

## **REQUEST FOR QUOTATION**



**NATIONAL HEALTH  
LABORATORY SERVICE**

**DESCRIPTION: Window Repairs and Window Cleaning at NHLS Prince  
Street Office**

**RFQ NO: KZN 2105822**

**CLOSING DATE AND TIME: 29 September 2023 at 11am**

**RFQ SUBMISSION ADDRESS:  
NHLS, 149 Prince Street, Durban, 4000  
(in the RFQ box at reception)**

**THERE WILL BE NO COMPULSORY SITE BRIEFING HOWEVER IT IS STRONGLY RECOMMENDED  
THAT SUPPLIERS VISIT THE SITE TO GET A BETTER UNDERSTANDING OF THE JOB REQUIREMENT**

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **CONTENTS PAGE**

<b>1</b>	<b>PART A INVITATION TO BID SBD 1 .....</b>	<b>3</b>
<b>2</b>	<b>TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).....</b>	<b>6</b>
<b>3</b>	<b>PRICING SCHEDULE .....</b>	<b>7</b>
<b>4</b>	<b>DECLARATION OF INTEREST SBD4.....</b>	<b>13</b>
<b>5</b>	<b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 .....</b>	<b></b>
<b>6</b>	<b>CERTIFICATE OF QCQUITANCE WITH RFQ TERMS AND CONDITIONS AND APPLICABLE DOCUMENTS .....</b>	<b>23</b>
<b>7</b>	<b>AUTHORITY FOR SIGNATORY .....</b>	<b>23</b>
<b>8</b>	<b>TERMS OF REFERENCE / SPECIFICATION.....</b>	<b>24</b>
<b>9</b>	<b>TECHNICAL / FUNCTIONAL EVALUATION CRITERIA.....</b>	<b>39</b>
<b>10</b>	<b>SCHEDULE OF WORK CARRIED OUT BY THE BIDDER .....</b>	<b>42</b>
<b>11</b>	<b>BID DOCUMENT CHECKLIST .....</b>	<b>43</b>
<b>12</b>	<b>GENERAL CONDITIONS OF CONTRACT .....</b>	<b>44</b>

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### PART A Invitation to Bid SBD 1

### PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)</b>					
BID NUMBER:	RFQ No: <b>2105822</b>	KZN	CLOSING DATE: <b>29 September 2023</b>	CLOSING TIME: <b>11AM</b>	
DESCRIPTION		<b>Window Repairs and Window Cleaning at NHLS Prince Street Office</b>			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NHLS</b>					
<b>149 PRINCE STREET</b>					
<b>DURBAN</b>					
<b>4000</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	KZN Procurement		CONTACT PERSON	Akhona Mabaso	
TELEPHONE NUMBER	031 327 6722/62		TELEPHONE NUMBER	031 327 6735	
FACSIMILE NUMBER	031 332 0833		FACSIMILE NUMBER	*****	
E-MAIL ADDRESS	<a href="mailto:RFQ.Kzn@nhls.ac.za">RFQ.Kzn@nhls.ac.za</a>		E-MAIL ADDRESS	<a href="mailto:Khayaletu.mabaso@nhls.ac.za">Khayaletu.mabaso@nhls.ac.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
<p><b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p>			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p>			

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **PART B TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 2 TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client. NHLS
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from NHLS Ltd and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) Price Declaration must be completed, and Should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
- f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date.
- g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
- i) A compulsory site meeting/briefing will be conducted at : **THERE WILL BE NO COMPULSORY SITE BRIEFING HOWEVER IT IS STRONGLY RECOMMENDED THAT SUPPLIERS VISIT THE SITE TO GET A BETTER UNDERSTANDING OF THE JOB REQUIREMENT**
- j) for a period of ± hours. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.
- k) Attendance Register must be submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFQ briefing.
- l) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- m) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- n) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2017.
- o) All questions regarding this RFQ must be forwarded to the buyer within 24 hours after the RFQ has been issued.
- p) It is the responsibility of the bidder to ensure that its response reaches NHLS on or before the closing date and time of the RFQ.

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS 149 PRINCE STREET, RECEPTION IN THE RFQ BOX,**

The Bidder accepts the above terms and conditions and the General Conditions of Contract attached in Annex G.	Accept	Do not accept

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 3 PRICING SCHEDULE

SBD 3.1

#### **PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE:** ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

#### FORM OF QUOTATION

**SUPPLIER:**

**RFQ NO: KZN 2105822**

**DESCRIPTION:** Cleaning of exterior and interior windows using pressure water hose and anti-corrosion window cleaner solution by means of scaffolding or cherry picker.

No	Description	Unit	Quantity	Rates	Cost excl vat
	<b>Ground Floor: Clean interior and exterior of aluminum windows using high pressure hose and anti-corrosion window cleaner solution. Use of ladders and telescopic cleaners</b>				
1	Reception	1,19m x 1,80m	No	2	
2	Security	<ul style="list-style-type: none"> <li>0,90m x 0,70m</li> <li>1,16m x 1,86m</li> </ul>	No	2	
3	D 010	<ul style="list-style-type: none"> <li>1,80m x 1,5m</li> <li>2,2m x 1,3m</li> </ul>	No	2	
4	D 007& D 008	0,58m x 0,74m	No	4	
5	D 005	0,90m x 0,87m	No	3	
6	D 004	0,90m 0,87m	No	11	
8	D 002A	1,8m x 1,9m	No	1	
10	D 013	<ul style="list-style-type: none"> <li>1,8m x 1,9m</li> <li>2,85m x 0,73m</li> </ul>	No	2	
11	D 014	<ul style="list-style-type: none"> <li>1,8m x 1,9m</li> <li>2,85m x 0,73m</li> </ul>	No	2	
12	D 029	0,83m x 1,07m	No	2	

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

13	D 028	0,83m x 1,07m	No	2		
14	D 032	0,83m x 1,07m	No	2		
15	D 033	0,83m x 1,07m	No	2		
16	D 018	0,87m x 2,94m	No	2		
17	D 017	5,91m x 1m	No	1		
18	D 027	0,83m x 1,07m	No	2		
19	D 026	1,03m x 1,18m	No	2		
20	Fire Escape	1,18m x 2,44m	No	1		
	<b>First Floor: Clean interior and exterior of aluminum windows using high pressure hose and anti-corrosion window cleaner solution. Use of scaffold, cherry picker or harness.</b>					
21	D 129	0,60m x 0,60m	No	3		
22	D 127	0,60m x 0,60m	No	4		
23	D 130	1,64m x 1,07m	No	11		
24	D 125	0,60m x 0,60m	No	3		
25	D 121	0,60m x 0,60m	No	3		
26	D 120	0,60m x 0,60m	No	3		
27	D 135	1,06m x 1,60m	No	3		
28	D 136	1,06m x 1,60m	No	4		
29	D 116	<ul style="list-style-type: none"> <li>• 2,27m x 1,3m</li> <li>• 3,17m x 1,25m</li> </ul>	No	3		
30	D 102	1,81m x 1,81m	No	2		
31	D 103	0,79m x 1,78m	No	6		
32	D 104	3,06m x 1,8m	No	6		
33	D 105	3,06m x 1,8m	No	3		
34	D 106	3,06m x 1,8m	No	3		
35	D 107	3,06m x 1,8m	No	3		
36	D 108	1,79m x 0,89m	No	1		
37	D 109	1,79m x 0,89m	No	2		
38	D 111	1,79m x 0,89m	No	1		
39	D 112	1,79m x 0,89m	No	2		
40	Stair Case	2,5m x 1,67m	No	2		



## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

	<b>Second Floor: Clean interior and exterior of aluminum windows using high pressure hose and anti-corrosion window cleaner solution. Use of scaffold, cherry picker or harness.</b>					
41	D 201	1,8m x 1,79m	No	2		
42	D 202	1,8m x 1,79m	No	2		
43	D 203	3,06m x 1,8m	No	1		
44	D 204	3,06m x 1,8m	No	1		
45	D 205	3,06m x 1,8m	No	1		
46	D 206	3,06m x 1,8m	No	1		
47	D 207	1,29m x 0,87m	No	1		
48	D 208	1,76m x 0,87m	No	1		
49	D 210 & D 211	0,59m x 0,75m	No	4		
50	D 213	1,25m x 2,21m	No	1		
51	Lecture Hall	2,33m x 1,26m	No	7		
52	D 234	1,64m x 1,06m	No	8		
53	D 233	1,64m 1,06m	No	2		
54	D 232	1,64m x 1,06m	No	3		
55	D 219	7,49m x 2,52m	No	1		
56	D 220	2,87m x 2,16m	No	1		
57	D 227	4,11m x 2,16m	No	1		
58	D 229	1,6m x 1,06m	No	4		
59	D 231	1,6m 1,06m	No	2		
60	D 230	1,65m x 1,95m	No	2		
	<b>Third Floor: Clean interior and exterior of aluminum windows using high pressure hose and anti-corrosion window cleaner solution. Use of scaffold, cherry picker or harness.</b>					
61	D 303	1,8m x 3,14m	No	1		
62	<b>D 304</b>	<b>1,8m 3,14m</b>	No	1		
63	<b>D 305</b>	<b>1,8m x 3,14m</b>	No	1		
64	<b>D 306 and D 307</b>	<b>1,8M X 4,14M</b>	No	2		
65	<b>D 315</b>	<b>1,35m x 2,26m</b>	No	1		
66	<b>D 316</b>	<b>2,09m x 2,97m</b>	No	2		
67	<b>D 336</b>	<b>1,67m x 1,06m</b>	No	16		
68	<b>D 317</b>	<b>4,44m x 2,1m</b>	No	1		
69	<b>D 318</b>	<b>2,09m x 1,27m</b>	No	1		

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

70	D 320	4,44m x 2,1m	No	1		
71	D 321	4,44m x 2,1m	No	1		
72	D 322	2,1m x 1,26m	No	3		
73	D 323	12,91m x 2,1m	No	1		
74	Wash up Room	1,66m x 0,59m	No	7		
75	Emergency Exit	0,98m x 4,715m	No	1		
76	Repair/replacement of all broken or corroded aluminum hinges and handles			Item		
	Allow the amount of R15 000-00 (Fifteen Thousand Rand) for contingency to be used at the discretion of the Principal Agent and deducted in whole or in part if not required					R15,000.00
	<b>Provide a Safety File with a list of all Artisans Competences (Qualifications and where applicable, Affiliations with relevant Regulatory bodies), Legal Appointments, Training and SOPs/Method Statements for Various Trades. Include the Site Safety Management Plan (HSE Plan with relevant and full time 16.1; 16.2; 8.1; 8.2; and 8.6 Appointees) as contemplated in the Construction Regulations 2014 as well as a schedule with Applicable Milestones, Critical Paths, Site Handover and Official Project Close Outs or Completion Declaration, Proof of Material Delivery Agreements with respective Suppliers and Lead Times for Material Delivery.</b>  <b>NB: This Project Involves working at heights. Therefore, the necessary HSE observance is required as per applicable statutory regulations.</b>		No	1		
	<b>Note: Contractor should always have a project supervisor on site in order to maintain NHLS standards and specifications.</b>					
	TOTAL					
	PLUS 15% VAT					
	GRAND TOTAL					
	Estimated time to complete work above					

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

Name of bidder.....

Bid number: RFQ No: KZN 2105822

Closing Time 11:00

Closing date: 29 September 2023

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-	Required by:		.....
-	At:		.....
-	Brand and model		.....
-	Country of origin		.....
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)		.....
-	Period required for delivery		..... *Delivery: Firm/not firm
-	Delivery basis		.....

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### Price Declaration Form

Please indicate your total RFQ price here: R \_\_\_\_\_  
(compulsory)

Important:

It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

The following must be noted:

All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

All prices must be firm and fixed from the tender closing date and for the duration of the contract

All the consortium or joint venture partners must submit a complete set of the latest audited financial statements.

All bidders must cost according to the costing template provided or this will lead to disqualification.

The cost of delivery, labour etc. must be included in this proposal.

Bidders must keep all items listed below in stock.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

RFQ Number: .....

Name of Bidder: .....

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 4 DECLARATION OF INTEREST

**SBD4**

#### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

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

#### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

---

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

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

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 certify to be true and complete in every respect:

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

---

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

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

SBD 6.1

### 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

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

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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



## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

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

The maximum points for this tender are allocated as follows:

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

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

## 2. DEFINITIONS

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

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /or

- ii. Who is a female; and/or
- iii. Who has a disability

- (g) **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (h) **“Youth”** Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)
- (i) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

### 3. 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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = 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:

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

80/20

or

90/10

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

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

### Points awarded for historically disadvantaged individuals

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity by an HDI in that specific category

or EP = The percentage of equity ownership by an HDI within the enterprise business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender.

