

RFQ NO: 1877691

CALL FOR PROPOSAL FOR THE SUPPLY AND INSTALLATION OF AN 18000 BTU AIRCON UNIT AT THE KNYSNA LABORATORY

ISSUED BY:

CONSTRUCTION INDUSTRY DEVELOPMENT BOARD 2 Dr LATEGAN ROAD GROENKLOOF 0075 PREPARED BY: JESSICA BASSON

SUPPLY CHAIN MANAGEMENT
NHLS
1 PORTSWOOD ROAD, OLD CITY HOSPITAL
COMPLEX
GREENPOINT
CAPE TOWN

Proposal Queries: Technical Queries:	
Contact Name:	Contact Name: Mr Mphumzi Dingaan
Telephone:	Telephone: 021 417 9320 / 063 709 1316

NAME OF TENDERER:	
CLOSING DATE:	

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PROPOSAL PROCEDURES

1.1 NOTICE AND INVITATION TO SUBMIT PROPOSALS

Construction Industry Development Board invites Proposal for the repairs services, roof leaks (waterproofing) at the cidb centurion offices.

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 1 or 2GB or higher are eligible to submit proposal.

COMPULSORY BRIEFING AND SITE INSPECTION

A No <u>compulsory</u> clarification meeting will take place at the <u>NHLS Knysna Laboratory</u> currently knows NHLS, situated at the Knysna Hospital, Main street, Room no.39, Ground floor, Knysna. It is recommended that vendors contact the laboratory to familiarise themselves with the lay out of the laboratory

The tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her proposal. The tenderer must be represented at the site inspection by a person who is suitably qualified and experiences to comprehend the implications of the work involved. Attendance of the site inspection is compulsory and a tender will be disqualified if the site inspection is not attended by a representative of the tenderer.

NOTE: No additional site visits will be allowed.

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 eligable to submit tender offers in the second stage, following the issuing of procurement documents.

The cidb 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.

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

Bidders who fail to obtain a minimum of 70% for Technical evaluation will not be considered further.

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 11 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: Old City Hospital Complex, Portswood Road, NHLS Procurement, Block C, Green Point, Cape Town, RFQ Box.

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.

PART A REQUEST FOR PROPOSAL

YOU ARE HI (WATERPROOF	EREBY INVITED TO FING) AT THE CIDB CEN		AL FOR THE REF	PAIRS SERVICES,	ROOF LEAKS
RFP NUMBER:	1877691	CLOSING DATE:	11 November 2024	CLOSING TIME:	11h00am
DESCRIPTION THE APPOINTMENT OF A CONTRACTOR TO SUPPLY AND INSTALL AN AIRCON UNIT AS PER THE SPECIFICATIONS					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7.1) OF AGREEMENT OF FORM OF OFFER AND ACCEPTANCE.					

SUPPLIER INFORMATION				
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]	☐ Yes ☐ No	B-BBEE STA SWORN AF	ATUS LEVEL FIDAVIT	☐ Yes ☐ 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]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes 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				
BIDDING PROCEDURE ENQUIRIES MAY	Y BE DIRECTED TO:	TECHNICAL INFORMATION M	AY BE DIRECTED TO:	
DEPARTMENT/ORGANIZATION	CIDB	CONTACT PERSON		
CONTACT PERSON		TELEPHONE NUMBER		
TELEPHONE NUMBER		FACSIMILE NUMBER		
FACSIMILE NUMBER		E-MAIL ADDRESS		
E-MAIL ADDRESS				

PART B

TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:			
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			
2.	TAX COMPLIANCE REQUIREMENTS			
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.	7. WHERE NO TCC IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.			
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA?			
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			
COI	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: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. O BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.			
SI	GNATURE OF BIDDER:			
C	APACITY UNDER WHICH THIS BID IS SIGNED:			
D	ATE:			

