



**NATIONAL HEALTH  
LABORATORY SERVICE**

## **REQUEST FOR QUOTATION**

**DESCRIPTION: RE-ADVET REQUEST FOR CVI LAB RENOVATION AT NICD SANDRINGHAM CAMPUS**

**RFQ NO: 1300728**

**CLOSING DATE AND TIME: 18 SEPTEMBER 2024 AT 11H00AM**

**COMPULSORY SITE BRIEFING ON 11 SEPTEMBER 2024 at 11H00am**

**RFQ SUBMISSION ADDRESS:  
NICD STORES QUOTATION BOX  
NO.1 MODDERFONTEIN ROAD  
SANDRINGHAM CAMPUS.**

**NB QUOTES THAT ARE DROPPED OFF AT NHLS QUOTE/TENDER BOX WILL NOT BE  
CONSIDERED**

**Late submission will not be considered and will be disqualified.**

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**1 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: 1300728/24-25	CLOSING DATE: 18 SEPTEMBER 2024		CLOSING TIME:	11:00 AM
DESCRIPTION	Re-Advert REQUEST FOR CVI LAB RENOVATION AT NICD SANDRINGHAM CAMPUS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES (NICD)</b>					
<b>1 MODDERFONTEIN ROAD, SANDRINGHAM</b>					
<b>RFQ BOX NICD QUOTATION BOX</b>					
<b>NB QUOTES THAT ARE DROPPED OFF AT NHLS QUOTE/TENDER BOX WILL NOT BE CONSIDERED</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>COMFORT TLADI</b>		CONTACT PERSON		
TELEPHONE NUMBER	<b>(011) 555 0498</b>		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>Comfortt@nicd.ac.za</b>		E-MAIL ADDRESS		
<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:	
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>					

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<div style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No </div> <div style="text-align: center; margin-top: 5px;"> [IF YES ENCLOSE PROOF] </div>	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<div style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No </div> <div style="text-align: center; margin-top: 5px;"> [IF YES, ANSWER THE QUESTIONNAIRE BELOW] </div>
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
<div style="display: flex; justify-content: space-between;"> <div> IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  DOES THE ENTITY HAVE A BRANCH IN THE RSA?  DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? </div> <div style="text-align: right;"> <input type="checkbox"/> YES   <input type="checkbox"/> NO  <input type="checkbox"/> YES   <input type="checkbox"/> NO  <input type="checkbox"/> YES   <input type="checkbox"/> NO  <input type="checkbox"/> YES   <input type="checkbox"/> NO  <input type="checkbox"/> YES   <input type="checkbox"/> NO </div> </div> <p style="margin-top: 10px;"> <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>			

## 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: .....

## 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 **NICD RECEPTION, 1 MODDERFONTEIN ROAD, SANDRINGHAM CAMPUS ON 11 SEPTEMBER 2024 AT 11: AM.**
- 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 NICD STORES IN THE RFQ BOX, 1 MODDERFONTEIN ROAD, SANDRINGHAM.**

**NB QUOTES THAT ARE DROPPED OFF AT NHLS QUOTE/TENDER BOX WILL NOT BE CONSIDERED**

The Bidder accepts the above terms and conditions and the General Conditions of Contract in Page 37.	<b>Accept</b>	<b>Do not accept</b>

### 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**

#### **PRICING SCHEDULE:**

No	Description	Unit	Quantity	Rate	Cost Excl. VAT
	<b>General</b> – <u>This specification is to be read in conjunction with NICD Standard Cooperate Building Specification/Design Guidelines.</u>	x	x	x	x
1	<b>Internal Walls and Façade</b> Using a suitable abrasion tool, thoroughly clean the walls to the effect that any laitance, dust, grime or related are attended to satisfactorily. The high pressured cleaning should be extended to the removal of any loose plaster and or flaking paint layers or related finishing products.	SUM	1		
2	Remove any redundant materials and discard or relocate as advised by the NICD PM. Temporarily clear, as necessary, any items/instruments and related that could prevent unhindered workflow and where applicable, rearrange office and laboratory space usage including workflows for the betterment of the facility and maximum/optimum space utilisation. Cart away any waste material.  <b>NB: Where fixtures are under consideration for reinstatement or future use, clean and restore such elements as neatly as possible using suitable mountings and accessories as necessary e.g. gas lines. Replace any damaged taps, switches, plugs, ICT points and any services related items as necessary. There will be a need to consult with the end user on practicality/suitability of the proposed reconfiguration.</b>	SUM	1		