**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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI		7		%	
Woman		3		%	
Disabled		2		%	
Youth		3		%	
Locality					

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

<ul style="list-style-type: none"> <li>• Umgungundlovu District Municipality</li> <li>• KZN Province = 5</li> <li>• National = 0</li> </ul>		5			
<b>Total Points</b>		<b>20</b>			

### 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;

**RFQ: KZN 2105822– Window repairs and Window  
Cleaning at NHLS, Prince Street Office**

- 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

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

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 5 CERTIFICATE OF ACQUITTANCE WITH RFQ TERMS AND CONDITIONS AND APPLICABLE DOCUMENTS

### 6 AUTHORITY FOR SIGNATORY

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

**An example for a company is shown below:**

“ By resolution of the board of directors passed on \_\_\_\_\_  
20\_\_\_\_\_

Mr \_\_\_\_\_ has been duly authorized to sign  
all

documents in connection with the Tender for Contract \_\_\_\_\_

No \_\_\_\_\_ and any Contract, which may arise there from on behalf of

\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY:

\_\_\_\_\_

IN HIS CAPACITY AS:

\_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

AS WITNESSES: 1 \_\_\_\_\_

2 \_\_\_\_\_

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 7 TERMS OF REFERENCE / SPECIFICATION

FORM OF QUOTATION SUPPLIER NAME: \_\_\_\_\_

RFQ NO: KZN 2105822

**DESCRIPTION: Window Repairs and Window Cleaning at NHLS, Prince Street Office**

#### Technical mandatory documents which should be included on submission

#### Important Note:

	CERTIFICATE AND OR LICENCES	Comply	Do not Comply
1	Working at Heights certificate		
2	CIDB Grading – 1GB – Proof to be Supplied		
3	Signed contactable reference or completion certificate/s, , on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address – <b>Refer Reference Table Below</b>		

- Always read specification in conjunction with Bill of Quantities and Plan (if plan is applicable and supplied).
- All Quantities measured are indicative and will be re-measured on completion.
- Specific products to be used, to be confirmed in Bill of Quantities.
- All materials and products to be used, to be ISO 9001 accredited.
- Due to the nature of our labs (operation 24 hours) **the contractor will be expected to work after hours and over the weekend.**
- Variation orders can only be approved in writing (via the email) by the NHLS Project Manager
- No additional or extra work done will be paid for unless the project manager has issued a variation order.
- NHLS Project Manager will conduct all inspections.
- The contractor should be required to move the equipment (furniture, benches, etc.) and put them back requested.
- Only material installed will be paid and not for any wastage (no material on site will be paid).
- NHLS delegates can also and contact the client or visit the work done as referred on the completion certificate.
- Contractor will be requested to **provide comprehensive safety file**; work will be only allowed to commence after the file has been formally approve by NHLS.
- A contractor is expected to **sign a 37(2) Agreement** (Form – FMI 0008) before commencing with the project.
- No progress payment will be made less than R200,000.00.

#### References:

- NHLS delegates can also and contact the client or visit the work done as referred on the reference or completion certificate.
- All the contractors will be requested to provides NHLS with the following signed of stamped references or completion certificates of similar work done on company or departments letter head, not more than five years (5) old as per the table below



## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

<b>IF QUOTE VALUE</b>	<b>REQUIRED REFERENCE OR COMPLETION CERTIFICATES</b>	<b>CONTRACT VALUE OF PROJECT PREVIOUSLY DONE</b>
<b>R0- R50,000.00</b>	One(1) copy of contactable reference or completion certificate, on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	N/A
<b>R50,000.00 - R100,000.00</b>	Two(2) copies of contactable reference or completion certificate, , on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	N/A
<b>R100,000.00 - R200,000.00</b>	Three(3) copies of contactable reference or completion certificate, , on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	At least 1x R100,000.00 and above
<b>R200,000.00 and above</b>	Three(3) copies of contactable reference or completion certificate, , on client's letterhead, with contact details, valid e-mail address, office telephone, cell phone and business address	At least 3x R200,000.00 and above

### **GUARANTEE, MAINTENANCE, PENALTY AND RETENTION PERIOD**

The Guarantee and Maintenance period shall be for 12 months commencing on the date of Practical completion and acceptance of the Installation. During the Guarantee period the Contractor shall repair all defects in the Installation which may arise as a result of inferior quality materials or faulty workmanship. **5% retention of the contract price will be held back for a period of 3 months after date of Practical completion and acceptance of the installation**

The fact that the Installation will be used and occupied by the Employer during the guarantee period shall in no way exempt the Contractor from his responsibility under this clause

Should a non-urgent fault occur during the guarantee period the Contractor will be advised and he shall repair the fault in good time

Should a fault occur during the guarantee period, that is in the opinion of the Project Manager of an urgent nature, then the Contractor will be advised and shall proceed immediately to rectify the fault

Should a fault occur during the guarantee period, that is in the opinion of the Project Manager of an urgent nature, and the Contractor is not available, the Employer shall reserve the right to obtain the services of any available Contractor to repair the fault. The cost of such repair work shall be borne by the Contractor in accordance with the escalated rates. In such a case the faulty equipment shall be kept for scrutiny by the Contractor. If this occurs during the retention period and retention money is still due to the Contractor, such claim from the Alternative Contractor, will be deducted from the Retention fund

Should the frequency and breakdown/s, in the opinion of the Project Manager, become so regular as to constitute and unacceptable state of affairs or should the installation or portions thereof prove to be unacceptable, the Contractor shall upon receipt of a written instruction from the Project Manager, replace portions/components or even the entire installation if need be, at his own cost as prescribed by the Project Manager

Where the practical completion is not reached by the date stated in the Tender/ RFQ document or by the revised date granted by the Project Manager, the Contractor shall be liable to a Penalty deterrent by the Project Manager, which is in this instance .1% (point 1 percent) of the Tender/ RFQ Total value, Per Day

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### **PRELIMINARIES**

Tenderer's attention is drawn to the fact that the Hospital and Laboratory will be fully operational during the building process. The work will have to be carried out in phases and at times that must be liaised and agreed to with the Business Manager and Hospital Management. This might result in certain work being carried out at certain times only, even after hours of weekends. Also note that sensitive electronic equipment are in use and no work that cause a vibration can be carried out when these equipment are in operation. Operating theaters in the vicinity of the building work will also be in use during the building program and the Contractor must liaise closely with the Hospital Management and obtain their written consent and permission, before removing and/or servicing equipment/structures, that might interfere with the running of the theaters or any other service/s. The use of certain lifts for moving of material will also have to be agreed to with the Hospital Management. The tenderer must allow for this in his prices since no additional claim will be entertained in this regard

### **TENDERS SHOULD BE BASED ON THE FOLLOWING SPECIFICATIONS**

#### **SITE APPLICATION**

##### **Repair to cracks**

###### Repairs to cracks 0.2<sup>mm</sup> to 2<sup>mm</sup>

Rake out with a scraped blade.

Remove dust and debris.

Fill with pure acrylic, paintable, flexible crack filler.

###### Cracks over 2<sup>mm</sup>

Open out with a carborundum disk into a V shape minimum 3<sup>mm</sup> wide.

Remove dust and debris.

Wet the crack and fill with damp 1:4 cement/sand mortar properly compacted into the cracks.

