

**RFQ NO. 1582078 – REPAIRS AND MAINTENANCE WORK TO BE CARRIED OUT AT NHLS SPRINGBOK  
LABORATORY AS PER SPECIFICATIONS**



**RFQ NO: 1582078**

**CALL FOR PROPOSAL FOR REPAIRS AND MAINTENANCE WORK TO BE CARRIED OUT AT NHLS SPRINGBOK  
LABORATORY AS PER SPECIFICATIONS**

**ISSUED BY:**

NHLS WESTERN & NORTHERN CAPE REGION  
NHLS KIMBERLEY  
8 JAMESON AVENUE  
RHODESDENE  
KIMBERLEY  
8301

**PREPARED BY:**

GARETH LE GRANGE  
NHLS WESTERN & NORTHERN CAPE REGION  
NHLS KIMBERLEY  
8 JAMESON AVENUE  
RHODESDENE  
KIMBERLEY  
8301

<b>Proposal Queries:</b>	<b>Technical Queries:</b>
Contact Name: Gareth Le Grange	Contact Name: Sabie Louw
Telephone: 079 292 4299	Telephone: 060 997 6512

**NAME OF TENDERER:.....**

**CLOSING DATE: 4<sup>TH</sup> NOVEMBER 2024 AT 11H00 AM**

## Contents

### **THE PROPOSAL**

#### **PART E1: PROPOSAL PROCEDURES**

E1.1 NOTICE AND INVITATION TO SUBMIT PROPOSAL

E1.2 TSUBMISSION DATA

#### **PART E2: RETURNABLE DOCUMENTS AND SCHEDULES**

E2.1 LIST OF RETURNABLE DOCUMENTS

E2.2 RETURNABLE SCHEDULES

FORM A: CERTIFICATE OF TENDERER'S ATTENDANCE OF BRIEFING SESSION, if applicable

FORM B: VENDOR NUMBER REGISTRATION WITH CENTRAL SUPPLIER DATABASE

FORM C: TAX COMPLIANCE

FORM D: PREFERENCE SCHEDULE

FORM E: PROOF OF REGISTRATION WITH CIDB

FORM F: DECLARATION OF INTEREST

FORM G: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

FORM H: OHS ACT DECLARATION AND SUBMISSION

FORM I: COID CERTIFICATE ISSUED BY DEPARTMENT OF LABOUR

FORM J: SCHEDULE OF BIDDER'S EXPERIENCE IN FENCING PROJECTS

#### **PART C3: SCOPE OF WORK**

## RFQ

### PROPOSAL PROCEDURES

#### 1.1 NOTICE AND INVITATION TO SUBMIT PROPOSALS

Construction Industry Development Board invites Proposal for **SUPPLY, DELIVER AND INSTALL SHELVING AT NHLS KIMBERLEY CORE AND TB LABORATORIES AS PER SPECIFICATIONS.**

Preferences are offered to tenderers for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution in terms of the Preferential Procurement Regulations, 2022. Exempted Micro Enterprises (EME) or Qualifying Small Enterprises (QSE) the specific goals will be applicable.

Only tenderers who are already registered in terms of the Construction Industry Development Regulations in cidb grading designation **1EB and 1GB** or higher are eligible to submit proposals.

#### COMPULSORY BRIEFING AND SITE INSPECTION

**NO COMPULSORY BRIEFING SESSION WILL BE HELD. SUPPLIERS INTERESTED IN SUBMITTING QUOTATIONS ARE STRONGLY ADVISED TO CONTACT THE LABORATORY MANAGER TO OBTAIN CLARIFICATION OF THE REQUIREMENTS OR TO ARRANGE FOR A VISIT TO THE LABORATORY FOR INSPECTION.**

Proposal procedure using the two-stage system will apply.

Tenderers shall submit in the first stage only technical proposals.

Only those tenderers who are responsive will be eligible to submit tender offers in the second stage, following the issuing of procurement documents.

The NHLS will evaluate tenders received during the second stage in terms of the method of evaluation stated in the submission data and award the contract in terms of these conditions of tender.

Financial proposal will be evaluated on price and B-BBEE as outlined in this document.