3	Make good walls, columns, beams and any structural masonry, steel and/or concrete elements for the betterment and aesthetics of proposed facility from floor/ground level up to the ceiling/roof for painting/ application of a finishing product. Include the reinstatement of any missing and/or damaged brick work, staircases, balustrades and any elements as necessary.	SUM	1		
4	Sand down to base metal the metal frames to be repurposed. Prime with red oxide paint or similar corrosion protection. Apply 2 coats of Dulux Quick-Dry Enamel High Gloss Paint suitable for all metal surfaces. Ensure painted surfaces do not have streak marks and that the final coat enhances the aesthetics of the repurposed item. Colour – Black.	SUM	1		
5	<p><b>Lighting and Electrical Installations:</b></p> <p><b>Internal</b> – Thoroughly clean existing fittings including glass casing and aluminium casing and replace/convert the internal florescent mechanism and tubes including ballast with suitable LED mechanism and lamps. Properties to be used as a guide are as follows:</p> <p>4x27W x 6No. (600x600mm) or 3x40W x 3No. (1200x600mm)</p> <p>Recessed Parabolic Ceiling Light Fitting. Fully Fitted as per SANS 10400 and/or SANS 10114-1:2005 with Appropriate LED Lamps.</p> <p>The Light Fixture Should have the following Properties as Minimum:</p> <p>Material: Mild Steel</p> <p>Supply Voltage: 230VAC</p> <p>Lamp Holder: T8</p> <p>Reflector Material: German Aluminium</p> <p>Ballast: Electronic for Fluorescent and N/A for LED</p> <p>Protection Rating: IP 20</p> <p>Dimmable: No</p> <p><b>NB – General: Where a light fixture cannot be salvaged or restored to full functionality, replace such a fixture with an appropriate fixture as per the specification above or</b></p>	SUM	ALL		



	<p>equivalent/light panel as agreed by NICD PM. The lightning protections system risk analysis and installation safety report will be certified by means of the Certificate of Safety to the IEC 62305 Series</p> <p>All installations should have dedicated and suitably sized circuit breakers in the internal DB. All cables should be covered with a 25mm galvanised steel bosal tube neatly mounted on the wall/structure. All termination points to have suitable plugs as necessary. Where the structure discontinues, a flexi pipe should be used to link 2 or more bosal tubes. No cables are to be exposed.</p>				
6	<p><b>Light Switches and Sockets:</b></p> <p>Remove current installations and cart away. Supply and Install Vetri Morden Slim Design with Bevelled Edges and Alluring White Matt. Suitable for Residential and Commercial Use. Material: Poly Carbonate with hidden mounting and illuminating/fluorescent indicator. Sockets to have the following configuration: USB Port, 2 Pin Plug and 3 Pin Plugs – each with dedicated isolators for individual control.</p> <p><b>NB – General: Ensure that all electrical wiring meets the minimum applicable performance standards as per SANS 10141-2 Part 1: Low Voltage Installations and the following IEC Series:</b></p> <p>IEC 60079; 60721; 60071 Parts 1 to 4; 60909-0; 61008-1; 62052-11; 62305-3 and any other standards deemed applicable.</p>	SUM	ALL		
7	<p>Remove current electrical installations and blank out redundant points using approved methods. Supply and install Grey double compartment PVC Electrical Power and Data Skirting to be mounted conveniently above laboratory work benches. The Skirting should be complete and fully functional with the following:</p>	No.	3		

	<ul style="list-style-type: none"> <li>Necessary Network Cabling, fittings and accessories.</li> <li>Connection points for phone @1No.</li> <li>Connection point for data @ 2No.</li> <li>Electrical sockets connected to Red Plugs with 3 Pin domestic use. These should be connected via the main DB with dedicated adequately sized breaker or as necessary and evenly distributed along skirting as advised. @10No.</li> <li>Ensure there is provision to connect 4 Red Plugs to dedicated 20 AMP Circuit Breakers in preparation for the use of large equipment. Plug configuration to be advised prior to installation.</li> <li>Electrical sockets connected to normal 3 Pin plugs for domestic use. Each socket point is to have 3 Pin Plug, 2 Pin Plug and a USB Connection for convenience to the end user. There are to be neatly installed next to the Red Plugs @10No.</li> <li>Where workbenches are also installed in the centre of the lab, a suitable system from providing services to such benches should be employed. This could be in the form of hideaway plugs/points under the table and cabling supported by a suitable cable tray/basket. The services can also be fed through a ceiling pole or as necessary for a fully functional but aesthetically pleasing outcome.</li> </ul> <p><b>NB:</b> There will be a requirement to demonstrate that ALL connection points (data/phone/electrical and otherwise are fully functional prior to the issuing of a completion certificate or acceptance of works by the NICD PM</p>				
8	<p><b>Workbenches and/or Worktops:</b></p> <p>Supply and Install Laboratory workbenches with the following properties:</p> <ul style="list-style-type: none"> <li>Chemical resistant Pure White Formica Top Minimum 20<sup>mm</sup> thick and 750<sup>mm</sup> wide mounted on 32<sup>mm</sup> Black Powder Coated Steel Square Tubing with height</li> </ul>	m	15		