IMPORTANT NOTICE

Bidders should ensure that proposal are hand delivered to NHLS Supply Chain Management Offices, Old City Hospital Complex, Portswood Road, Block C, Green Point, Cape Town 8001. 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: Mr Mphumzi Dingaan

Office Telephone No.: 021 417 9320 / 063 709- 1136

E-mail:Mphumzi.Dingaan@nhls.ac.za

SUBMISSION DATA

Clause number	Submission Data
	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 cidb. Final acceptance of any proposal is not guaranteed, this being the exclusive right of cidb.
	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 www.cidb.org.za).
	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.
	Each item of submission data given below is cross-referenced to the clause in the standard conditions of tender to which it mainly applies.
E.1.1	The employer is the NHLS
E.1.2	For this contract, the following documents will be adopted:
	The single volume procurement document issued by the employer comprises of the following:
	The Request for Proposal
	Part E1: Tendering procedures
	E1.1 - Notice and invitation to Submit Peoposal E1.2 - Submission data
	Part E2: Returnable documents
	E2.1 - List of returnable documents
	E2.2 - Returnable schedules
	The Contract
	Part C1 - Agreements and Contract data
	C1.1 – Form of offer and acceptance C1.2 – Contract data
	Part C2 - Pricing Data
	C2.1 – Pricing Instructions
	Part C3 - Scope of Works
	C3.1 – Description of the works C3.3 - Annexures
	Part C4 - Site Information
E.1.4	The Employer's agent for the purpose of this proposal is deemed to be the authorised and designated representative of the Employer: Name: Jessica Basson(SCM Representative)
	Address: E-mail: Jessica.Basson@nhls.ac.za
E.1.5	Cancellation and Re-Invitation of Tenders

E.1.5.1	An employer may, prior to the award of the tender, cancel a tender if-
	a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
	b) funds are no longer available to cover the total envisaged expenditure; or
	c) no acceptable tenders are received.
	d) there is a material irregularity in the tender process.
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 proposaln invitation for the second time.
E.1.6	Procurement procedures
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	Competitive negotiation procedure
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	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.
	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.
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	Tenderer's obligations
E.2.1	Eligibility
	Only those tenderers who satisfy the following criteria are eligible to submit tenders:
	a) CIDB registration
	1

	For the sake of clarity the tendered value, the	esignation 1 or 2GB or higher are eligible to and subject to satisfactory proof of a tende Employer lists in the table below the marg dered exceeds the margins shown then such	rer's ability to perform the work specified ins it considers reasonable. However, in
	Category of tender	Upper limits per CIDB Regulation 17	Employer's allowable margins
	1	R0.5 m	The Employer will use its
	2	R1.0 m	discretion in terms of CIDB Practice Note 3 on allowable
	3	R3.0 m	margins to be accepted
	4	R6.0 m	
	5	R10.0 m	
	6	R20.0 m	
	7	R60.0 m	
	8	R200.0 m	
E.2.2	(d) A letter on the conproject (e) Material Data She Cost of Tendering	mpanies' letterhead stating that the contractoret	or has sufficient capacity to execute the
E.2.2.1	The Employer will not submissions in the office	compensate the tenderer for any costs inc ce of the Employer	urred in attending interviews or making
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 it website so as not to incur any costs pertaining to the printing of the tender documents.		
E.2.3	Check documents		
	Check the tender doc omission.	uments on receipt for completeness and	notify the employer of any discrepancy
E.2.4	Confidentiality and co	ppyright of documents	
		Il matters arising in connection with the tend ne purpose of preparing and submitting a ter	• •
E.2.6	Acknowledge addend		
		of addenda to the tender documents, which to the closing time stated in the submissi	

	account.
E.2.7	Clarification meeting
	No compulsory clarification meeting with representatives of the Employer will take place at Knysna Hospital, currently knows as NHLS Knysna Laboratory, Main street, Room no.39, Ground floor, Knysna.
	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.
E.2.8	Seek clarification
	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	Insurance
	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	Pricing the tender offer
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	Alterations to documents
	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	Alternative tender offers
	No alternative tender offers will be considered
E.2.13	Submitting a tender offer
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 "ORIGINAL" and "COPY". 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	Bidders are requested to deliver the submission in two envelopes. The Employer's address for delivery of

