necessary		
2	Check cooling operating parameters		
3	Inspect fan motor and blades		
4	Check operation of the timer		
5	Check operation of the expansion valve. Correct, repair or replace if necessary		
6	Check for condensation drain system. Test condesation and remove any foreign particles.		
7	Check operation of thermostat (controller). Record any abnormalities		
8	Check and record suction and discharge pressure of refrigerants (LP/ HP)		
9	Remove fan guard, check alignment and correct if necessary to get free rotation		
10	check that all bolts and screws are properley secured on fans and compressor		
11	Inspect and test HP and LP switches for correct operation.		
12	Check / Inspect all electrical devices (controllers, contactors, relays) and electrical panel and correct if necessary . Record all abnormalities and report accordingly		
13	examine condenser coil and comb fins if necessary		
14	Inspect refrigerant piping insulation and condensate pump		
15	Check and record any leakage of refrigerant or recovered refrigerant		
	Compressors, Dicharge, and Suction Line		
1	Note down compressors amperages before and after service		
2	Eliminate any undue noise or vibration for each system. Check the entire system loose components and tighten accordingly.		
3	Test and note down oil leaks for each systems. Repair all found leaks.		
4	Get the refrigerant level right by refilling if level has dropped for each system. Ensure that the refrigerant is dry.		
5	Bring HP up and ensure that HP cut-out trips at correct pressure, note down the settings.		
6	Bring LP up and ensure that LP cut-out trips at correct pressure, note down the settings.		
7	Check and calibrate all transmitters, sensors and controllers		
	Electrical and Panel		
1	Clean out panel (Blow dry and wipe) and test operation of all power Isolator, circuit breakers and contactors. Ensure that all electrical terminals are tightened.		
2	Ensure that all protections are operational		
3	Correctly set the defrost Intervals for the system.		
4	Set defrost element,door and drain heaters timers to correct operational (Freezer room only), Also check element amperage and resistance.		
5	During normal cold room and freezer operation, check the electrical panel of hot spots (by performing thermography)		
	Condenser and Evaporator		
1	Set TX valve dor correct operation and superheat setting. Re set if necessary		
2	Adjust all system temperatures to correct operational range.		
3	Clean condenser and evaporator coil with proprietary coil cleaner		
4	Scrape, treat and paint rust on the evaporator and condenser		
5	Calibrate dial thermometers		
6	Test(vibration analysis and temperature) bearings for condenser fan and evaporator fans for each system.		
7	Leak test on Both lines (Suction and discharge) for the whole system and repair any leak		
8	Clean evaporator drainage system		
9	Check drainage system on the condenser.		
10	Check the solenoid valve operation on defrost and ensure correct functionality		
11	Check and calibrate all transmitters, gauges, sensors and controllers		
	Walls and Floors		
1	Ensure that cold and freezer room walls, floors, ceiling for deterioration are all clear from ice build up		
2	Clean and remove loose paint and scale and repaint as required.		
3	Clean plant room area		
4	Ensure that cold ad freezer room walls, floors, ceiling are all clear from ice build-up		
	General Comments by Contractor		

ADDENDUM C: ANNUAL SERVICING WATER COOLED AND AIR COOLED CHILLER

WATER COOLED CHILLER & AIR COOLED CHILLER

ANNUAL SERVICE AND TESTING

BUILDING NUMBER:……………FLOOR:……………LOCATION:……………

	DESCRIPTION OF WORK	YES	NO
	The preventative maintenance tick sheet shall include but not be limited to:		
	GENERAL OPERATION		
1	Record Operating Hours		
2	Check controller for alarm conditions and follow up		
3	Check all gauges for proper operation		
4	Check for abnormal sounds and vibration & rectify		
5	Record condenser water inlet temperature		
6	Record condenser water outlet temperature		
7	Record condenser water inlet pressure		
8	Record condenser water outlet pressure		
9	Record chilled water inlet temperature		
10	Record chilled water outlet temperature		
11	Record chilled water inlet pressure		
12	Record chilled water outlet pressure		
13	Analyse pressure drops for possible heat exchanger fouling		
14	Record refrigerant condensing pressure		
15	Record refrigerant suction pressure		
16	Record oil pressure		
17	Record amperages (each phase)		
18	Record voltage (each phase)		
19	Check oil and refrigerant charge		