	<p>adjustable floor protection caps or equivalent and adequate bracing on the structural frame. Operating height of work bench is 900<sup>mm</sup>.</p> <ul style="list-style-type: none"> <li>• Work benches are to be neatly/expertly installed from corner to corner and flush with the walls.</li> <li>• Extensions and/or Connections to work benches should be at corners. Such connections should be neatly concealed by an appropriate decorative Pure White Metal Edging Strip</li> <li>• Exposed edges or edges closer to the end user should be rounded.</li> <li>• Termination Points are to have edging strips made of the same material as the workbench top to be installed as necessary.</li> <li>• All interfaces whether it's with the walls, adjacent or otherwise, should be neatly finished off with a white acrylic or paintable silicon lining. The silicon should be rounded with a licking stick dipped in a soap solution for a smooth and rounded finish. Ensure that there are no streak lines are.</li> </ul> <p><b>NB: Wash basins in <u>16 below under Internal Drainage</u> will be mounted on 10m linear length of worktop.</b></p>				
9	<p><b>Internal Plumbing and Drainage:</b></p> <p><b>General</b></p> <p>Trace potable water mains and install a suitable sized ball valve. Where such a Mains is enclosed in a ceiling, on the roof, unavailable or not easily accessible, create a loop or offset, as necessary by maintaining the same diameter piping and installing the ball valve where it can be easily accessed in cases of emergency. Supply and install all fixtures, fittings and accessories as necessary. Show flow direction using a permanent inscription and the correct convention.</p> <p><b>Laboratories</b></p>	No.	1		

	<ol style="list-style-type: none"> <li>1. Remove the existing wash basins and replace with newly supplied and fitted deep bowl stainless steel laboratory sink SSC201 Series (Single station) @500x 440 x 400mm (<i>width</i>) or suitable equivalent. <b>x 2no.</b></li> <li>2. Supply and install either a table top or wall mounted elbow Cobra steel medical mixer 515/015-21 wall type or equivalent. Ensure full functionality and connection to the cold and hot water as necessary. Include all fittings, fixtures, mountings and accessories. Ensure Full Functionality as per SANS 10400 and Manufacturer's Specification: Installation to Include appropriate or suited Rounded Chrome or Polished SS, Free Standing Sprout Mixer with Top Mounted Single Lever and Fixed in Position. Mixer to adequately clear basin wall, lip and should enable full and unrestricted use of basin and mixer, yet maintain desired aesthetics. Mixer to correctly indicate direction of H/C Water through appropriate colour or inscription. Sprout to have removable/changeable filter that will ensure a more laminar and directed flow towards the basin without splatter. Mixer: 1/2 Inch with an angle of &lt;25 Degrees at Qmax against the Vertical Axis <b>x2no.</b></li> <li>3. Supply and Install wall mounted hand washing basin (<i>Aria Guest Bathroom Basin or Equivalent – Small; Dimensions - (400x420x140mm) with a modern elbow mixer (COBRA NM-851 ELBOW ACTION BASIN MIXER 15MM with filter for regulated laminar flow - Medical single lever, elbow-action basin mixer, chrome. Includes: progressive cartridge, and 1/2" BSP female inlets)</i> with all pipes, connections, accessories, valves and fittings to ensure full functionality. Consider using a stainless steel type bottle trap and ensure that all fixtures, fittings and components are considered as per SANS 10400 and any related or applicable standards. Water supply pipes are to be neatly surface mounted, painted to blend in with the</li> </ol>				
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	<p>wall, and that the mounting preserves the aesthetics and unimpeded use of the laboratory and any equipment contained therein. Connect mixer to mains. Ensure mixer has an adequate supply of hot and cold water, at the correct pressure as per SANS 10400.</p> <p>Account for the supply and installation of 1m<sup>2</sup> tile splash back with appropriate decorative chrome edging strip as necessary. The splash back should be based on the following:</p> <ul style="list-style-type: none"> <li>• Blanco Biselado Gloss Glazed Ceramic Wall Tile</li> <li>• 100 x 200mm Slates with Beveled Edges</li> <li>• Bevel Edges to be flush. No Grout Lines</li> </ul> <p><b>NB: Ensure that all installations are fully functional as necessary.</b></p>				
10	<p><b>Floor – Offices E8A and E8B</b></p> <p>Remove existing floor product and related accessories and cart away. Prepare the walls and floor to the desired roughness and correct/repair all surface defects, cracks and floor level as necessary. <u>You may need to use a suitable screed or similar material with suitable priming agent to achieve desired floor levels.</u> as necessary. Ensure that such preparations do not adversely affect items that will remain installed or outside the scope of works.</p> <p>Prepare the floor to the desired roughness and level. Ensure such preparations do not affect items that will remain installed or outside the scope of works</p> <p>Supply and install 490x242mm (8 faces) Northwood Natural NW-330 ceramic tiles, and all required tiles adhesive materials with light grey grouting. Include edging materials and all necessary materials to complete tiling or allow R180.00 per square metre tiling excl. consumables.</p>	No	2		