tender offers and identification details to be shown on each tender offer package are:
Title to appear on envelope or attachment one(1):
1. RFP NO.: (TECHNICAL PROPOSALS)
The appointment of a contractor to submit proposal for the repairs services, roof leaks (waterproofing) at cidb centurion offices
This envelope must contain the Returnables, SCM Documentation and Relevant Annexures. This envelope must contain printed copies of all the pages in this document, duly completed and signed, but excluding the pricing schedules (schedule of quantities), which must be submitted in a separate envelope as detailed below.
Title to appear on envelope or attachment two(2):
2. RFP NO.: (FINANCIAL PROPOSALS)
The appointment of a contractor to submit proposal for the repair services, roof leaks (waterproofing), This envelope will contain the Pricing Schedules (Bills of Quantities) and Contract Agreement
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.
Location of tender box NHLS Supply Chain Management Offices, Old City Hospital Complex, Portswood Road, Block C, Green Point, Cape Town 8001.
Physical address: NHLS Supply Chain Management Offices, Old City Hospital Complex, Portswood Road, Block C, Green Point, Cape Town 8001.
Identification details: RFQ BOX
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.
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.
Accept that tender offers submitted by telegraphic , telephonic , telex , facsimile and late proposal will not be accepted by the employer.
Information and data to be completed in all respects
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.
Closing time
The closing time for submission of proposal at 11h00am.
cidb is not obliged to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
The tender offer validity period is 12 weeks from the closing date.
Clarification of tender offer after submission 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 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	Inspections, tests and analysis		
	Provide access during working hours to premises for inspections, tests and analysis as provided for in the submission data.		
E.2.20	Submit securities, bonds and policies		
	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.		
Add the following	Canvassing and obtaining of additional information by tenderers		
new clause E.2.24	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.		
Add the following	Prohibitions on awards to persons in service of the state		
new clause	The Employer is prohibited to award a proposal to a person -		
E.2.25	a) who is in the service of the state; or		
	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		
	c) a person who is an advisor or consultant contracted with the Department.		
	In the service of the state means to be -		
	a) a member of:-		
	any municipal council;		
	any provincial legislature; or		
	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;		
	e) provincial public entity or constitutional institution within the meaning of the Public		
	Finance Management Act, 1999 (Act No.1 of 1999);		
	f) a member of the accounting authority of any national or provincial public entity; or		
	g) An employee of Parliament or a provincial legislature.		
	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.		
E.3	The employer's undertakings		
E.3.1	Respond to requests from the tenderer		
	The Employer will respond to requests for clarification received up to five (5) working days before the tender closing time.		
E.3.2	Issue Addenda		
	Addenda will be issued until five (5) working days before the tender closing time.		
E.3.9	Arithmetical errors, omissions and discrepancies		
E.3.9.1	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: a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the pricing schedule or bills of quantities; or		
	 c) arithmetic errors in: 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. 		
E.3.9.2	 The arithmetical errors shall be corrected in the following manner: a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern. 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. c) Where there is an error in the total of the prices either as a result of other 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. 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. 		
E.3.11	Functionality, Price and Preference 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.		
	Technical Proposal		
	Administrative. / Mandatory Requirements		
	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	*YES
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 bid proposal	JV agreement completed and signed, if applicable	*YES

*YES – Cidb 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)

**NO – Cidb reserves the right to request such information during the evaluation process of the proposal and such information must be presented within short notice.