CLIENT NAME:……………

COMPLEX NAME:……………

DATE: …………… DPW REF. NO:……………

	DESCRIPTION OF WORK	YES	NO
	The preventative maintenance tick sheet shall include but not be limited to:		
	GENERAL OPERATION		
20	High pressure spray clean with detergent refrigeration to air coils and air intake screens (Air cooled chiller) Specialist		
21	Check all prop fans capacity control operation (Air cooled) Specialist		
22	Check all prop fans operation (vibration, bearings) (Air cooled) Specialist		
23	Check for refrigerant leaks Specialist		
24	Check loading/unloading operation of cooling stages Specialist		
25	Check the operation of safety controls and recalibrate		
26	Check control panel and starter for wear Specialist		
27	Tighten all starter and control terminals Specialist		
28	Meg-ohm test motor windings Specialist		
29	Check & recalibrate safety controls Specialist		
30	Check all flanges for tightness & tighten if necessary Specialist		
31	Check crankcase heater Specialist		
32	Clean condenser tubes Specialist		
33	Take oil sample for analysis Specialist		
34	Check refrigerant for moisture Specialist		
35	Exercise all valves Specialist		
36	Check plenum structure and panels for rust. De-rust and paint		

COMMENTS

ADDENDUM D: ANNUAL SERVICING OF COOLING TOWER AND CLOSED CIRCUIT COOLING TOWER

	COOLING TOWER & CLOSED CIRCUIT COOLER		
	ANNUAL SERVICE AND TESTING		
	CLIENT NAME:……………………………COMPLEX NAME:……………		
	BUILDING NUMBER:………………FLOOR:………………LOCATION:…………		
	DATE: ……………………………… DPW REF. NO:……………………		
	DESCRIPTION OF WORK	YES	NO
	SERVICE WORK		
1	Check and adjust sump water level		
2	Test operation of make-up float valve		
3	Check operation of bleed off valve		
4	Visually check cooling tower for leaks and corrosion		
5	Clean sump strainer and overflow pipe		
6	Sweep to full bore drain any water accumulating on yard floor		
7	Record temperature of motors with laser sensor		
8	Record temperature of bearings with laser sensor		
9	Check drive belts for correct tension and alignment		
10	Check for imbalance, abnormal noise or vibration		
11	Oil/grease bearings if required		
12	Record motor running amps (fan and water circulation pump)		
13	Record voltage (each phase)		
14	Check overloads		
15	Exercise all valves		
16	Test full bore for blockages		
17	Drain sump and inspect condition of sump		
18	Insect and clean spray nozzles		
19	Clean plastic fill packs and air inlet eliminators		
20	Inspect tower(detail) for corrosion and repair with appropriate paint		
21	Descale tubes		
22	Clean fan impellers		
	COMMENTS		

ADDENDUM E: ANNUAL SERVICING OF COOLING TOWER AND CLOSED CIRCUIT COOLING TOWER

WATER TREATMENT PLANT

BI-ANNUAL SERVICE AND TESTING

CLIENT NAME:..COMPLEX NAME:..................................

BUILDING NUMBER:..................................FLOOR:................................ LOCATION:..........................

DATE: .... DPW REF. NO:..

	DESCRIPTION OF WORK	YES	NO
	SERVICE WORK		
1	Backwash sand filter (where required)		
2	Clean side stream filter (where required)		
3	Check operation of controls		
4	Check operation of solenoid bleed off valve (Manual & Auto test) Specialist		
5	Analyse sample of water		
6	Adjust ratio feeders and bleed off to suit water condition.		
7	Supply chemicals as required.		
8	Dose close loop water systems with appropriate chemicals if required		
9	Check power to panel		
10	Check electrode power light		
11	Check electrode pulse light - (Water flowing/No flow)		
12	Test voltage and amperage on electrode pulsar		
13	Measure TDS - (Make-up water, Circulating water)		
14	Measure Chlorides (Make-up water, Circulating water)		
15	Check inlet and outlet temperatures		
	COMMENTS		