#### THE CLOSING DATE AND TIME FOR RECEIPT OF PROPOSAL IS 4<sup>TH</sup> NOVEMBER 2024 AT 11H00AM

Only Proposal complying with the following requirements will be considered:

- i) The request for proposal is for contractors who have a CIDB contractor grading as outlined above
- ii) Proposal submitted on the prescribed format
- iii) Proposal should be hand delivered to: **NHLS Northern Cape Regional Office, 8 Jameson Avenue, Rhodesdene, Kimberley and deposited in the RFQ Box at reception.**

**Telegraphic, telephonic, telex, facsimile and late proposal will not be accepted.**

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

# REQUEST FOR PROPOSAL

## PART A REQUEST FOR PROPOSAL

<b>YOU ARE HEREBY INVITED TO SUBMIT PROPOSAL FOR MINOR RENOVATIONS TO DE AAR &amp; UPINGTON LABORATORIES AS PER SPECIFICATIONS</b>					
RFQ NUMBER:	1582078	CLOSING DATE:	4 <sup>TH</sup> NOVEMBER 2024	CLOSING TIME:	11h00AM
DESCRIPTION	THE APPOINTMENT OF A CONTRACTOR FOR REPAIRS AND MAINTENANCE WORK TO BE CARRIED OUT AT NHLS SPRINGBOK LABORATORY AS PER SPECIFICATIONS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7.1) OR AGREEMENT OF FORM OF OFFER AND ACCEPTANCE.					

<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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN <b>BASED</b> SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
2. TOTAL NUMBER OF ITEMS OFFERED			
3. SIGNATURE OF BIDDER	.....	4. DATE	
5. CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ORGANIZATION	NHLS PROCUREMENT	CONTACT PERSON	GAOLATLHWE DIGOPO
CONTACT PERSON	GARETH LE GRANGE	TELEPHONE NUMBER	060 997 6512
TELEPHONE NUMBER	079 292 4299	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	<a href="mailto:sabie.louw@nhls.ac.za">sabie.louw@nhls.ac.za</a>
E-MAIL ADDRESS	<a href="mailto:Gareth.LeGrange@nhls.ac.za">Gareth.LeGrange@nhls.ac.za</a>		

## 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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED)		
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017		
<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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
2.3. APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
2.4. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.		
2.5. BIDDERS MAY ALSO SUBMIT A PRINTED TCC CERTIFICATE TOGETHER WITH THE BID.		
2.6. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCC CERTIFICATE / PIN / CSD NUMBER.		
2.7. WHERE NO TCC IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<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 ABOVE.</b>		

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

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

DATE: .....

## **IMPORTANT NOTICE**

Bidders should ensure that proposal are hand delivered to **NHLS Northern Cape Regional Office, 8 Jameson Avenue, Rhodesdene, Kimberley and deposited in the RFQ Box at reception.** If the bid is late, it will not be accepted for consideration.

Proposal must be submitted on the official forms – (not to be re-typed)

The contractor will be responsible for final measurements.

Writing must be in block letters and black ink.

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, The General Conditions of Contract for Construction Works and any other special conditions of contract specified by CIDB.

## **TECHNICAL ENQUIRIES**

Should you require any further information in this regard, please do not hesitate to contact:

**Name: Sabie Louw**

**Office Telephone No.: 060 997 6512**

**E-mail: [sabie.louw@nhls.ac.za](mailto:sabie.louw@nhls.ac.za)**

## SUBMISSION DATA

Clause number	Submission Data
	<p>This Request for Proposal is intended to allow the successful bidder to specify and present their skills and expertise for the above-mentioned services to NHLS. Final acceptance of any proposal is not guaranteed, this being the exclusive right of NHLS.</p> <p>Terms and conditions of expression of interest (Annex D as published/ amended by CIDB in August 2019) contained in Annex D of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019) as published in Government Gazette No 42622, Board Notice 423 of 2019 of 08 August 2019. (See <a href="http://www.cidb.org.za">www.cidb.org.za</a>).</p> <p>The standard conditions of expression of interest for procurements make several references to the submission data for details that apply specifically to this proposal. The submission data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.</p> <p>Each item of submission data given below is cross-referenced to the clause in the standard conditions of tender to which it mainly applies.</p>
E.1.1	The employer is the <b>NHLS</b>
E.1.2	<p>For this contract, the following documents will be adopted:</p> <p>The <b>single volume</b> procurement document issued by the employer comprises of the following:</p> <p><b>The Request for Proposal</b></p> <p><b>Part E1: Tendering procedures</b></p> <p>E1.1 - Notice and invitation to Submit Proposal</p> <p>E1.2 - Submission data</p> <p><b>Part E2: Returnable documents</b></p> <p>E2.1 - List of returnable documents</p> <p>E2.2 - Returnable schedules</p> <p><b>The Contract</b></p> <p><b>Part C1 - Agreements and Contract data</b></p> <p>C1.1 – Form of offer and acceptance</p> <p>C1.2 – Contract data</p> <p><b>Part C2 - Pricing Data</b></p> <p>C2.1 – Pricing Instructions</p> <p><b>Part C3 - Scope of Works</b></p> <p>C3.1 – Description of the works</p> <p>C3.3 - Annexures</p> <p><b>Part C4 - Site Information</b></p>
E.1.4	<p>The Employer's agent for the purpose of this proposal is deemed to be the authorised and designated representative of the Employer:</p> <p>Name: Gareth Le Grange (SCM Representative)</p> <p>E-mail Address: <a href="mailto:Gareth.LeGrange@nhls.ac.za">Gareth.LeGrange@nhls.ac.za</a></p>
E.1.5	<b>Cancellation and Re-Invitation of Tenders</b>