Functionality

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) Functional Evaluation Criterion Summary

The maximum points allocation per criterion is summarised in the following table:-

CRITERION	POINTS
Bidders Experience	40
Key Personnel Experience	20
Proposal with Project Plan	40
TOTAL POINTS	100

The following values/ indicators will be applicable when evaluating functionality:

CRITERIA	SUB-CRITERIA/CLAUSE		Maximum Number of Points
TENDERER'S EXPERIENCE Provide a company profile and a list of client references	Supply and installation of an 18000 BTU aircon unit as per cidb specification No Client Detailed Value Duration of project 1 2	20	
KEY PERSONNEL	The Project Manager in managing similar contracts with a minimum experience of 3 years. (Provide a comprehensive CV and relevant Qualifications).		20

	EXPERIENCE	0 to 3 years = 5 points 4 to 5 years = 10 points 5 years and above = 20 points	
PROPOSAL WITH PROJECT PLAN		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	
	TOTAL		100
E.3.13.1	Request for proposal v	vill only be accepted on condition that:	
		s registered with the Construction Industry Develop ling designation;	oment Board in an appropriate
	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;		
	c) the bidder has not: i. abused the Employer's Supply Chain Management System; or		
	ii. failed to perform on any previous contract and has been given a written notice to this effect.		
	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		
	Has submitted the documentation listed in E2.21 and E2.22		
E.3.18	The number of paper copies of the signed contract to be provided by the employer is ONE.		

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.

(F	THE FOLLOWING DOCUMENTS MUST BE FURNISHED AILURE TO SUBMIT COMPULSORY DOCUMENTATION WILL RESULT IN YOUR BID BEING DISQUALIFIED)	YES	NO
1	Tax Compliance (Provide PIN)	Yes 🗌	No 🗌
2	B-BEE Certificate issued by SANAS accredited verification agent/ OR AFFIDAVIT FOR EME/QSE ON DTI FORMAT	Yes	No 🗌

3	Proof of valid registration with CIDB	Yes 🗌	No 🗌
4	Signed Declaration of Interest	Yes 🗌	No 🗌
5	Certificate of Independent Bidder determination	Yes 🗌	No 🗌
6	Valid COID certificate issued by the Department of Labour	Yes 🗌	No 🗌
7	Submit an original Briefing session certificate of attendance	Yes 🗌	No 🗌
8	Fully Completed and Signed all other SBD forms	Yes	No 🗌

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 W	HICH

FORM C: TAX COMPLIANCE

CONDITIONS PERTAINING TO TAX

TAX CLEARANCE CERTFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder <u>must</u> 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 claim (80/20 system (To completed the tenderer)
HDI		6		%	
WOMAN		4		%	
DISABLED		1		%	
YOUTH		4		%	

Locality	5		
City of Cape Town = 5			
• Western Cape Province = 2			
National = 0			
TOTAL POINTS	20		