##### **Repairs to Mortar Joints**

Scrape out unsound mortar

Point solidly with 1:3 cement/sand mortar properly compacted into the joints

##### **Repairs to Painted Wall Surface Coating**

Remove loose paint with a sharp paint a scraper or hand-held pneumatic engraving tools fitted with flat chisel heads

Feather edges of tightly bonded paint with a rough to medium grit paper

Built up paint covering flush with general surface area

##### **Preparation - Generally**

Materials used in preparation to be types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.

Apply in strict accordance with the manufacturers specification.

Apply oil based stoppers/fillers after priming. Apply water based stoppers/fillers before priming unless recommended otherwise by manufacturer. Patch prime water based stoppers/fillers when applied after priming.

Ensure that doors and opening windows, etc, are "eased" as necessary before coating. Prime any resulting bare areas.

Plastered surfaces and fibre cement boards to be washed down and allowed to dry completely.

Unfinished concrete surfaces clean with 1:4 solution of spirit of salts: water.

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

All floors where painting is to be carried out to be swept clean, walls dusted down and unpainted surfaces protected.

### **Efflorescence**

Remove surface salts and other loose material with a stiff brush or coarse dry cloth.

Leave for 48 hours and repeat process if further efflorescence occurs.

Sand glossy surfaces to provide a key for finish.

### **Ironmongery**

Remove from surfaces to be coated and re-fit on completion. Do not remove hinges unless instructed to do so

### **Previously Uncoated Timber**

Ensure that large and loose knots are removed and made good with sound timber of the same species. Sand down flush

Ensure that surfaces are clean and remove all oil, grease and excessive natural oils with suitable solvents

Sand to a smooth, even finish with arrises rounded or eased

Remove resinous bleeding by heat, apply two coats of knotting to resinous areas and all knots and allow to dry

Ensure that head of fasteners is countersunk sufficiently to hold stopping/filling. Fill nail and screw holes, joints, cracks, holes, depressions, open or coarse grain with matching coloured stopper/filler worked well in and finished off flush with surface. Sand smooth and remove dust

Sand down to remove all plaster stains pencil marks and other blemishes from timber that is to be oiled or stained

### **Previously Coated Timber**

Strip any existing cracked or flaking varnish back to fresh wood

Sand down any discoloured areas to fresh wood

Ensure that surfaces are clean and remove all oil, grease and excessive natural oils with suitable solvents

Sound varnish to be sanded with 360 grit paper

### **Uncoated Masonry/Render**

Remove dirt, surface deposits, loose and flaking material with a stiff brush

Fill holes and cracks flush with surface, rub down

### **Unpainted Plaster**

Remove dirt and surface deposits with a stiff brush

Rub down to remove nibs, trowel marks and plaster splashes

Lightly rub over trowelled glossy plaster with worn abrasive paper

Fill depressions, holes and cracks and lightly rub down flush with surface

### **Steel Generally**

Remove all loose and flaking paint

Feather edges of tightly bonding paint

### **Rusted Areas**

Clean disk sand and wire brush to remove rust

Clean bare steel patches with a solvent wash

Rust convertor only to be used on small areas where hand cleaning is ineffective

Apply with a stiff brush ensuring penetration into any pitting

Inspect after two hours and recoat areas showing unconverted red rust

Prime surfaces as soon as possible after cleaning, and in any case within four hours

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **Coating**

#### **Painting Generally**

Operatives must be appropriately skilled and experienced in the use of specified materials and methods of application. Do not use materials that show any bittiness when applied. Do not thin or intermix unless specified or recommended otherwise. If materials are found to have been thinned without authorization, the Project Manager may require an additional application of additional coats.

Any priming as soon as possible on the same day as preparation is completed, ensure that coats are of adequate thickness and suit surface porosity.

Adjacent coats of the same material must be of a different tint to ensure that each coat provides complete coverage.

Apply coatings to clean, dust free, suitable dry surfaces in dry atmospheric conditions and after any previous coats have hardened. Lightly abrade between coats as necessary.

Apply coatings evenly to give a smooth finish of uniform colour, free from brush marks, nibs, sags, runs and other defects. Cut in neatly and cleanly. Do not splash or mark adjacent surfaces.

Keep all surfaces clean and free from dust during coating and drying. Adequately protect completed work from damage.

#### **Painted Joinery/woodwork**

Before priming preservative treated timber, any cut surfaces to be retreated and all end grain to be liberally coated allowing it to soak in before recoating it.

Pre-primed woodwork to be lightly rubbed down and patch prime to match existing.

Prime: One coat primer, two coats to end grain which will be painted.

Finish: Two coats Alkyd gloss, sanded down between coats.

#### **Staining**

Check with stain manufacturer if primer is required for the species of timber and type of previously applied treatment.

Apply stain in flowing coats. Redistribute excess material by brushing before stain has set. Allow not less than 12 hours between coats.

#### **Varnishing**

Thin first coat with white spirits according to manufacturer's recommendations.

Brush well in avoiding aeration and lay off.

Apply further coats of varnish, rubbing down lightly between coats along the grain.

#### **Bead Glazing to Coated Timber**

Before Glazing: Apply first two coats to rebates and beads.

#### **Concealed Joinery Surfaces**

Inaccessible parts of joinery constructions are to be primed and/or coated before assembly.

Where one or more additional coats are specified to be applied, they must be applied to all surfaces, including those that will be concealed when incorporated into the building.

#### **Wooden Doors**

Varnish or paint bottom edges before hanging.

#### **Completion**

Ensure that opening lights/windows/hinges and other moving parts move freely. Remove all masking tape and temporary coverings afterwards.

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### **Protection**

Adequately protect all surfaces that are not to be coated

Protect all surfaces from dust and damp

Where doors are delivered to site in a finished condition, provide all necessary protection to the doors when applying coatings to the frames

### **Air-conditioners**

Contractor to provide adequate power supply to air con unit

12 month warrantee to be included

Contractor is liable for any damages to structure

All work must be SABS approved

Each air con to be separately wired via isolator from the DB board and connected with a circuit breaker (see size and Phase requirements as stipulated in Bill)

D/P Isolator to be installed and connected adjacent to air-con unit internally (see size and Phase requirements as stipulated in Bill)

Electrical Certificate Of Compliance to be issued on completion

Allow for drilling through wall and plaster/ patch and paint afterwards. Piping to installed through walls only, never glass panes

All piping/cabling to be in PVC trunking / ducting. Allow for correct lengths

Units always to be heating and cooling (unless otherwise stipulated in Bill)

All piping, brackets, gas up to commissioning to be included in pricing

Supply units of the following Manufacturers: Samsung, LG, Carrier, Daiken, York

All Air-cons to be Inverter type

### **Plumbing**

Only registered Plumbers to be employed for any plumbing & drainage work

Allow for  $\pm 2\text{m}^2$  tiling above each basin and sink

Allow for A Grade Glazed white tiles, 152 x 152mm, 5 – 6.5mm thick

Sinks size: 1350<sup>mm</sup> x 535<sup>mm</sup> unless otherwise specified in bill of quantities