E.1.5.1	<p>An employer may, prior to the award of the tender, cancel a tender if-</p> <p>a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation.</p> <p>b) funds are no longer available to cover the total envisaged expenditure; or</p> <p>c) no acceptable tenders are received.</p> <p>d) there is a material irregularity in the tender process.</p>
E.1.5.2	The decision to cancel request for proposal must be published in the same manner in which the original request for proposal was advertised
E.1.5.3	An employer may only with the prior approval of the relevant treasury cancel request for proposal invitation for the second time.
E.1.6	<b>Procurement procedures</b>
E.1.6.1	Unless otherwise stated in the submission data, a contract will, subject to E.3.13, be concluded with the tenderer who in terms of E.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.
E.1.6.2	<b>Competitive negotiation procedure</b>
E.1.6.2.1	Where the submission data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of E.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of E.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.
E.1.6.2.2	<p>All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the submission data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.</p> <p>Notwithstanding the provisions of E.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.</p>
E.1.6.2.3	At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.
E.1.6.2.4	The contract shall be awarded in accordance with the provisions of E.3.11 and E.3.13 after tenderers have been requested to submit their best and final offer.
E.2	<b>Tenderer's obligations</b>
E.2.1	<p><b>Eligibility</b></p> <p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <p>a) CIDB registration</p>

	<p>Only tenderers who are already registered in terms of the Construction Industry Development Regulations 25(2) in cidb grading designation <b>1EB and 1GB</b> or higher are eligible to submit proposal.</p> <p>For the sake of clarity and subject to satisfactory proof of a tenderer's ability to perform the work specified at the tendered value, the Employer lists in the table below the margins it considers reasonable. However, in the event that the sum tendered exceeds the margins shown then such tender shall be deemed non-responsive.</p>																						
	<table><tr><th>Category of tender</th><th>Upper limits per CIDB Regulation 17</th><th>Employer's allowable margins</th></tr><tr><td>1</td><td>R0.5 m</td><td rowspan="8">The Employer will use its discretion in terms of CIDB Practice Note 3 on allowable margins to be accepted</td></tr><tr><td>2</td><td>R1.0 m</td></tr><tr><td>3</td><td>R3.0 m</td></tr><tr><td>4</td><td>R6.0 m</td></tr><tr><td>5</td><td>R10.0 m</td></tr><tr><td>6</td><td>R20.0 m</td></tr><tr><td>7</td><td>R60.0 m</td></tr><tr><td>8</td><td>R200.0 m</td></tr></table>	Category of tender	Upper limits per CIDB Regulation 17	Employer's allowable margins	1	R0.5 m	The Employer will use its discretion in terms of CIDB Practice Note 3 on allowable margins to be accepted	2	R1.0 m	3	R3.0 m	4	R6.0 m	5	R10.0 m	6	R20.0 m	7	R60.0 m	8	R200.0 m		
Category of tender	Upper limits per CIDB Regulation 17	Employer's allowable margins																					
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6	R20.0 m																						
7	R60.0 m																						
8	R200.0 m																						
E.2.1.1	<p>Only those bidders who satisfy the following eligibility criteria are eligible to submit bids:</p> <ul style="list-style-type: none"><li>(a) Availability of resources</li><li>(b) Availability of skills to manage and perform the contract</li><li>(c) Previous experience on contracts of a similar value and nature</li><li>(d) A letter on the companies' letterhead stating that the contractor has sufficient capacity to execute the project</li><li>(e) Material Data Sheet</li></ul>																						
E.2.2	<b>Cost of Tendering</b>																						
E.2.2.1	The Employer will not compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the Employer																						
E.2.2.2	The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.																						
E.2.3	<b>Check documents</b> Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.																						
E.2.4	<b>Confidentiality and copyright of documents</b> Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.																						
E.2.6	<b>Acknowledge addenda</b>																						

	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the submission data, in order to take the addenda into account.
E.2.7	<b>Clarification meeting</b> <u>NO</u> compulsory clarification meeting with representatives of the Employer will take place.
E.2.8	<b>Seek clarification</b> Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the submission data.
E.2.9	<b>Insurance</b> Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.
E.2.10	<b>Pricing the tender offer</b>
E.2.10.3	This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain FIXED, final and binding for the full duration of this contract.
E.2.11	<b>Alterations to documents</b> Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.
E.2.12	<b>Alternative tender offers</b> No alternative tender offers will be considered
E.2.13	<b>Submitting a tender offer</b>
E.2.13.1	Submit one tender offer only as a single tendering entity to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the submission data.
E.2.13.2	Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
E.2.13.3	Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the submission data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
E.2.13.4	Sign the original and all copies of the tender offer where required in terms of the submission data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.
E.2.13.5	Seal the original and each copy of the tender offer as separate packages marking the packages as <b>"ORIGINAL" and "COPY"</b> . Each package shall state on the outside the employer's address and identification details stated in the submission data, as well as the tenderer's name and contact address.