rs who claim points	in respect of Specific Goals Status Level of C	Contribution must co	mplete the follo	owing:
OALS STATUS LE	EVEL OF CONTRIBUTOR CLAIMED IN TERM	IS OF PARAGRAP	HS 1.4 AND 4	.1
fic Goals =	(maximum of 10 or 20 points)			
•	. •		cted in paragra	aph 4.1 and must b
RACTING				
ny portion of the co	ntract be sub-contracted?			
plicable box)				
NO				
<u> </u>				
s, indicate:				
What percentag	e of the contract will be subcontracted		%?	
The name of the	e sub-contractor			
The B-BBEE sta	atus level of the sub-contractor			
Whether the sub	o-contractor is an EME or QSE			
(Tick applicabl	e box)			
YES	NO			
		th an enterprise in	terms of Prefe	erential Procureme
ted Group: An EME	E or QSE which is at last 51% owned by:	EME √	QSE √	
eople				
•				
•				
•				
	OR	<u> </u>		
E				
<u> </u>				
ON WITH REGAR	D TO COMPANY/FIRM			
of company/firm	:			
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OF COMPANY/ FI	RM			
	ic Goals = s claimed in resperantiated by relevant antiated by portion of the copplicable box) NO s, indicate: What percentage The name of the The B-BBEE state Whether the substitute applicable and the populations, 2013 The B-BBEE state whether the substitute applicable and the populations, 2013 sepple who are youth an explication are worm and the population are worm and the population and the population are militated and the population are militat	COALS STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERM fice Goals = (maximum of 10 or 20 points) is claimed in respect of paragraph 7.1 must be in accordance antiated by relevant proof of Specific Goals status level of contribute ACTING in yoportion of the contract be sub-contracted? Policable box) NO IND IND IND IND IND IND IND	DALS STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAP fice Goals = (maximum of 10 or 20 points) section of the contract of paragraph 7.1 must be in accordance with the table reflect antiated by relevant proof of Specific Goals status level of contributor. PACTING The proportion of the contract be sub-contracted? Pulicable box) Sepecific Best at the sub-contract will be subcontracted. The name of the sub-contractor. The B-BBEE status level of the sub-contractor. Whether the sub-contractor is an EME or QSE (Tick applicable box) YES NO Specify, by ticking the appropriate box, if subcontracting with an enterprise in Regulations, 2017: Ited Group: An EME or QSE which is at last 51% owned by: Sepple who are youth sopple with disabilities Sopple living in rural or underdeveloped areas or townships attive owned by black people Sopple who are military veterans OR E CON WITH REGARD TO COMPANY/FIRM of company/firm Segistration number	COALS STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4 fic Goals = (maximum of 10 or 20 points) s claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragrantiated by relevant proof of Specific Goals status level of contributor. **CACTING** The portion of the contract be sub-contracted? **Policable box** NO

3.

4.

5.

6.

BID DECLARATION

		Partnership/Joint Venture / Consortium
		One person business/sole propriety
		Close corporation
		Company
		(Pty) Limited
	[Tic	K APPLICABLE BOX]
6.5	DESC	CRIBE PRINCIPAL BUSINESS ACTIVITIES
6.6	COM	PANY CLASSIFICATION
		Manufacturer
		Supplier
		Professional service provider
		Other service providers, e.g. transporter, etc.
	[Tic	K APPLICABLE BOX]
6.7	Total	number of years the company/firm has been in business:
6.8	based	the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, d on the Specific Goals status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, ies 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		
		SIGNATURE(S) OF BIDDERS(S)
		5475

		ADDRESS
1.	<u></u>	
2.	4	

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.

		(Indicate with X)
ture / Consortium:		
	ture / Consortium:	ture / Consortium:

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

•	e / she is duly authorised to do so on behalf of the enterprise, confirms that n my personal knowledge and are to the best of my belief both true and
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 state¹.
- 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, shareholder²):
- 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.
 - ² 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 evaluation and or adjudication of this bid?	
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 who may be involved with the evaluation and or adjudication of this bid?	
3.11.1	If yes, furnish particulars.	
3.12	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in s	ervice of the state?
3.12.1	If yes, furnish particulars	-
3.13	Are any spouse, child or parent of the company's directors, trustees, managers, principle sharehold of the state?	lers or stakeholders in service 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 cany other related companies or business whether or not they are bidding for this contract.	
3.14.1	If yes, furnish particulars	
		•

Foll Mana	Lilea Ct. Nearth an	Otata Familiana Namelana
Full Name	Identity Number	State Employee Number
Signature		Date
 Capacity		Name of Bidder
Japacity		Hume of Diduct

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

- 1 This Standard Bidding Document must form part of all bids invited.
- 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.

Yes

Yes

No

No

- 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.