Sink mixer for tea room sink to be 15mm chrome plated brass cobra mixer type tap

All basins to be white glazed, each fitted with an approved 32mm chrome plated brass waste fitting with screwed outlet, and a 15mm chrome plated brass elbow action tap connected to water supply

All sinks to be standalone stainless steel sink, work area, splash back on Pre-manufactured 40 x 32<sup>mm</sup> stainless steel square tubing frames, 4 legs on adjustable pedestals. Exposed surfaces having a smooth finish, each fitted with an approved 32mm chrome plated brass waste fitting with screwed outlet, and a 15mm chrome plated brass Hospital goose neck tap

Stainless steel grade 316 or Type 304 to be used for stainless steel sinks

All material to be SABS approved

Make sure all existing water pipes and waste is in good working condition

All existing basins and sinks to be washed and cleaned

On each water supply line, a ball valve need to be installed as close as possible to outlet, this includes basins, sinks, toilets

Each tap to be visibly marked with “H” or a “Red” mark for Hot water and “C” or a “Blue” mark for Cold water

**Geysers:** Install makes such as Franky, Kwikhhot or similar. Install on a drip tray with drain pipe to outside, pressure valve, safety valve, shut off valve, overflow pipe. Isolator to be installed at least 1m from Geyser, hot and cold water supply lines to be bonded and earthed. Isolator to be wired to DB with dedicated double pole circuit breaker.

**Toilets:** these shall be deemed to include the following: WC Pan, flush valve or 11 litre cistern with flushing apparatus, float valve and flush pipe and all finishings to pipes and cistern. To be the wash down type, approximately 400 high

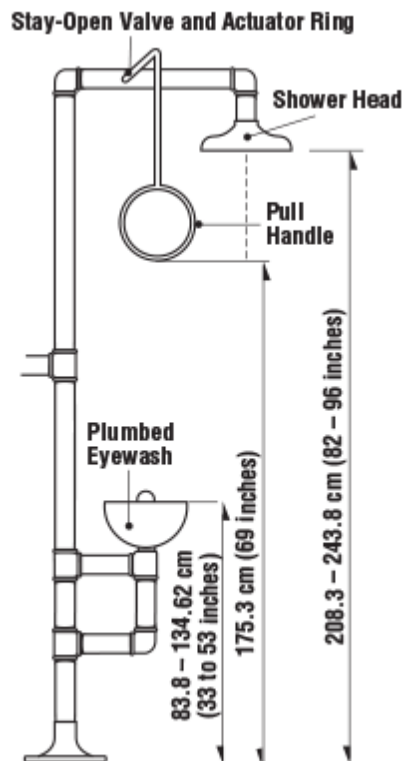
## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

manufactured of white glazed fireclay or vitreous china, each provided with the compatible “P” or “S” –Traps, jointed to Pan. Pans and traps to be set on and encased in Class B concrete not less than 100mm thick at any point or position

**Wall mounted bowl urinals:** to be of white glazed fireclay or vitreous china, approximately 700 x 380mm in size with back flush entry, secured to wall with at least 2 concealed hanger brackets. Each urinal to be fitted with 38mm chrome plated domical grating, urinal complete with push button assembly, exposed type flush valve with ball-o-stop and wall flange. • Chrome plate finish. • Additional toilet piston screw • Non-hold open feature, spreader and all other necessary chrome plated brass fittings as well as a chrome plated brass bottle trap

**Hydroboil installations:** Install always above sink (see bill of quantities for size)

**Emergency shower:** complete body shower with eye station. Flow rate to be 60 liter per minute. At floor level, 700mm below shower head, the radius of water reaching the floor should be 200mm. At the eye station flow rate should be 6 liter per minute at a flow pressure safe enough not to injure the User. This unit to be 1 meter from floor level. Make use of emergency showers as supplied by Broen, Bull Maurice Trading or similar



Water tanks

Pumps

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office



### Electrical

Only registered Electricians to be employed for any electrical work

Wires to be used for sockets outlets; 2.5mm<sup>2</sup> PVC

Colour for 2- compartment steel/PVC power skirting unless differently specified in bill of quantities (colour to be confirmed)

Normal plugs to be white and dedicated plugs to be red

Electrician to consult with Lab Manager regarding lab equipment when circuit are installed to prevent overloading, new plug points to be wired from distribution board and marked properly

Legend card in DB to be up to date

Electrical Certificate of Completion to be issued on completion

All material to be SABS approved

All installations to comply with SANS10142 installation rules

All additional /replaced plugs, isolators and light switches must be labelled on the cover and Distribution Board

Circuit breakers to be SABS approved and type and size to be confirmed with Project Manager before installation

Hydroboils: wire from DB Board with 30Amp double pole isolator next to Unit (at least 1m away) and 20Amp circuit breaker in DB board

### Shade ports

Item	Single	Double	Triple
Pitch Height	900	1350	1350
Clearance	2100	2100	2100
Width	3000	5000	7500
Length of span	5500	5500	5500
Cross	50 x 2	50 x 2	57 x 2
Cable	6mm galvanized in all cases		
Hoops	42 x 2	42 x 2	50 x 2
Cantilever (bottom)	50 x 2		



## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

Cantilever (top arm)	42 x 2		
Cantilever (brace)	34 x 2		
Columns	165 x 3.5 x 4000		
Columns	50 x 2	76 x 2	76 x 2
Foundations	500 x 600 x 900		
Concrete	20 MPA for all		

The hanging braces must be braced

The hanging brace must have a 12.5 degree angle

The hoops must be rolled on a rolling machine and not cranked/ bend

Colour green

The cotton used for sewing the nets must be UV resistant

### **Workbenches & Tops**

Worktops to be 32<sup>mm</sup> thick, either 600mm, 900mm or 1200mm, Formica brand post form - white (unless otherwise stipulated in Bill)

Where necessary 75mm holes must be drilled in worktops to accommodate computer cables and power supply to machinery and be made good with a plastic grommet

Pre-manufacture 30<sup>mm</sup> x 30<sup>mm</sup> steel square tubing frames as supplied by SA Lab or similar, sections of 1 000mm wide and 500mm deep or 1000mm wide and 800mm deep, for post form tops. All 4 legs to be on lockable castors or adjustable inserts as per BOQ wheel diameter 100mm. Bench Units to be equipped with water, basins, sinks, to be on adjustable pedestals. Benches could be 730mm or 900mm high (see bill of quantities) Sections to be bolted together, not welded. All steelwork to be epoxy powder coated in dove grey colour.