ADDENDUM F: PUMP MAINTENANCE

	PUMP MAINTENANCE		
	BI-ANNUAL SERVICE AND TESTING		
	CLIENT NAME:...COMPLEX NAME:............................		
	BUILDING NUMBER:...................................FLOOR:.................................. LOCATION:....................		
	DATE: .... DPW REF. NO:..		
	DESCRIPTION OF WORK	YES	NO
	SERVICE WORK		
1	Check sump pump operation by manipulating level controls		
2	Check for imbalance, abnormal noise or vibration		
3	Check shaft seal for leakage		
4	Record motor running amps (each phase)		
5	Record voltage (each phase)		
6	Log discharge pressure (shut gauge cock after reading)		
7	Log suction pressure (shut gauge cock after reading)		
8	Check coupling and alignment		
9	Check coupling guard		
10	Record temperatures of motors with laser sensor		
11	Record temperatures of bearings with laser sensor		
12	Record temperature of terminal box with laser sensor		
13	Check overload settings		
14	Oil/grease bearings if required		
15	Clean drip tray and drain pan		
16	Inspect for corrosion and touch up paint where necessary		
17	Check flexible couplings for cracks/bulging		
18	Check flanges and couplings for tightness/leaks		
19	Clean strainers		
20	Exercise valves		
21	Clean down pump and motor and check water flow		
22	Water valves on open condenser water circuits to be fully opened and closed, to prevent lime scale formation from inhibiting valve action		
23	All ferrous metal components to be examined, corrosion, algae and		
	COMMENTS		

ADDENDUM G: PIPEWORK & ANCILLARIES

	PIPEWORK & ANCILLARIES		
	ANNUAL SERVICE AND TESTING		
	CLIENT NAME:...COMPLEX NAME:...............................		
	BUILDING NUMBER:..................................FLOOR:.............................. LOCATION:....................		
	DATE: .... DPW REF. NO:..		
	DESCRIPTION OF WORK	YES	NO
	SERVICE WORK		
1	Check for leaks and rectify		
2	Check all instruments (pressure gauges, thermeters etc.) and replace where faulty		
3	Check all condensate traps for correct operation		
4	Heat exchangers - record inlet/outlet temperatures		
5	Heat exchangers - record inlet/outlet pressures		
6	Analyse pressure drops for possible heat exchanger fouling, clean where necessary		
7	Clean all strainers		
8	Check status of insulation and repair, including vapour barrier,where necessary. Polish cladding externally.		
9	Check for corrosion and treat where necessary		
10	Check paintwork and touch up		
11	Manually operate all air vents		
12	Drain sediment from dirt legs		
13	Exercise valves		
	COMMENTS		

ADDENDUM H: DUCTWORK & ANCILLARIES

DUCTWORK & ANCILLARIES

ANNUAL SERVICE AND TESTING

CLIENT NAME:..COMPLEX NAME:............................

BUILDING NUMBER:................................FLOOR:.............................. LOCATION:....................

DATE: .... DPW REF. NO:......................................

	DESCRIPTION OF WORK	YES	NO
	SERVICE WORK		
1	Check for air leaks and rectify		
2	Check all instruments (pressure gauges, thermeters etc.) and replace where faulty		
3	Coils - record inlet/outlet temperatures		
4	Coils - record inlet/outlet pressures		
5	Analyse pressure drops for possible heat exchanger fouling, clean where necessary		
6	Check filters and wash clean/replace if necessary		
7	Refit filters and check sealing		
8	Comb fins and clean coils with medium pressure spray		
9	Check status of insulation and repair, including vapour barrier, where necessary		
10	Check for corrosion and treat where necessary		
11	Check paintwork and touch up		
12	Air volume regulators - check operation		
13	Variable air volume diffusers & vary set plenums - check operation		
14	Constant volume air terminals (grilles, diffusers, louvres) - clean visible surfaces		
15	Check attenuators/splitters for sealing and signs of particle erosion		
	COMMENTS		