Question

Item

4.1

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers

	as companies of persons prohibited from doing business with the public sector?			
	(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).			
	The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za)and can be accessed by clicking on its link at the bottom of the home pg			
4.1.1	If so, furnish particulars:			
4.2	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)?	Yes	No	
	The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.			
4.2.1	If so, furnish particulars:			
4.3	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?	Yes	No 🗆	
4.3.1	If so, furnish particulars:			
4.4	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?	Yes	No 🗆	
4.4.1	If so, furnish particulars:			
	CERTIFICATION			
	HE UNDERSIGNED (FULL NAME) CERTIFY THAT TH	E INFOR	MATION	FURNISHED
UN	THIS DECLARATION FORM TO BE TRUE AND CORRECT.			
	CCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN CLARATION PROVE TO BE FALSE.	AGAINS	T ME SH	IOULD THIS
	SIGNATURE DATE			
	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 -----

CIDB 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 C1: AGREEMENT AND CONTRACT DATA

C1.1: FORM OF OFFER AND ACCEPTANCE

_		•	
11	**	^	
()	тт	_	

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:
The tenderer, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as
listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.
By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tendere
offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and
conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.
in the contract data.
THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:
Rand
(in words);
R (in figures)
This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of
this document to the tenderer before the end of the period of validity stated in the submission data, whereupon the tenderer becomes the
party named as the contractor in the conditions of contract identified in the contract data.
Signature(s)
Name(s)
Capacity
for the tenderer
(Name and
address of organization/)
Name and signature of witness

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

Part C1: Agreements and contract data (which includes this agreement)

Part C2: Pricing data
Part C3: Scope of work
Part C4: Site information

and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the submission data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Name(s)	ONLY TO B	E COMPLETED
• •		TANCE STAGE
Name and signature		
of witness		Date

Schedule of Deviations

Notes:

- 1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Expression of Interest,
- 2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of Agreements reached during the process of offer and acceptance, the outcome of such Agreement shall be recorded here,
- 3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here,
- 4. Any change or addition to the tender documents arising from the above Agreements and recorded here, shall also be incorporated into the final draft of the Contract.

Details		
2 Subject	ONLY TO BE COMPLETE	D
Details	AT ACCEPTANCE STAG	
3 Subject		
Details		

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Submission data and Addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Tender Documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the Contract between the parties arising from this Agreement.

FOR THE TENDERER:		
Signature(s)		
Name(s)		
Capacity		
	[Name and address of organisation]	
Name and signature of witness	Date	
FOR THE EMPLOYER:		
Signature(s)		
Name(s)	<u> </u>	
Capacity		
	[Name and address of organisation]	
Name and signature of witness	Date	

ONLY TO BE COMPLETED AT ACCEPTANCE STAGE

CONFIRMATION OF RECEIPT

The Tenderer (now Contractor), identified in the Offer part of this Agreement, hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

The[day]	
of	[month]
20[year]	
at	[place]
For the Contractor:	Signature
	Name
	Capacity
Signature and name of witness:	Signature
	Name

ONLY TO BE COMPLETED AT ACCEPTANCE STAGE

C1.2 CONTRACT DATA

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE
CONTRACT NO:	

C.1.2 Contract Data

The General Conditions of Contract for Construction Works, Third Edition (2015) published by the South African Institution of Civil Engineering, Private Bag X200, Halfway House, 1685, is applicable to this Contract and is obtainable from www.saice.org.za.

The General Conditions of Contract for Construction Works make several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

Part 1: Data provided by the Employer

T_
Data
Clause 1.1.1.13: Defects Liability Period
The Defects Liability Period is 6 months , measured from the date of the Certificate of Completion
Clause 1.1.1.14: Due Completion Date
Clause 1.1.1.14. Due Completion Date
The time for achieving Practical Completion is 2 months after the Commencement Date
The name of the Employer is NHLS, represented by and/or such persons or person
duly authorised to be the Employer in writing.
The Pricing Strategy is a bill of quantities
The Employer's address for receipt of communications is:
The Employer's dualities for rescript or communications to
Proposal should be submitted to the following add:
"in the event of any ambiguity, conflict or discrepancy between the various contract documents, lists
and schedules, the order of precedence (from highest to lowest) shall be as follows:
The form of offer and acceptance
Contract forms
The contract data
General conditions of contract (GCC 2015)
Scope of Work
SANS 1200 Standardised Specifications
Site Information
Construction drawings
Bill of quantities
The returnable schedules
The Contractor shall obtain the specific approval of the Employer before executing any of his functions
or duties according to the following Clauses of the General Conditions of Contract: GCC 2015 3rd