E.2.13.6	<p>Bidders are requested to deliver the submission in <b>two envelopes</b>. The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p><b>Title to appear on envelope or attachment one (1):</b></p> <p>1. RFQ NO.: <b>1582078</b>..... (<b>TECHNICAL PROPOSALS</b>)</p> <p><b>The appointment of a contractor to submit proposal FOR REPAIRS AND MAINTENANCE WORK TO BE CARRIED OUT AT NHLS SPRINGBOK LABORATORY AS PER SPECIFICATIONS</b></p> <p>This envelope must contain the Returnable, SCM Documentation and Relevant Annexures. This envelope must contain <b>printed copies</b> of all the pages in this document, duly completed and signed, <b>but excluding the pricing schedules (schedule of quantities), which must be submitted in a separate envelope as detailed below.</b></p> <p><b>Title to appear on envelope or attachment two (2):</b></p> <p>2. RFQ NO.: <b>1582078</b>..... (<b>FINANCIAL PROPOSALS</b>)</p> <p><b>The appointment of a contractor to submit proposal FOR REPAIRS AND MAINTENANCE WORK TO BE CARRIED OUT AT NHLS SPRINGBOK LABORATORY AS PER SPECIFICATIONS</b></p> <p>This envelope will contain the Pricing Schedules (Bills of Quantities) and Contract Agreement</p> <p>For identification purposes, bidders are requested to ensure that the envelopes containing the company's bids are clearly marked and are easily identifiable by the company's logo or name.</p> <p>Location of RFQ box: <b>NHLS Northern Cape Regional Office, 8 Jameson Avenue, Rhodesdene, Kimberley</b></p> <p>Physical address: <b>NHLS Northern Cape Regional Office, 8 Jameson Avenue, Rhodesdene, Kimberley</b></p> <p>Identification details: <b>RFQ BOX</b></p>
E.2.13.7	Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the submission data.
E.2.13.8	Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
E.2.13.9	Accept that tender offers submitted by <b>telegraphic, telephonic, telex, facsimile and late proposal will not be accepted</b> by the employer.
E.2.14	<p><b>Information and data to be completed in all respects</b></p> <p>Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.</p>
E.2.15	<p><b>Closing time</b></p> <p>The closing time for submission of proposal is <b>4<sup>TH</sup> NOVEMBER 2024 AT 11H00AM.</b></p> <p>NHLS is not obliged to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.</p>
E.2.16	The tender offer validity period is 12 weeks from the closing date.
E.2.17	<p><b>Clarification of tender offer after submission</b></p> <p>Provide clarification of request for proposal in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive</p>

	position of tenderers or substance of the tender offer is sought, offered, or permitted.
E.2.18.2	The Tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
E.2.19	<b>Inspections, tests and analysis</b> Provide access during working hours to premises for inspections, tests and analysis as provided for in the submission data.
E.2.20	<b>Submit securities, bonds and policies</b> If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.
	Provide access during working hours to premises for inspections, tests and analysis as provided for in the submission data.
E.2.23	The Tenderer is required to submit with his/her tender all documents and schedules listed under E2.1 and E2.2.
<b>Add the following new clause</b> E.2.24	Canvassing and obtaining of additional information by tenderers The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.
<b>Add the following new clause</b> E.2.25	Prohibitions on awards to persons in service of the state The Employer is prohibited to award a proposal to a person - <ul style="list-style-type: none"> <li>a) who is in the service of the state; or</li> <li>b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or</li> <li>c) a person who is an advisor or consultant contracted with the Department.</li> </ul> <b>In the service of the state</b> means to be - <ul style="list-style-type: none"> <li>a) a member of: - <ul style="list-style-type: none"> <li>• any municipal council</li> <li>• any provincial legislature; or</li> <li>• the National Assembly or the National Council of Provinces</li> </ul> </li> <li>b) a member of the board of directors of any municipal entity</li> <li>c) an official of any municipality or municipal entity</li> <li>d) an employee of any national or provincial department</li> <li>e) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</li> <li>f) a member of the accounting authority of any national or provincial public entity; or</li> </ul>