	<p>Allow for 100mm tile skirting around.</p> <p><b>Edging Strips</b></p> <ul style="list-style-type: none"> <li>•Type: Square/Rounded</li> <li>•Material: Aluminium or Stainless Steel</li> <li>•Finishing: Polished Silver or Equivalent</li> <li>•Size: 10mm</li> </ul> <p><b>Transition Strips on Door Threshold</b></p> <ul style="list-style-type: none"> <li>•Type: Flat, Saddle (Upheaved) or Ramp</li> <li>•Finishing: Ribbed</li> <li>•Material: Aluminium or Stainless Steel</li> </ul>				
11	<p><b>Fixed Air Conditioning Units</b></p> <p>Supply and install new full/complete set split system mid wall air conditioning units. Include all accessories and fixtures that will enable full and optimum functionality as per the applicable regulations. All drainage pipes are to be diverted to suitable drainage points with the drainage pipes neatly mounted against the wall or surface as necessary.</p> <p><b>Air Conditioning Technical Details:</b></p> <ul style="list-style-type: none"> <li>• Mid wall split system</li> <li>• Remote neatly mounted on the wall using suitable bracket</li> <li>• R410a Ozone Friendly Gas</li> <li>• Non Inverter</li> <li>• Preferred brands are Samsung, LG, Midea, Hisense, York, Alliance, Jet Air or Similar.</li> <li>• Consider the following allocations: <ul style="list-style-type: none"> <li>○ 12 000 BTU</li> </ul> </li> </ul> <p><b>NB: Accessories and Fixtures include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>• Suitable sheathing for pipes, including placement</li> </ul>	no	5		

	<ul style="list-style-type: none"> <li>• All services such as power, drainage and pipes linking the internal unit with the external should be enclosed in a suitable uPVC trunking that is neatly mounted on the wall or surface as necessary.</li> <li>• Where pipes and/or trunking terminates, turns or encounters an obstruction of any kind, neatly work around the obstacle to ensure a neat and uniform installation as necessary.</li> <li>• Brackets and/or suitable mounting accessories</li> <li>• Dedicated and suitably sized isolator(s)</li> <li>• Aircon unit to have a dedicated circuit breaker on the local DB Board that is suitably labelled against the isolator for ease of traceability .</li> <li>• Consult with NICD PM for unit approval prior to procurement</li> </ul>				
12	<p>Replace all damaged, discolored, disfigured ceiling panels as necessary. The replacement should include panels that a total contrast in color shade with the majority of the installed panels in a specific room. This essentially means all ceiling panels should be reasonably close in color and texture and should be structurally sound in order to be retained, otherwise they should be replaced.</p> <p>Where there are no ceiling panels, make good the exposed ceiling sections, conceal all services as necessary with suitable melamine board that is removable for serviceability. Apply a suitable primer and rhino lite and paint as necessary.</p>	SUM	ALL		
13	<p><b>Lab Doors</b></p> <p>Remove the existing double door including frame and related accessories and cart away. Modify wall including widening the threshold to effectively retain the same opening size as current exists. Supply and fit White uPVC Double Glazed Doors.</p>	no	4		