Edition 1. Clause 5.8.1 Non-working times 2. Clause 5.11.1 Suspension of the Works 3. Clause 5.12.1 Approval of any extension of time for completion 4. Clause 5.12.4 Acceleration of progress instead of extension of time 5. Clause 5.13.2 Reduction of a penalty for delay 6. Clause 6.3.2 The issuing of variation orders 7. Clause 6.8.4 The determination of additional or reduced cost arising from changes in the legislation 8. Clause 6.11 The agreeing of the adjustment of the sums for general items 9. Clause 10.1.5 The giving of a ruling on a Contractor's claim 4.3.3 "The Employer and the Contractor hereby agree, in terms of the provisions of section 37 (2) of the Occupational Health & Safety Act, 1993 (Act 85 of 1993, hereinafter referred to as 'the Act') that the following arrangements and procedures shall apply between them to ensure compliance by the Contractor with the provisions of the Act, namely: The Contractor undertakes that the appropriate officials and employees of the Contractor will fully acquaint themselves with all relevant provisions of the Act and the Regulations promulgated in terms of the Act; b) The Contractor undertakes that all relevant duties, obligations and prohibitions imposed in terms of the Act and regulations will be fully complied with; c) The Contractor hereby accepts sole liability for such due compliance with the relevant duties, obligations and prohibitions imposed by the Act and Regulations, and expressly absolves the Employer from itself being obliged to comply with any of the aforesaid duties, obligations, and prohibitions; with the exception of such duties, obligations and prohibitions expressly assigned to the Employer in terms of the Act and its associated Regulations; d) The Contractor agrees that any duly authorised official of the Employer shall be entitled to take such steps as may be necessary to ensure that the Contractor has complied with his undertakings as set out more fully in paragraphs (a) and (b) above, which steps may include, but will not be limited to, the right to inspect any appropriate site or premises occupied by the Contractor, or to inspect any appropriate records or Safety Plans held by the Contractor; The Contractor shall be obliged to report forthwith to the Employer any investigation, e) complaint or criminal charge which may arise as a consequence of the provisions of the Act and regulations, pursuant to work performed in terms of this Contract, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge; 5.3.1 Clause 5.3.1: Commencement of the Works

	The documenta	ition required befo	re commencem	ent with Works ex	ecution are:	
	a)	Health and Saf	ety Plan			
	b)	Initial programr	ne			
	c)	Security				
	d)	Insurance				
5.3.2	Clause 5.3.2: 1	imeframe to deli	iver documenta	tion		
	The time to s fourteen (14) d		nentation requir	ed before commo	encement with Works	execution is
5.4.4	him/her in conr	"The Contractor shall bear all costs and charges for special and temporary rights of way required by him/her in connection with access to the Site. The Contractor shall also provide at his own cost any additional facilities outside the Site required by him/her for the purposes of the Works."				
5.8.1	Clause 5.8.1: N	lon-Working Tim	ies			
	The non-working	g days are Saturo	days and Sunday	ys.		
	The special nor	n-working days are	e:			
	 All gazetted public holidays falling outside the year end break. The year-end break commencing on 14 December and ending on 7 January (Provisional). 					
5.12.2.	Clause 5.12.2.: Some reasons for extension of time					
	Clause 5.12.2.2: Abnormal climatic conditions.					
	Regardless of the cause of any delay an extension of time will only be considered if it can be shown that the activity delayed is on the critical path indicated on the Programme of Works (Clause 5.6.1). No extension of time will be granted in respect of any delays attributed to normal climatic conditions. Normal climatic conditions shall be deemed to include normal rainfall and associated wet conditions and materials, strong winds and extremes of temperature. However, in the event that delays to critical activities exceed the number of working days listed below for each month, then abnormal climatic conditions shall be deemed to exist, and an extension of time shall be granted in accordance with the provisions of that clause.					
				onditions and ays to critical armal climatic		
		under normal clir	•		mate of the delays to b weather prevents or disr	•
	January	4 days	May	2 days	September	2 days
	February	4 days	June	2 days	October	2 days