	<p>g) An employee of Parliament or a provincial legislature.</p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part E2 of this procurement document must be completed.</p>
<b>E.3</b>	<b>The employer's undertakings</b>
E.3.1	<p><b>Respond to requests from the tenderer</b></p> <p>The Employer will respond to requests for clarification received up to five (5) working days before the tender closing time.</p>
E.3.2	<p><b>Issue Addenda</b></p> <p>Addenda will be issued until five (5) working days before the tender closing time.</p>
E.3.9	<b>Arithmetical errors, omissions and discrepancies</b>
E.3.9.1	<p>Check the highest ranked tenders or tenderers with the highest number of tender evaluation points after the evaluation of tender offers in accordance with E.3.11 for:</p> <ul style="list-style-type: none"> <li>a) the gross misplacement of the decimal point in any unit rate;</li> <li>b) omissions made in completing the pricing schedule or bills of quantities; or</li> <li>c) arithmetic errors in: <ul style="list-style-type: none"> <li>i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or the summation of the prices.</li> </ul> </li> </ul>
E.3.9.2	<p>The arithmetical errors shall be corrected in the following manner:</p> <ul style="list-style-type: none"> <li>a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.</li> <li>b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</li> <li>c) Where there is an error in the total of the prices either as a result of other <ul style="list-style-type: none"> <li>Corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</li> </ul> </li> </ul> <p>The Tender Offer will be rejected if the tenderer does not correct or accept the Correction of the arithmetical error in the manner described above.</p>
E.3.11	<p><b>Functionality, Price and Preference</b></p> <p>The purpose of the evaluation is to ensure and promote compliance with the Constitution, specifically Section 217, which provides that when organs of state contract for goods or services, they must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective. The evaluation of bids will be undertaken in 3 stages.</p>
	<p><b>Technical Proposal</b></p> <p><b>Administrative. / Mandatory Requirements</b></p>

The Technical proposal will be evaluated on Administrative. / Mandatory Requirements and Functionality.

Bidders who fail to meet the minimum requirements for the technical proposal will not be considered further.

Financial Proposal will be evaluated on price and B-BBEE specific goals as outlined in this document.

During this phase bid documents will be reviewed to determine the compliance with Standard Bidding Documents (SBD), SCM returnable, tax matters and contractor had registered on Central Data Base (CSD) and Construction Industry Development Board (CIDB). All returnable documents must be submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria will be disqualified and will not be evaluated further on pre-qualification criteria.

The bid proposal will be screened for compliance with administrative requirements as indicated below and bidders must circle the correct answer

Item No.	Administrative Requirements	Check/Compliance	Non-submission shall result in disqualification
1	Master Bid Document	provided and bound	*YES
2	1 Copy of Bid Document	provided and bound	**NO
Included in the Bid Document			
4	SCM - SBD 1 - Invitation to Bid	Completed and signed	*YES
5	SCM - SBD 2 - Tax Clearance Certificate Requirements	Attached CSD registration number/SARS PIN and CSD summary report	*YES
6	SCM - SBD 4 - Declaration of Interest	Completed and signed	*YES
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Completed and signed	*YES
8	SCM - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed	*YES
9	SCM – SBD 7.1 – Contract form, purchase of good/ works	Completed and signed	*NO
10	SCM - SBD 9 - Certificate of Independent Bid Determination	Completed and signed	*YES
11	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with	JV agreement completed and signed, if applicable	*YES

		bid proposal		
<p>*YES – NHLS reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be further evaluated for Mandatory Requirements (Phase 2)</p> <p>**NO – NHLS reserves the right to request such information during the evaluation process of the proposal and such information must be presented within short notice.</p>				

<b>Functionality (if applicable)</b>							
The Functional Evaluation will be carried out to assess the Bidder’s suitability to undertake the project, the Bidder’s Company Experience, Key Personnel Experience, Proposal with project plan and delivery capacity will be evaluated.							
Bidders who fail to obtain a minimum 70% for functionality will not be considered further.							
i) <b><u>Functional Evaluation Criterion Summary</u></b>							
The maximum points allocation per criterion is summarised in the following table:-							
<b>CRITERION</b>					<b>POINTS</b>		
Bidders Experience					40		
Key Personnel Experience					20		
Proposal with Project Plan					40		
<b>TOTAL POINTS</b>					<b>100</b>		
The following values/ indicators will be applicable when evaluating functionality:							
<b>CRITERIA</b>		<b>SUB-CRITERIA/CLAUSE</b>				<b>Maximum Number of Points</b>	
<b>TENDERER’S EXPERIENCE</b>		Demonstrate experience in plumbing work previously done which are similar in nature as per the RFQ specifications				40	
		No	Client name	Detail ed Descri ption of project	Value		Duration
		1					
		2					
		Points will be allocated on a sliding scale of: (i) 4 projects or more = 40 points (ii) 3 projects = 15 (iii) 2 projects = 10 (iv) 1 project = 5					
Provide a company profile and a list of client references						40	