### **Cupboards**

#### **steel laboratory cupboards**

Steel epoxy powder coated white cupboards to be manufactured and assembled as follows. Units specified in bill will be either a 4 drawer (450mm wide) or 2 doors with 1 shelf unit (750mm wide). Exterior and Interior to be White powder coated. Doors to be affixed with 2 brass heavy duty piano hinges each and drawers to be mounted on runners. Each drawer and door to be equipped with a PVC recessed handle. All floor cupboards to be on 4 castors each, front wheels to be lockable. All doors to be double paneled for stability and no wobbly door and cupboards will be accepted. See bill of quantities for sizes and combinations.

#### **wooden cupboards**

In kitchens timber cupboards to be manufactured and installed with 16mm melamine covered pressed wood. All cupboards to be on 100mm pedestals. Exterior to be Oak finish and Interior to be white finish. All visible exterior edges to be finished in Oak and internally white. Each drawer faces and door to have wrap around finish. Doors to be affixed on 2 hinges each and drawers on runners. Each drawer and door to be equipped with an aluminium handle

### **Doors**

All doors to be hung in such a way that the clearance gap between door and frame after hanging shall not exceed 2mm at sides and head. The floor clearance to be preferably 2mm but may be increased to accommodate an uneven floor finish. Exterior doors shall be hung on brass hinges. Aluminium frame glass doors to have 6mm safety laminated glass fitted, to be hung on aluminium hinges, not less than 4 hinges on a 2 100mm high door. On higher doors at least 5 hinges should be fitted. The glass door must have a mid-rail with bottom half either glass or solid aluminium, the aluminium door profile must be 90mm all-round All exterior doors to be fitted with an aluminium and rubber weather



## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

strip at the bottom. Each door to be equipped with 2 door handles. Type to be confirmed by Project Manager. Behind every door a door stop should be installed on top of the floor to prevent the door handle making contact with the wall – clearance between wall and door handle to be approximately 20mm.

### **Paint**

Two final coats of White paint to all surfaces, ceiling and walls. Door colours to be confirmed by Project Manager, if not varnished

Existing pipes against wall must be colour coded painted, for example gas, water, oxygen

Rhino board surface to receive Rhinolite to a smooth finish on dry walls

Before painting can commence, every defect/uneven surface must be repaired

Patch prime new and exposed plaster areas with 1 coat and allow drying. Coat 1 may be thinned up to 10% with mineral turpentine to aid absorption. Allow 4 hours drying time at 23° c . Three (3) coats of paint to dry wall. Paint texture and type to match existing, Colour for walls and steel frames to be white unless otherwise confirmed by Project Manager

One coat metal primer to steel work and two coats final oil based enamel

Paint to be Plascon double velvet, Dulux, Prominent or similar

### **VINYL Floors**

Only use Heavy duty safety Vinyl flooring which should be slip resistant and factory sealed with Polyurethane as supplied by Marley or Polyfloor. Roll to be at least 2 metres wide and vinyl 2 - 2.5 mm thick. Colour to be confirmed by Project Manager. Sample to be signed off by Project Manager before installation commences

Ensure that the sub-floor is completely smooth, level, hard, dry and clean before laying commences

Joints to be butted, grooved and heat welded ensuring that the welding rod bonds to more than 70% of the sheet thickness. It is essential that on completion the installation be rolled, in both directions with an articulated 68kg three sectional metal floor roller.

Skirting; install coving where wall meets floor and continue with vinyl floor 100mm high. Finish off with Vinyl/PVC Ribbon

Installation to be done by an approved Installer in accordance with the Manufacturers specifications

### **TILE Floors**

Ensure that the sub-floor is completely smooth, level, hard, dry and clean before laying commences

Only use A Grade Acid resisting Ceramic/ porcelain tiles, 10mm thick, 600<sup>mm</sup> x 600<sup>mm</sup> for floors and 600<sup>mm</sup> x 200<sup>mm</sup> for walls in size or as per BOQ

All tiles need to have “Aluminium Tile Edge Trim” where necessary. Bull nose or square one may be used

Use SABS approved tile cement and apply as per Manufacturers instructions (colour to be confirmed by Project Manager)

Use SABS approved water proof Acid resistant grout. Gaps 5 – 10mm (colour grey)

Skirtings to be 100mm high where required, coved at junction with floor and rounded on top edge

### **CARPET Floors**

Ensure that the sub-floor is completely smooth, level, hard, dry and clean before laying commences. Installation to be done by an approved Installer in accordance with the Manufacturer’s specifications

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **TILE Walls**

Ensure that the wall is completely smooth, level, hard, dry and clean before laying commences

Only use A Grade Acid resisting Ceramic tiles, 10mm thick, 600 x 200mm in size

Use SABS approved tile cement and apply as per Manufacturers instructions (colour to be confirmed by Project Manager)

All tiles need to have “Aluminium Tile Edge Trim” where necessary. Bull nose or square one may be used

Use SABS approved water proof Acid resistant grout. Gaps 5 – 10mm (colour grey)

All edges and corners to be finished off with PVC edging strips. Colour to be confirmed per job depending on tile colour.

### **Glazing**

All Internal glass in panes not exceeding 1.5m<sup>2</sup> of surface area shall be 4mm clear float glass

All Internal glass in panes exceeding 1.5m<sup>2</sup> of surface area shall be 6mm laminated safety glass with a Manufacturer’s warranty against defects and discoloration

All Exterior glass up to a height of 10m in panes not exceeding 2.9m<sup>2</sup> of surface area shall be 6.38mm PVB Laminated annealed safety glass. Above 10m the Project Manager should appoint a Glazing Competent Person

Mirrors to comply with SABS requirements. Unframed mirrors to have polished edges

All glass in aluminium doors and frames to be fitted with 6mm laminated safety glass

All exterior facing windows to be tinted with Klingshield or similar product, unless otherwise stipulated. Colour to be confirmed by Project Manager

### **Blinds**

Vertical Group 3 blinds to be installed (colour to be confirmed by Project Manager)

Blinds to be re-measured on site before manufacturing and installation

Vertical blinds to be 127mm

Horizontal blinds 50mm

Horizontal blinds to be either Aluminium/ Wood Venetian conformation on the BOQ

Measurements given is only for tendering purpose

### **Suspended ceilings**

Install suspended ceilings as per Manufacturers instructions such as Donn Products or similar. Panels to be vinyl clad smooth white panels, 1200 x 600 x 12.5mm on suspended pre-painted exposed tee trusses, including main and cross tees, hangers, grids, etc., all level and properly secured. At edges use 25mm pre-painted shadow line aluminium cornices

### **Partitioning**

Drywall partitioning construction and support frame system including finishes to be as per Manufacturer’s specifications