ADDENDUM I: AIR HANDLING UNIT

	AIR HANDLING UNIT		
	ANNUAL SERVICE AND TESTING		
	BUILDING NUMBER:__________FLOOR:__________LOCATION:__________		
	DESCRIPTION OF WORK	YES	NO
	The preventative maintenance tick sheet shall include but not be limited to:		
	GENERAL OPERATION		
1	Check filters and wash clean/replace if necessary		
2	Refit filters and check sealing		
3	Check for imbalance, abnormal noise or vibration		
4	Record motor running amps(each phase)		
5	Record voltage (each phase)		
6	Check drive belts for correct tension and alignment		
7	Check belt guard		
8	Check controller settings and operation		
9	Check operation of modulating valve		
10	Check and service humidifier (where fitted)		
11	Check for any signs of heater failure or overheating		
12	Check that condensate drains away		
13	Record temperature of motors with laser sensor		
14	Record temperature of bearings with laser sensor		
15	Check overload settings		
16	Oil/ grease bearings if required		
17	Check flexible duct connection for leaks		
18	Clean drip tray and drain, check trap seal		
19	Check and treat any corrosion on coil and frame		

	CLIENT NAME:__________		
	COMPLEX NAME:__________		
	DATE: __________ DPW REF. NO:__________		
	DESCRIPTION OF WORK	YES	NO
	The preventative maintenance tick sheet shall include but not be limited to:		
	GENERAL OPERATION		
20	Check for water carry-over from drip tray		
21	Check panels and insulation for leaks / damage		
22	Check flexible pipe connections for damage/leaks		
23	Clean fan impeller and check for corrosion		
24	Tighten grub screws on pulleys and impeller		
25	Comb fins and clean coils with medium pressure spray		
26	Exercise valves		
27	Air filters - Check pressure drop and record		
28	Air filter frames to be checked for air by-pass and rectified, ifecessary		
29	Fresh air and return air damper settings and operation to be checked and adjust if necessary		
30	Switchboards and electrical control panels to be cleaned, check and tighten terminals and replace indicating light globes where necessary.		
31	Circuit breakers and fuses to be checked and investigate reasons for any blown fuses or circuit breakers in OFF position, rectify faults and replace blown fuses and faulty circuit breakers.		
32	Starters, Contactors and Relays to be checked to ensure moving bridges slide freely and that all contact points are clean. Investigate and rectify cause of excessive burning of contacts.		
33	Time switch settings to be checked and reset to start and stop plant at correct time if necessary.		
34	Control thermostats operation to be checked and recalibrate, ifecessary.		
35	Inspection panels to be replaced and all fastening devices secured. Lubricate damper linkages, check operation and record damper operating parameters.		
36	Check plenum structure and panels for rust. De-rust and paint		
37	Operate and check operation of plant. Take and record wet and dry bulb temperature in each conditioned zone and outside with reliable sling psychrometer.		

COMMENTS

ADDENDUM J: AIR HANDLING UNIT

	PACKAGE / SPLIT AIR / WATER-COOLED AC UNIT		
	BI-ANNUAL SERVICE AND TESTING		
	CLIENT NAME:.........................COMPLEX NAME:.........................		
	BUILDING NUMBER:.......................FLOOR:......................LOCATION:.....................		
	DATE: .... DPW REF. NO:................................		
	DESCRIPTION OF WORK	YES	NO
	SERVICE WORK		
1	Check filters and wash clean/replace if necessary		
2	Refit filters and check sealing		
3	Check for imbalance, abnormal noise or vibration		
4	Check for any signs of heater failure or overheating		
5	Check controller settings and operation		
6	Check that condensate drains away		
7	Check condensate pump operation (where fitted)		
8	Spray clean condenser fin (if necessary) and comb		
9	Check drive belts for correct tension and alignment		
10	Check and treat any corrosion on outdoor unit		
11	Oil/ grease bearings if required		
12	Check flexible duct connection for leaks		
13	Clean drip tray and drain, check trap seal		
14	Check and treat any corrosion on coil and frame (indoor unit)		
15	Check for water carry-over from drip tray		
16	Check panels and insulation for leaks / damage		
17	Clean evaporator coil with medium pressure spray & comb fin		
18	Clean water cooled condensers (if cleanable)		
19	Check oil and refrigerant charge		
20	Check for refrigerant leaks		
21	Check loading/unloading operation of cooling stages		
22	Check the operation of safety controls		
23	Check crankcase heater		
24	Check compressor running current (each phase)		
25	Check voltage (each phase)		
26	Check overload settings		
27	Check control panel and starter for wear		
28	Tighten all starter and control terminals		
29	Check and recalibrate safety controls		
30	Exercise valves		
	COMMENTS		