		Client references relating to the above projects. For every one (1) relevant, contactable reference attracts four (4) points per reference.	20	
	<b>KEY PERSONNEL EXPERIENCE</b>	The Project Manager in managing similar contracts with a minimum experience of 3 years. (Provide a comprehensive CV and relevant Qualifications). 0 to 3 years = 5 points 4 to 5 years = 10 points 5 years and above = 20 points	20	20
	<b>PROPOSAL WITH PROJECT PLAN</b>	The service provider must demonstrate that they have the necessary capacity to provide the required services (i) Resources = 5 (ii) Equipment = 10 (iii) Financials = 5 Project /maintenance plan including timelines, critical success factors on how the service provider will manage the project and Bill of Quantities for services required. = 20	40	40
	<b>TOTAL</b>			100
E.3.13.1	<p>Request for proposal will only be accepted on condition that:</p> <ul style="list-style-type: none"> <li>a) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation</li> <li>b) the bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector</li> <li>c) the bidder has not: <ul style="list-style-type: none"> <li>i. abused the Employer's Supply Chain Management System; or</li> <li>ii. failed to perform on any previous contract and has been given a written notice to this effect.</li> </ul> </li> <li>d) Has completed the Compulsory Enterprise Questionnaire, SBD4, 6.1, 7.1, 8,9 and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process</li> </ul> <p>Has submitted the documentation listed in E2.21 and E2.22</p>			
E.3.18	<b>The number of paper copies of the signed contract to be provided by the employer is ONE.</b>			

## PART E2: RETURNABLE DOCUMENTS AND SCHEDULES

### E2.1 LIST OF RETURNABLE DOCUMENTS

*The following documents must be returned by the Bidder for evaluation purposes in addition to the Schedule listed in previous paragraphs.*

THE FOLLOWING DOCUMENTS MUST BE FURNISHED (FAILURE TO SUBMIT COMPULSORY DOCUMENTATION WILL RESULT IN YOUR BID BEING DISQUALIFIED)		YES	NO
1	Tax Compliance (Provide PIN)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	B-BEE Certificate issued by SANAS accredited verification agent/ OR AFFIDAVIT FOR EME/QSE ON DTI FORMAT	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Proof of valid registration with CIDB	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Signed Declaration of Interest	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Certificate of Independent Bidder determination	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Valid COID certificate issued by the Department of Labour	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Submit an original Briefing session certificate of attendance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Fully Completed and Signed all other SBD forms	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**FORM B: VENDOR NUMBER REGISTRATION WITH CENTRAL SUPPLIER DATABASE**

- 1. Bidders must submit Vendor Number Registration with Central Supplier Database
- 2. Failure to submit the Vendor Number Registration with Central Supplier Database may result with the bidder being disqualified.

**ENTITY NAME** .....

**CSD**  
**REGISTRATION No:** .....

**NAME** .....

**SIGNATURE OF**  
**BIDDER** .....

**DATE** .....

**CAPACITY UNDER WHICH**  
**BID IS SIGNED** .....

## FORM C: TAX COMPLIANCE

### CONDITIONS PERTAINING TO TAX

#### TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. Any person who requires his or her tax compliance status to be disclosed to a Government institution or department, for purposes of submitting a bid or to confirm its good standing after the phasing out of paper based TCCs must request a unique security personal identification number (PIN) from SARS.
2. Very important to note is that the disclosure of a bidder's tax compliance status is an express condition for all acceptable Government bids. Failure to make the relevant disclosures will invalidate your bid and your response will be null and void.
3. The Government institution or department must use the PIN referred to above to verify a person's tax compliance status with SARS.
4. Bidders to complete the table below and provide a unique security personal identification number (PIN) from SARS which will enable the MW to access online real-time verification of a person's tax compliance status with the electronic Tax Compliance Status (TCS) system. Failure to submit the PIN may result in the bid being disqualified.

Full name of bidder:	Electronic Tax Compliance Status System PIN No:

NAME: .....

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH BID IS SIGNED.....

## FORM D: PREFERENCE SCHEDULE

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

---

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and Specific Goals must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price proposal, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

### PART 1

- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 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

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. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Percentage owned (To be completed by the tenderer)	Number points claimed (80/20 system) (To be completed by the tenderer)
HDI		6		%	
WOMAN		4		%	
DISABLED		3		%	
YOUTH		2		%	

Locality		5				
<ul style="list-style-type: none"> <li>City of Kimberley = 5</li> <li>Northern Cape Province = 2</li> <li>National = 0</li> </ul>						
TOTAL POINTS		20				

### 3. BID DECLARATION

3.1 Bidders who claim points in respect of Specific Goals Status Level of Contribution must complete the following:

### 4. SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

4.1 Specific Goals = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of Specific Goals status level of contributor.

### 5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%?
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

### 6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm : .....

6.2 VAT registration number : .....

6.3 Company registration number : .....

6.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

6.7 Total number of years the company/firm has been in business: .....

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the Specific Goals status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the

National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

WITNESSES

1. : .....
2. : .....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE .....