<p>The uPVC Door should have the following qualities as minimum:</p> <ul style="list-style-type: none"> <li>• Energy efficiency i.e. low thermal transfer</li> <li>• Safe and Secure</li> <li>• Sturdy, Tough and Durable</li> <li>• Maintenance Free</li> <li>• Noise Reduction Capabilities (Sound Transmission Class) STC of ~44 dB or Comparable</li> </ul> <p>The Door is to be neatly mounted/anchored into the existing walls/masonry. The installation should be of high quality as per applicable, SABS 1553-1, 2007; SANS 10400 specifications with even spacing right round with weather and transition strips. The installation should be complete with all applicable ironmongery, locks, suitable door frame, Chrome half-moon magnetic door stoppers, fittings, attachments, and all applicable utilities designed to render optimal functionality thereof. Apply opaque frosting film on the entire Fixed door panel and on the bottom half of the main access door panel. The top half of the main access door panel should have decorative design/decals of the same opaque frosting material however the clear patches should be sufficient enough to serve as a viewing panel. Frosting Design detail to be discussed with NICD PM.</p> <p><b>Ironmongery</b></p> <ul style="list-style-type: none"> <li>• Door Closure: Cam Action, TS93G, Closing Force - EN2-5V - Adjustable.</li> <li>• All other accessories and fittings as per manufacturer's recommendation.</li> </ul> <p><b>NB:</b> Please note that any dimensions provided are only indicative and for information. The contractor is encouraged to take their own measurements for manufacturing and construction as well as conduct a site analysis prior to quotation and/or execution.</p>				
--	--	--	--	--



	Where a door or doors require a shopfront installation for full functionality. Consider installing such shopfronts as necessary. Details will be provided in-depth by the NICD PM during the briefing session.				
14	<b>Offices E8A and E8B:</b> <b>Partitioning</b> The ideal office partition will have the following as minimum: <ul style="list-style-type: none"> <li>• Floor to ceiling configuration</li> <li>• Mount on a suitable frame and/or rail as necessary for full and optimum functionality.</li> <li>• Frameless with suitable rubber seals and/or equivalent for enhanced privacy, sound and thermal insulation.</li> <li>• Static or fixed modular paneling</li> <li>• &lt;10mm thick</li> <li>• Tempered, laminated, acoustic and shatterproof glass</li> <li>• Frosted for enhanced privacy (design TBA)</li> <li>• Invisible or hinged door closer.</li> <li>• Polished SS hinges and related ironmongery.</li> </ul> <b>Ironmongery</b> <ul style="list-style-type: none"> <li>•Door Closure: Dorma TS 93G</li> <li>•Door Handles: Dorma Tubular SS TH125</li> <li>•Door Hinges: 3x Certified (To suit)</li> <li>•Escutcheons: SS Cylinder DCE-002</li> <li>•Mortice Lock: Narrow Stile Sash Lock DO2625 25mm Backset</li> <li>•Cylinder: 5 Pin Security, Knob, Nickel Plated 65mm DKC056501</li> <li>•Striker Plate/Rebate Kits: To suite - D038R/D039R/D072EC</li> <li>•Door Stop: Half Moon SS DDS-SS-017</li> <li>•Door Holder: Dortello or Similar Magnetic Holder/Latch</li> <li>•Signage: Specific Details TBA (Allow for new name tags and office numbering)</li> </ul>	SUM	2		

	<p><b>NB:</b> Ensure that parts are ordered in the correct set quantities as well as correct installation sides. Ensure new fire door installations are matched with similar rated 1.6mm Mild Steel Double Rebate Door Frames with 3x Certified Hinges and that ALL fixtures are to suite installation prior to procurement and/or Installation. Ensure installed door is as less disruptive as possible to the general functions of the area in question when in use i.e. the door should not get in the way of user and/or others during operation (Door to open towards Adjacent Wall to avoid becoming an obstruction to usable room space or creating Dead Space on GLA) Consult with NICD Project Manager for Approval prior to procurement. <b>NB:</b> Provide Installation and Compliance Certificates for ALL Fire Doors Installed</p>				
15	<p><b>Wall Preparations</b></p> <p>Remove existing single door and replace with a suitable fixed uPVC double glazed uPVC Panel with properties as per item 8 above. Brick work should be until waist level or 1m from the floor level with the remainder until the ceiling being the viewing panel.</p> <p><b>Brick Wall Details:</b> 220x105x73mm NFP Clay or Cement Bricks, Inclusive of all ancillary requirements such as building and plaster mortar, brick force, damp-proof course, bonding agents and rhinolite</p> <p><b>Preparation:</b> Prepare the floor/area for brick laying, ensure the floor/wall is clean, dust and laitance-free, level/plumb, pre-wetted and clear of any residue from previous flooring system installation. Where a new wall ties in with an existing brick wall, ensure adequate structural integrity of the new wall is achieved by either toothing or using Brick Wall Ties as per SANS 10400. Apply rhinolite where and old wall plaster is uneven to achieve a smooth finish. Ensure minimum thickness is achieved as per manufacture's recommendations to avoid premature flaking or delamination.</p> <p><b>Finishes:</b></p>	SUM	ALL		