Minimum requirement GPG Gypsum Gyproe Standard 40 Db, ½ hour fire rating with a stud (63.5mm) and track system. Positioning at 600mm cc fixed to 63.5mm top & bottom track clad on both sides with 12.5mm taper edged rhino board affixed with 25mm drywall screws at 220mm cc

All corners to be finished off with drywall corner strips. All joints to be taped, jointed and smoothed before painting

Aluminium skirtings to be affixed to all drywall partitioning unless otherwise specified

Door and window frames fitted in drywall partitioning to be installed as per Manufacturer’s specifications

### **Lockers (Timber)**

Timber lockers to be manufactured and assembled with 16mm melamine covered pressed wood. Exterior to be Oak melamine finish, including all visible edges. Interior to be White melamine finish, including all visible edges and

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

backing. If the back side of any cupboard will be visible after installation, those exposed areas or entire area should be clad with white melamine. Inside dimensions of each cubicle to be 300mm<sup>2</sup>. Units to be assembled 3 on top of each other. Each locker to have a wrap around Oak melamine finished door, affixed with piano hinges. Each locker to be equipped with a lock and 2 keys as well as an aluminium handle (no plastic handles). Each stack of 3 to be assembled as 1 unit and 100mm adjustable chrome plated legs to be affixed underneath bottom locker.

### **Lab Coat Hooks**

Lab coat hooks must be aluminium base and hooks with a minimum of three per set

### **Lockers (Steel)**

Solid steel lockers which should be epoxy powder coated to be supplied. Sets to be single 4 tier lockers. Colour to Ivory/Beige/Karoo. Each door to be lockable and correct size padlocks with 2 keys each, per locker, to be provided

### **Locks**

All exterior door locks to have 4 lever mortice locks with 2 keys each fitted (unless otherwise specified in bill)

All interior door locks to have 2 lever mortice locks with 2 keys each fitted (unless otherwise specified in bill)

All security type gates to have 7 lever locks with 2 keys each fitted

All timber lockers to have normal cupboard locks with 2 keys each fitted

All steel lockers to have padlocks with 2 keys each fitted

### **Steel shelving**

Only powder coated grey steel shelving to be installed in storage areas, archives & wash up areas (no wood allowed). Shelving to be of an adjustable type with each shelf at least 500mm wide and 450mm deep. Bottom shelf to be at least 200mm from the floor and top shelf not higher than 2100mm. In between top and bottom another 3 shelves, evenly spaced, to be fitted (in total 5 tier shelving). Each vertical steel supports to be affixed to the wall at, at least 2 positions in the top half. As supplied by Krost shelving or similar

### **Signage**

All interior signs to be White Perspex with smooth edges, with vinyl (7 year) applied onto the Perspex

All exterior signs to be White Chromadek, with vinyl (7 year) applied onto the metal

Colour code:

Pantone: Coated – 383C / Uncoated – 397 U

CMYK – C:40 M:0 Y:100 K0

RGB – R:166 G:206 B:54

Artwork to be signed off by Project Manager before sign is manufactured

**PLEASE TAKE NOTE THAT THE ABOVE SPECIFICATIONS AND MEASUREMENTS ARE SUBJECT TO CHANGE AS MAY BE DETERMINED BY THE FINAL APPROVED DRAWINGS OR COMPULSARY SITE MEETING FOR THE JOB IN QUESTION**

---

### **WORKS AGREEMENT**

#### **Contractor: The contractor shall:**

- Provide adequate supervision and management of the works at all times.
- Provide toilet facilities for use by his workers except where provided by the client (NHLS).

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

- Storage space is not always available for material and sufficient arrangements should be catered for and included in pricing.
- Submit all local authority notices by the works.
- Comply with all statutes, regulations and bylaws of local or other authorities having jurisdiction regarding the execution of the works and obtain all certificates and other documents required by such authorities.
- Notify the Project Manager where compliance with any statute, regulation or bylaw requires a change or variation to the works upon which such change shall be deemed to be a contract instruction.
- Immediately begin the works and continue at a rate of progress satisfactory to the Project Manager in terms of the agreement.
- Comply with all contract instructions in good time.
- Bring the works, within the constructed period, to practical completion in terms of completion.
- Bring the works to final completion.
- Surplus material and waste to be carted away to a suitable dumping site to be found by the Contractor, outside the boundary of the site

### **Completion**

#### **Practical Completion**

- The Project Manager shall inspect the works from time to time to give the contractor interpretations and guidance on the standard and state of completion of the works which he will require the contractor to achieve for practical completion
- The contractor shall inform the Project Manager of the date on which he expects to achieve practical completion
- The Project Manager shall inspect the works on or before the date requested by the contractor

Where the works:

- Has reached practical completion the Project Manager shall at once issue a certificate of practical completion to the contractor
- Has not reached practical completion the Project Manager shall issue a practical completion list to the contractor detailing the outstanding work to be done and defects to be rectified to achieve practical completion
- Is not ready for practical completion inspection the Project Manager shall issue a list as a general guide to the contractor of the outstanding areas of work and defects to be attended to before he can request a further inspection

#### **Final Completion**

- Within seven calendar days of practical completion the Project Manager shall prepare and issue to the contractor a final completion list detailing the incomplete work and defects to be rectified within a reasonable period
- The defects liability period of fourteen calendar days shall start on the date of practical completion
- On the expiry of the defects liability period the Project Manager shall immediately inspect the works for final completion. Where the works:
- Has reached final completion the Project Manager shall at once issue a certificate of final completion to the contractor

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

- Has not reached final completion the Project Manager shall issue a defects list to the contractor detailing any incomplete work and defects to be rectified before the Project Manager will undertake a further inspection
- Where the contractor has achieved final completion the latent defects liability period shall end three years from the date of final completion

### **Employer: The employer shall:**

- Hand over the site to the contractor by the date stated in the schedule. The construction period and latent defects liability period shall commence with the handover of the site.
- Arrange for water, sewer and electrical connections as required and pay all fees concerning this
- Provide water and electricity as required for the execution of the works free of charge.
- Not issue instructions to, interfere with, hinder or obstruct any of the contractor's workers or any other persons employed or acting on behalf of the contractor.