ADDRESS .....

.....

.....

.....

**FORM E: PROOF OF REGISTRATION WITH CIDB**

1. Attach proof of CIDB registration to this page.
2. In the case of a joint venture / consortium (excluding consulting engineering partners) parties must each attach original or certified copy of their CIDB registration certificate.

<b>Firm</b>	<b>CRS Number</b>	<b>CIDB Grading</b>	<b>Lead Partner</b> (Indicate with X)
<b>Combined CIDB Grading for Joint Venture / Consortium:</b>			

(Calculator is available at <https://registers.cidb.org.za/common/jvcalc.asp> )

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person authorized to sign the bid:

Full name (in BLOCK letters): \_\_\_\_\_

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

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

## FORM F: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

3.4 Company Registration Number:

3.5 Tax Reference Number:

*'SCM Regulations: "in the service of the state" means to be –*

*(a) a member of –*

*(i) any municipal council;*

*(ii) any provincial legislature; or*

*(iii) the national Assembly or the national Council of provinces;*

*(b) a member of the board of directors of any municipal entity;*

*(c) an official of any municipality or municipal entity;*

*(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*

*(e) a member of the accounting authority of any national or provincial public entity; or*

*(f) an employee of Parliament or a provincial legislature.*

<sup>2</sup> *Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

3.6 VAT Registration Number.....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?..... **YES / NO**

3.8.1 If yes, furnish particulars.....

- 3.9 Have you been in the service of the state for the past twelve months?..... **YES / NO**
- 3.9.1 If yes, furnish particulars.....
- 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**
- 3.10.1 If yes, furnish particulars.....  
.....
- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- 3.11.1 If yes, furnish particulars.....  
.....
- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**
- 3.12.1 If yes, furnish particulars.....  
.....
- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
- 3.13.1 If yes, furnish particulars.....  
.....
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. .... **YES / NO**
- 3.14.1 If yes, furnish particulars.....  
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

## FORM G: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. Abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home pg</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:.....</p> <p>.....</p>		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	<p>If so, furnish particulars:.....</p> <p>.....</p>		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	<p>If so, furnish particulars:.....</p> <p>.....</p>		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	<p>If so, furnish particulars:.....</p> <p>.....</p>		

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
SIGNATURE

.....  
DATE

.....

**POSITION**

.....

**NAME OF BIDDER**

## FORM H: OHS ACT DECLARATION AND SUBMISSION

The Bidder declares him/herself/herself to be conversant with the following:

1. All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of the Act:
  - i) Section 8: General duties of Employers to their employees
  - ii) Section 9: General duties of Employers and self-employed persons to persons other than employees.
  - iii) Section 13: Duty to Inform
  - iv) Section 37: Acts or omissions by employees or mandatories
  - v) Sub-section 37(2) relating to the purpose and meaning of this Agreement
2. Construction Regulations, 2014 (Government Notice R.84) pertaining to the Contractor and to all his Subcontractors, or any amendments thereto.
3. Bid document Volume 3: Project Specification PD: Supplement to Volume 5: Specification for Occupational Health and Safety.
4. Bid document Volume 3: C1.7 Agreement in terms of Occupational Health and Safety Act.

The Bidder declares that he has or will obtain the necessary knowledge, competence and resources to comply fully with all OHS requirements should he be awarded the contract.

The Bidder confirms that he has included with his bid a written proposal describing how he will comply with OHS requirements

Signature	_____	Date	_____
Name	_____	Capacity	_____
Bidder	_____		

**FORM J: SCHEDULE OF BIDDER'S EXPERIENCE IN -----**

NHLS shall not be held responsible for incorrect judgement misled by unclear written letters/words on the forms below, to be completed by the Bidder(s). Attachment shall strictly be made where specified and at the correct location, any attachment other than what has been requested by cidb, shall be completely ignored, and scored zero, where points allocation is required.