	<p>Prepaint: Apply 1 Coat Primer</p> <p>Undercoat: Apply 1 Coat White Waterbased Acrylic Sheen</p> <p>Top Coat: Apply 2 Coats White Waterbased Acrylic Sheen (Brilliant White)</p>				
16	<p>Supply and Install blinds with following properties:</p> <p>Recessed Venetian Wooden Blinds</p> <p>Size: 50mm</p> <p>Design: Horizontal Slates</p> <p>Controls: Black Nylon String with matching plastic caps</p> <p>Thickness: TBA</p>	SUM	ALL		
17	<p>Supply and fit wall mounted floor to ceiling and wall to wall storage cabinets and shelves at ~300mm spacing. Units should be symmetric with aluminium skirting to prevent ingress of foreign objects under. Shelves should be adjustable at a range of 200mm to 500mm spacing to be done at the discretion of end user – ensure there are adequate holes and pins for such flexibility. Use white melamine board with suitable white PVC bevelled edging. 2 walls to have lockable cabinets with shelves and 2 walls to have shelves without doors.</p> <p>Where locks are installed, consider <i>Cam or Cabinet/Enclosure Locks</i>. Provide numbers to all cabinets/column units and labelled key tags that correspond to such numbers.</p> <p><b>NB: Each lab to receive 3 units of each.</b></p>	No.	3		
19	<p><b>Office Furniture: General &amp; Design</b></p> <p><i>General</i> - Where there is old furniture in offices or boardrooms, the supplier will be expected to carefully dismantle such furniture and move it to a suitable storage area as advised by the NICD PM</p> <p><i>Design</i> - Produce office layouts/drawings/renderings for proposed furniture and use such layouts to consult on the configuration with NICD management. There may be a need for iterations between supplier and end user until an</p>	SUM	1		

	<p>appropriate design and/or optimal space usage has been achieved. Designs should be both 2D and 3D and in the natural colour of the purchased products.</p> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>• All dimensions expressed in <i>mm</i></li> <li>• Colour - Coimbra/White Combination</li> <li>• Smooth Surface</li> <li>• Bevelled Edges with Coimbra Edging Strips</li> </ul>				
20	<p><b>Offices E8A and E8B – Desk and Storage Cabinets</b></p> <p>Supply and install the following:</p> <ul style="list-style-type: none"> <li>• Melamine Desk: Moyo Type A (2000w x 2250d)</li> <li>• Type J: (1800h x 900w x 360d) Half Glass. Top 3 shelves with glass enclosure, casement doors with cam locks, bottom 2 selves with white glossy casement doors @1 No.</li> <li>• Type G: (600w x 900d) Roller Door Credenza including Shelf @1 No</li> <li>• Type C: Storage Cabinets</li> <li>• Desktop to be fitted with Slimline Protea MK2 electrical socket flush mounted multiplug with USB A and USB C Charging sockets (3.5A max) AND HDMI Port. <ul style="list-style-type: none"> <li>○ 2 x SA 3-pin, 2 x ZA 3 pin (Also fits 2-pin), 1 x USB A, 1 x USB C Charger, 1 x USB C Charger. Max 3.5Amp above counter.</li> <li>○ Suitable Cable with moulded SA 3-pin plug</li> </ul> </li> </ul>	SUM	2		
21	<p><b>General Staff – Desks and Storage Cabinets</b></p> <p>Supply and install the following;</p> <ul style="list-style-type: none"> <li>• Melamine Desk: Flight Type C (1350h x 800w). Panel Leg Desk with visors for cubicle occupant privacy. Desks can be arranged in a cluster format.</li> </ul>	SUM	2		