Table 1 – Servicing: Area 3 Airconditioning

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
1	VRV/VRF unit (servicing) - Indoor & Outdoor	10							
2	Fresh air units (servicing)	10							
3	Under ceiling unit (servicing)	10							
4	Split units (servicing)	10							
5	Window units (servicing)	10							
6	Air handling unit (servicing)	5							
7	Fan coil unit (servicing)	10							
8	Package units (servicing)	10							
9	Cassette unit (servicing)	5							
10	Ventilation unit (servicing)	5							
11	Console unit (servicing)	5							
12	Water treatment plant / Cooling tower	5							
13	Chiller plant (servicing)	5							
14	Plant rooms (servicing)	5							
15	Hide away unit (servicing)	5							
16	Central plant (servicing)	5							
17	Ice making plant (servicing)	5							
								Total for Table 1	

Table 2 – Motors & Parts

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
18	Complete replacement three phase motor 11kW	5							
19	Mechanical seals (11kW motor)	5							
20	Shaft (11kW motor)	5							
21	Couplings (11kW motor)	5							
22	Bolts and nuts (11kW motor)	5							
23	Oil seals (11kW motor)	5							
24	Bearings (11kW motor)	5							
25	Complete replacement three phase motor 5kW	5							
26	Mechanical seals (5kW motor)	5							
27	Shaft (5kW motor)	5							
28	Couplings (5kW motor)	5							
29	Bolts and nuts (5kW motor)	5							
30	Oil seals (5kW motor)	5							
31	Bearings (5kW motor)	5							
								Total for Table 2	

Table 3 – Water Pumps & Parts

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
32	Complete replacement of water pump 4kW	5							
33	Mechanical seals (4kW pump)	10							
34	Shaft (4kW pump)	10							
35	Couplings (4kW pump)	10							
36	Bolts and nuts (4kW pump)	10							
37	Oil seals (4kW pump)	10							
38	Bearings (4kW pump)	10							
39	Complete replacement of water pump 5kW	5							
40	Mechanical seals (5kW pump)	10							
41	Shaft (5kW pump)	10							
42	Couplings (5kW pump)	10							
43	Bolts and nuts (5kW pump)	10							
44	Oil seals (5kW pump)	10							
45	Bearings (5kW pump)	10							
46	Gland packing (5kW pump)	10							
47	Complete replacement of water pump 11kW	5							
								Total for Table 3	

Table 4 – Compressors

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
48	Compressor rotary 9000 BTU	3							
49	Compressor rotary 12000 BTU	3							
50	Compressor rotary 18000 BTU	3							
51	Compressor rotary 30000 BTU	2							
52	Compressor rotary 36000 BTU	2							
53	Compressor rotary 50000 BTU	2							
54	Compressor rotary 80000 BTU	2							
55	Compressor rotary 100000 BTU	2							
56	2520V UHMP2BA	2							
57	25 HP chiller compressor	2							
								Total for Table 4	

Table 5 – Insulation, Motors & Filters

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
58	Replace 5x1x50mm/kg Rockwool	20							
59	Replace TPS non-asbestos plaster per kg	20							
60	0.6mm Z250 galvanised cladding	20							
61	Fan motor 12000 BTU	5							
62	Fan motor 18000 BTU	3							
63	Fan motor 36000 BTU	3							
64	Fan motor 50000 BTU	3							
65	Fan motor 80000 BTU	3							
66	Fan motor 100000 BTU	3							
67	500 dia condenser fan motor (chiller)	3							
68	650 dia condenser fan motor (chiller)	3							
69	Panel filter wire support 500x500x50	5							
70	Pocket filter 500x500x50	5							
								Total for Table 5	