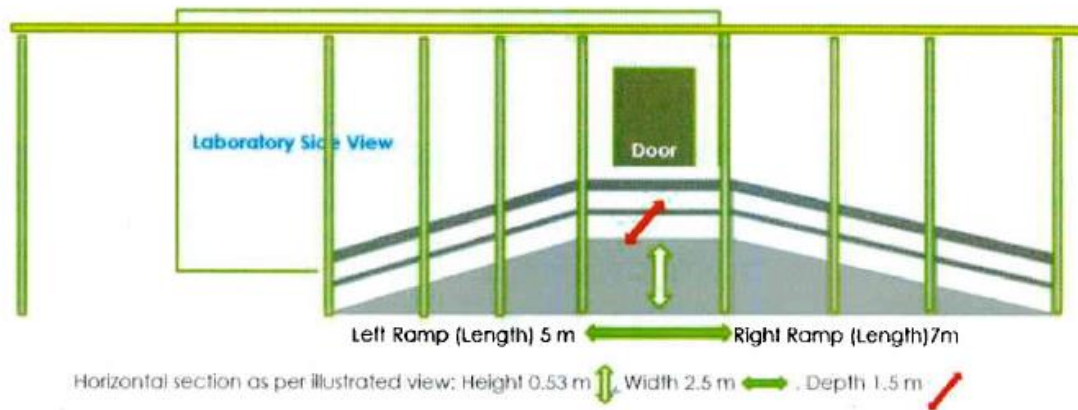
When completing Forms, Bidder(s) may make copies of the original Forms, should the provided forms be inadequate for their completion of the information required. Forms must be hand completed in black ink, no computer regenerated forms will be accepted. Forms must be completed in full, forms not completed in full shall be rejected by scoring zero.

## PART C3: SCOPE OF WORK

### REPAIRS AND MAINTENANCE WORK TO BE CARRIED OUT AT NHLS SPRINGBOK LABORATORY AS PER SPECIFICATIONS

- Construction of concrete ramp at front door:
  - Brick and concrete construction
  - Level section in the middle with ramps on both sides for easy access with trolleys as well as wheelchair friendly
  - Metal handrail on both sides. Treated for rust and painted
  - IBR roof above walkway covering ramp entrance till full length of laboratory
  - Walk surface 1.5 m in width
  - Pave area next to laboratory with grey paving bricks



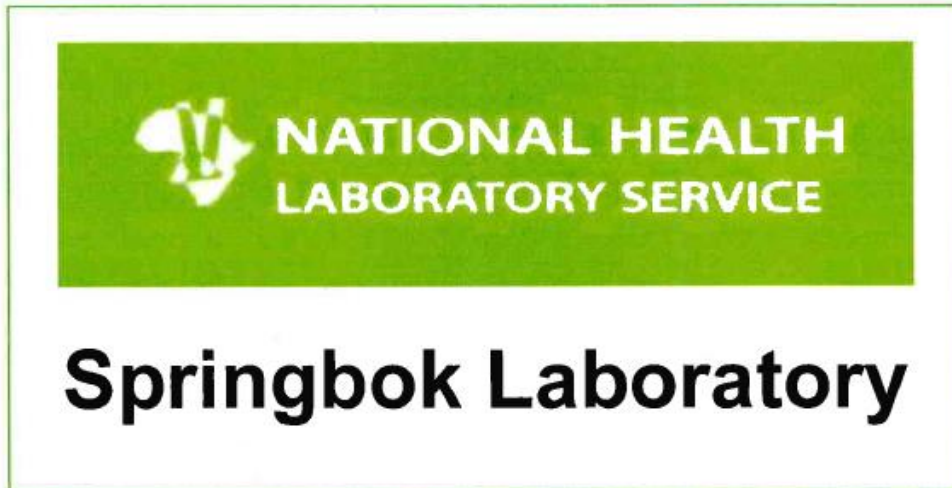


- Level curb stones to create entrance to laboratory



- Electrical Work
  - Place LED lights under roof full length of walkway
  - Automatic function with Day/Night sensor
  - Link main laboratory electrical supply to storage container DB board and confirm functioning of unit electricity
  - Electrical Certificate of Compliance must be issued for work done
- Painting
  - Repair and paint all external walls of laboratory and storage container to match current colour scheme
  - Paint all newly constructed metal poles and railings to match current colour scheme.
  - Treat all metal structures with rust preventing primer.
  - Use of high-grade paint suitable for surface types, minimum two coats

- Signage x 3
  - Supply and fit three signage boards as per official NHLS Logo colours: "National Health Laboratory Service Springbok Laboratory"
  - Sign material rustproof metal
  - Size 1 500mm (W) x 900mm (H)
  - Fit signs on each side of laboratory and storage container as indicated by laboratory manager



**RFQ NO. 1582078 – REPAIRS AND MAINTENANCE WORK TO BE CARRIED OUT AT NHLS SPRINGBOK LABORATORY AS PER SPECIFICATIONS**

**Contact details**

Laboratory/Office	Address	Contact	Contact no.	E-mail address
NHLS Springbok Laboratory	Dr. Van Niekerk Hospital, Hospital Road, Springbok, 8240	Ms. Sabie Louw	027-712 1099 / 060 997 6512	<a href="mailto:Sabie.Louw@nhls.ac.za">Sabie.Louw@nhls.ac.za</a>