	<ul style="list-style-type: none"> <li>Melamine Desk: Flight Type F (550x430mm). Central locking mobile pedestal with pen and pencil drawer, standard drawer and a deep file drawer.</li> </ul>				
22	<p><b>Chairs – Staff* and Visitors**</b></p> <p>Supply and install the following:</p> <ul style="list-style-type: none"> <li>Type 2: 9 to 5 Range, 2 tone operator chairs, height adjustable arms, econo 2 lever synchron mechanism, black 5-star base with castors, netted back rest in black and bright light green/lime cloth seat with adjustable lumber support - * x 2No.</li> <li>Type 1: 9 to 5 Range, 2 tone operator chairs, universal sleighbase in black, no castors, netted back rest in black and bright light green/lime cloth seat with adjustable lumber support - ** x 4 No.</li> </ul>	SUM	ALL		
23	<p><b>Office Accessories – Power Supply, Data and Miscellaneous</b></p> <ul style="list-style-type: none"> <li>Supply and fit data and electrical cables with the following custom fitted consoles on each desk (2x 3pin plug, 1x 2 pin plug, 2 x USB ports, 1 x data connection point)</li> <li>All cables are to be neatly fed through a power skirting that complements the currently installed type</li> <li>Cables distributing services to individual work stations are to be supported by a suitable sized cable tray that is neatly mounted under the tables.</li> <li>Where services are to be taken overhead i.e. from the ceiling, a suitable aluminum services pole should be used and neatly mounted on a suitable position on the table and firmly inside the ceiling (ideally on a sturdy or structural element). No cables should be visible for any reason. The pole diameter should be large enough to accommodate all services as necessary and also allow capacity for future</li> </ul>	SUM	2		

	<p>installations. It may be prudent to have 2 or 3 draw wires for ease of installation of future services.</p> <ul style="list-style-type: none"> <li>For supervisor offices, there will be a requirement to extend and/or reconfigure the current installation to suit the office requirement. Such reconfigurations might include extending the power skirting together with internal services, as well as opening new plug points as necessary.</li> <li>Cable management will be required in the form of a suitably sized black spiral wraps (<b>not cable ties</b>)</li> <li>Where cables branch out in a Y shape, such a spiral should be used as necessary.</li> <li><u>Allow an amount of up to R5 000.00</u> for the procurement of various miscellaneous office items such as filing trays, bins, paintings, paper towel dispensers etc. as guided by the NICD PP and End user.</li> </ul>				
24	<p>Provide COCs, Warranty and Guarantee Certificates for all installation i.e. Plumbing, Roofing, Glazing, Drainage and Electrical Installations.</p> <p><b>NB:</b> Provide 3 Copies of Each as Original Documents for NICD Record Keeping</p>	SUM	ALL		
25	<p>Provide a Safety File with a list of all Artisan Competences (Qualifications and where applicable, Affiliations with relevant Regulatory bodies), Legal Appointments, Training and SOPs/Method Statements for the Various Trades. <b>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</b> as well as a Schedule with Applicable Milestones, Critical Paths, Site Handover and Official Project Close Outs or Completion Declaration, Proof</p>	SUM	1		

	<p>of Material Delivery Agreements with respective Suppliers and Lead Times for Material Delivery. NICD Insists on a 2-year Warranty and Guarantee on ALL Installed items and workmanship.</p> <p><b>NB: Ensure that all the necessary safety aspects are observed as per the applicable regulations. PPE and access must be fit for purpose. Ensure that ALL Control measures are in place as required by the relevant DSTI/JHA and legislation.</b></p> <p><b>There will be a need to display or proof that these controls are in place at any given time as demanded by the NICD PM</b></p>				
26	Allow up to 10 % of the total development cost as contingency or a sum of (Forty Thousand Rand as Contingency to be used at the discretion of the Principal Agent and deducted in whole or in part if not required.	SUM	1		R40,000.00
	TOTAL				
	PLUS 15% VAT				
	GRAND TOTAL				
	Estimated time in Days to complete work above				

**FAILURE TO COMPLETE THIS PRICING SCHEDULE WILL LEAD TO DISQUALIFICATION AS INDICATE ON RETURNABLE MANDATORY DOCUMENTS ON PAGE 23.**

Name of bidder.....  
**Closing Time 11:00**
**Bid number: RFQ No: 1300728/24-25**  
**Closing date: 18 SEPTEMBER 2024**

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.