Table 6 – Valves, Refrigerants & Tubing

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
71	Reverse cycle valve	5							
72	Two-port seat valve VZ/VZF	5							
73	Reverse cycle valve	5							
74	Refill R22 refrigerant per kg	5							
75	Refill R407 refrigerant per kg	5							
76	Refill R507 refrigerant per kg	5							
77	Flushing Agent 014/B per kg	5							
78	MS 32 refrigeration oil per kg	5							
79	Replace time switch	5							
80	Copper tubing hard drawn 3/4 inch per m	50							
81	Copper tubing hard drawn 3/8 inch per m	50							
82	Copper tubing soft drawn 1/2 inch per m	50							
								Total for Table 6	

Table 7 – Tubing Insulation & Complete AC Units

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
83	Insulation for copper tubing 3/8 inch per m	50							
84	Insulation for copper tubing 3/4 inch per m	50							
85	Insulation for copper tubing 1/2 inch per m	50							
86	Complete AC unit 9000 BTU	1							
87	Complete AC unit 12000 BTU	1							
88	Complete AC unit 18000 BTU	1							
89	Complete AC unit 24000 BTU	1							
90	Complete AC unit 30000 BTU	1							
91	Complete AC unit 50000 BTU	1							
92	Complete AC unit 60000 BTU	1							
93	Complete AC unit 100000 BTU	1							
94	Air handling unit 80000 BTU	1							
								Total for Table 7	

Table 8 – Controllers, Belts, Driers & PCB

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
95	Fan belt V-belt 500 mm dia	3							
96	Fan belt V-belt 600 mm dia	3							
97	Fan belt V-belt 1000 mm dia	3							
98	Minipak Generic II Controller	2							
99	Return air sensor 3m RJ plug	3							
100	Fan motors 180W 220V double-shaft	3							
101	H48 high acid driers	3							
102	H100 high acid driers	3							
103	Contactor 16.0 kW	3							
104	Crank case heater 110V chiller	3							
105	Inverter compressor	2							
106	Rectifier PC board	3							
								Total for Table 8	

Table 9 – Electrical Parts & LAN

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
107	Inverter PC board	3							
108	Main PC board	3							
109	Power PC board	3							
110	ZR36K3E-PFT-522 Stub Tube	3							
111	FH5540E/38F compressor	2							
112	Norsh cable 4 core + earth 2.5 mm per m	20							
113	C/B 10A single pole	3							
114	C/B 40A three pole	3							
115	C/B 80A three pole	3							
116	Isolator 63A three pole	3							
117	Fuse 40A	3							
118	LAN cable 0.5 mm 12 core per m	15							
								Total for Table 9	

Table 10 – Labour & Transport

Item No	Description	Qty	Unit Price Y1	Total Y1	Unit Price Y2	Total Y2	Unit Price Y3	Total Y3	Total (3Y)
119	Artisan (per hour)	450							
120	Artisan overtime (per hour)	50							
121	Artisan Sunday and Public Holidays (per hour)	50							
122	Artisan assistant (per hour)	200							
123	Artisan assistant overtime (per hour)	50							
124	Artisan assistant Sunday and Public Holidays	50							
125	Transport AA rate (per km)								
								Total for Table 10	

Tender Summary – Area 3 Airconditioning

Table No	Description	3-Year Total (ex VAT)
1	Servicing	
2	Motors & Parts	
3	Water Pumps & Parts	
4	Compressors	
5	Insulation, Motors & Filters	
6	Valves, Refrigerants & Tubing	
7	Tubing Insulation & Complete AC Units	
8	Controllers, Belts, Driers & PCB	
9	Electrical Parts & LAN	
10	Labour (fixed rate, excl. transport)	
	Subtotal (Tables 1–10)	
	Provisional Amount	1,850,000.00
	Total excl. VAT	
	VAT @ 15%	
	Total incl. VAT	