### **Risk and Insurance**

- The Contractor indemnifies the NHLS against any loss in respect of claims from other parties arising out of or due to the execution of the works or occupation of the site by the contractor consequent upon:
  - Death or bodily injury or illness of any person.
  - Physical loss and damage to any property other than the works.
  - Removal of or interference with lateral support of an adjoining property.
- The contractor shall take out insurances in respect of his employees as are required by law.
- Where, in the opinion of the Project Manager, loss and damage to the works due to the contractor's negligence the contractor shall be liable for such loss and damage.
- The contractor shall in all circumstances be at risk for loss of, or damage to his construction plant or vehicles.
- The contractor shall enclose the site along the facades where work is being done. He shall furthermore allow for all the required scaffolding, gantries, hoarding, etc. to safeguard pedestrian traffic on the sidewalks or paths as well as vehicular traffic in the streets
- The form of scaffolding, gantries, hoardings, etc., must be fully detailed in his “method statement” as previously required. It is not the intention to prohibit or deviate pedestrians or traffic during construction and Tenderers are to account for this when pricing the Tender
- Adequate warning signs/ lights/ etc. are to be employed where required. If the Tenderer requires the full pavement width and even part of the adjacent street, then he must make all the necessary arrangements with local authorities for the pavement and street closure as well as pay for all fees in connection therewith including the loss of income due to parking meters
- The existing premises will be occupied at all times and the Contractor will be required to keep all noise to a minimum

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **Safety**

- From the date of site handover to the Contractor until the completed work is handed back to the Employer, the Contractor shall be responsible for maintaining safe working conditions on site
- The Contractor shall be responsible in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the regulations promulgated in terms of the Act or Factories, Machinery and Buildings Work Act, whichever is applicable
- The Contractor shall be responsible for supplying and installing the required safety signs as determined by the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) All safety signs shall comply with the requirements of the latest edition of SANS 11861 as Applicable

### **Programme**

- The Contractor shall submit his programme of work to the Project Manager not later than 14 days after the Contractor has been notified of the acceptance of his tender. If necessary, the Project Manager may instruct the Contractor to adjust his programme to suit other activities

\_\_\_\_\_  
**END**

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 8 TECHNICAL / FUNCTIONAL EVALUATION CRITERIA

Next step evaluation is the “technical” or so called “functional” evaluation which is purely based on NHLS specifications and Scope of Work. NHLS end-user department (who requested the RFQ), Procurement Services, Finance and or subject specialists are part of the Cross Functional Evaluation Team (CFET) meeting which is chaired by the Procurement Officer. Functionality is the technical evaluation of the bidders’ proposal.

Should functionality be included in the RFQ as a threshold, the RFQ document must clearly state the minimum score to be achieved if bidders are to be further evaluated on price and preference. Responses that do not meet the threshold for technical will not progress further. (if applicable)

The final stage of evaluation is done after the CFET has reached their verdict and is done by NHLS Procurement Services. B-BBEE score (commercial evaluation) is added in order to get the final order of merit for the bidders being evaluated.

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2017, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

<b>Price Assessment</b>	<b>80 Points</b>
<b>Preferential Elements</b>	<b>20 Points</b>

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### TECHNICAL / FUNCTIONAL EVALUATION CRITERIA:

The bidder **must complete / submit in full** all of the **TECHNICAL FUNCTIONALITY** requirements.

The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.

### ADMINISTRATIVE COMPLIANCE

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

#### a) Mandatory Returnable Documents (to be returned by Bidders)

**(NOTE: Failure to provide the below listed documents WILL lead to disqualification)**

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).</b>		
1. Fully completed and signed Declaration of Interest SBD 4, SBD 6.1	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4, SBD 6.1</b>		
3. Fully completed and signed RFQ document.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document. Bidder to initial each page of the RFQ document.</b>		
4. Bidder <i>must</i> complete the pricing Schedule (Pages 7 and 8).	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule (Pages 7 and 8).</b>		



## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

5. Bidder <i>must</i> provide registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. 1GB	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: Bidder must provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. 1GB</b>		

### b) Essential Returnable Documents (to be returned by Bidders)

1. B-BBEE Certificate and/or Affidavit	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.</b>		

2. TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).</b>		

3. CSD Report (Central Supplier Database)	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response an <b>updated CSD Registration Report within the RFQ advert period.</b></b>		

4. CIPC - Company Registration Number	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response a copy of Company Registration (CIPC).</b>		

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 9 SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (5) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)

Signature of person authorized to sign the bid: \_\_\_\_\_

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

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

### 10 BID DOCUMENT CHECKLIST

A completed and signed bid document must be submitted in a file. The bid/tender documentation must be placed into a file with dividers between every schedule. The schedule must be numbered as follows:

	Description	Submitted (Yes/No)
Schedule 1	CSD FORM	
Schedule 2	B-BBEE Certificate and/or Affidavit	
Schedule 3	Tax Clearance Certificate and/or TAX Verification PIN	
Schedule 4	Local Content <b>(MANDATORY)</b>  The bidder must complete and submit the SBD6.2 and Annexure B and C for Local Content  If a bidder fails to meet the minimum stipulated threshold for local production and content it will be considered an unacceptable tender.	N/A
Schedule 5	Certificate of attendance of compulsory briefing session	
Schedule 6	<b>(Applicable for Renovation)</b>	
Schedule 7	Letter of good standing	
Schedule 8	Bidder must provide details and registration confirmation with CIDB in terms of the CIDB Act 38 of 2000. (Bidder must provide proof grading level 1GB) – <b>(MANDATORY)</b>	

**11 GENERAL CONDITIONS OF CONTRACT****THE NATIONAL TREASURY  
Republic of South Africa**

---

**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT  
July 2010****GOVERNMENT PROCUREMENT  
GENERAL CONDITIONS OF CONTRACT  
July 2010****NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- ☐ The General Conditions of Contract will form part of all bid documents and may not be amended.
- ☐ Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**TABLE OF CLAUSES**

- 1. Definitions
- 2. Application
- 3. General
- 4. Standards
- 5. Use of contract documents and information; inspection
- 6. Patent rights
- 7. Performance security
- 8. Inspections, tests and analysis
- 9. Packing
- 10. Delivery and documents
- 11. Insurance
- 12. Transportation
- 13. Incidental services
- 14. Spare parts

## RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office

15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

### General Conditions of Contract

#### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

- 1.7 “Day” means calendar day.
- 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
- 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
- 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

### **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

### **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

### **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract.

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### **6. Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### **7. Performance security**

- 7.1.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.1.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

### **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection



## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected. 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

### **9. Packing**

- 1.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

### **11. Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

### **12. Transportation**

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

### **13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

### **14. Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

### **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

### **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

### **17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **18. Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

### **19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

### **20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

### **21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **22. Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

### **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

### **24. Anti-dumping and countervailing duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

### **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

### **26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.



## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

### **28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

### **29. Governing Language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

### **30. Applicable law**

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **RFQ: KZN 2105822– Window repairs and Window Cleaning at NHLS, Prince Street Office**

### **31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33. National Industrial Participation (NIP) Programme**

- 33.1 The NIP Program administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34 Prohibition of Restrictive practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**RFQ: KZN 2105822– Window repairs and Window  
Cleaning at NHLS, Prince Street Office**

The above General Conditions of Contract (GCC) are accepted by:

<b>Name:</b>	
<b>Designation:</b>	
<b>Bidder:</b>	
<b>Signature:</b>	
<b>Date:</b>	