**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:** .....

## 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**

2.2.1 If so, furnish particulars:

.....

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

.....

- 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 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.

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<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.

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

**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**

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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 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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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 points is allocated for price on the following basis:

**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = 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

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

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

EP = The percentage of equity ownership by an HDI within the enterprise or 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 (80/20 system) (To be completed by the organ of state)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	6	%	
Woman	4	%	
Disabled	1	%	
Youth	4	%	
Locality <ul style="list-style-type: none"> <li>City of Johannesburg = 5</li> <li>Gauteng Province = 2</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;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....  
**DATE:** .....  
**ADDRESS:** .....  
 .....  
 .....  
 .....

## 5 CERTIFICATE OF ACQUAINTANCE 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 \_\_\_\_\_

## 7 TERMS OF REFERENCE / SPECIFICATION

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

RFQ NO: 1300727/23-24

DESCRIPTION: REQUEST FOR CVI LAB RENOVATION AT NICD SANDRINGHAM CAMPUS

### Mandatory Requirements

1. CIDB 1 GB or CE and above and/or NHBRC Registration
2. Proof of at least 5 similar or related projects successfully completed in the last 5 years in excess of R400 000.00 per project. Completion Letters with Traceable/contactable references and site locations will suffice.
3. Brochure of materials/products to be used on the project
4. Layouts and/or renderings of various office configurations including shop drawings for uPVC doors and partitioning.
5. Detailed and Concise CVs, Qualifications and Professional Registrations and/or Trade tests of the following:
  - Electrical Technician (*To Issue COCs for all installations as per applicable regulations*)
  - Air-condition or Refrigeration or Gas Practitioner Technician
6. Program/Schedule in days for the project rollout from date of appointment until handover/practical completion. **Maximum allowable time is 6 weeks!**

## 8 L 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>Specific Goals</b>	<b>20 Points</b>

**(NOTE: Failure to comply with the below listed requirements WILL lead to disqualification)**

<b>Mandatory Requirements</b>		
	<b>COMPLY</b>	<b>DO NOT COMPLY</b>
2. CIDB 2GB or CE and above and/or NHBRC Registration		
2. Proof of at least 5 similar or related projects successfully completed in the last 5 years in excess of R400 000.00 per project. Completion Letters with		

Traceable/contactable references and site locations will suffice.		
3. Brochure of materials/products to be used on the project		
4. Layouts and/or renderings of various office configurations including shop drawings for uPVC doors and partitioning.		
5. Detailed and Concise CVs, Qualifications and Professional Registrations and/or Trade tests of the following:		
<ul style="list-style-type: none"> <li>Electrical Technician (<i>To Issue COCs for all installations as per applicable regulations</i>)</li> </ul>		
<ul style="list-style-type: none"> <li>Air-condition or Refrigeration or Gas Practitioner Technician</li> </ul>		
6. Program/Schedule in days for the project rollout from date of appointment until handover/practical completion. <b>Maximum allowable time is 6 weeks!</b>		

## 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).	Comply	Do Not Comply
<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 and SBD 6.1.	Comply	Do Not Comply
<b>Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4 and SBD 6.1.</b>		

3. Fully completed and signed RFQ document and initial each page.	Comply	Do Not Comply
<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).	Comply	Do Not Comply
<b>Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule (Pages 7 and 8).</b>		

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

1. B-BBEE Certificate and/or Sworn Affidavit.	Comply	Do Not Comply

**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.**

2. TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter.	Comply	Do Not Comply

**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).**

3. CSD Report (Central Supplier Database).	Comply	Do Not Comply

**Substantiation: The bidder must submit and attach to the bid response an **updated CSD Registration Report within the RFQ advert period.****

4. CIPC - Company Registration Number.	Comply	Do Not Comply

**Substantiation: The bidder must submit and attach to the bid response a copy of Company Registration (CIPC).**



## 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: \_\_\_\_\_

## 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 <b>(if applicable)</b>	N/A
Schedule 6	<b>(Applicable for Renovation)</b>	
Schedule 7	Letter of good standing	N/A
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, 1SO and 1 EB) – <b>(MANDATORY)</b>	N/A

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

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**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
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5. Use of contract documents and information; inspection
6. Patent rights
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8. Inspections, tests and analysis
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## **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.
  - 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.
- 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. 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 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.

**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
    - (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.

#### **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.

## **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
  - (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.

## **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.

**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.

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>	