	March	2 days	July	2 days	November	4 days
	April	2 days	August	2 days	December	4 days
	evidence, whi	ch shall be submitt	ed timeously as	each day or half-	mpanied by substantiat day delay is experience f time will be added to	ed. Should an
	climatic condi		er reason will be	entertained. Rai	d, no extension of time nfall of less than 2mm	
5.13.1	Clause 5.13.1	: Penalty for Dela	у			
		•		· ·	lay based on the loss so tic termination will be e	
5.16.3	Clause 5.16.3	: Latent defect lia	bility			
	The latent def	ect period is ten (10)) years for civil o	engineering works	S.	
6.8.2	Clause 6.8.2:	Contract Price Ac	ljustment			
	The Contract	Price Adjustment is	not applicable i	n this contract.		
6.8.3	Clause 6.8.3:	Variation in Cost	of Special Mate	rials		
	Price adjustme	ents for variations i	n the costs of spe	ecial materials are	e not allowed	
6.10.1.5	Clause 6.10.1	.5: Interim Payme	nts - Materials	on Site		
	No percentage or will be paid		erials on site but	not yet built into	the Permanent Works i	is allowed for,
6.10.4	Clause 6.10.4	: Delivery, dissati	sfaction with ar	nd payment of pa	ayment certificate	
	Add the follow	ring to clause 6.10.	4:			
	certificate unti	•	s complied with	•	withhold the delivery of report in terms of Claus	
8.6.1.1.2	Clause 8.6.1.	1.2: Insurance				
	The value of t	he materials suppli	ed by the Employ	er to be included	in the insurance sum is	s -Nil.
8.6.1.1.3	Clause 8.6.1.	1.3: Insurance				
	The amount to sum is Nil.	o cover professiona	l fees for repairir	ng damage and lo	ss to be included in the	insurance

8.6.1.3	Clause 8.6.1.3: Insurance
	The limit of indemnity for liability insurance is R5 million for any single claim – the number of claims to be unlimited during the construction.
9.2.1.3.8	The Contractor has furnished inaccurate information in the returnable documents completed at tender stage and forming part of the Contract.
9.2.1.3.9	An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited the Contractor.
10	Clause 10: Dispute Resolution
	"Dispute resolution shall initially be by means of ad-hoc adjudication as per Clause 10.5.2. Should adjudication not be successful, then the dispute shall be referred to Arbitration under the provisions of Clause 10.7.1."
10.4.1	The parties may at time agree to settle disputes with the help of an impartial third party
10.5.3	The number of Adjudication Board Members to be appointed is five (5).
11	Clause 12: Confidentiality
	The Contractor shall treat the details of the Works comprised in this Contract as private and confidential (save in so far as may be necessary for the purposes hereof) and shall not publish or disclose the same or any particulars thereof in any trade or technical paper elsewhere without prior written consent of the Engineer.
12	Clause 13: Amendments in writing
	No amendments of this Contract or of any provisions or terms hereof and no waiver or relaxation or suspension of any of the provisions or terms of this Contract shall be of any force or effect unless reduced to writing and signed by both the parties hereto.

PART 2: DATA PROVIDED BY THE CONTRACTOR

The contractor is advised to read the *general conditions of contract for construction works, third edition, 2015* published by the South African institution of civil engineering, private bag x200, halfway house, 1685, in order to understand the implications of this data which is required to be completed. Copies of these conditions of contract may be obtained from www.saice.org.za.

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Clause	Data
1.1.1.9	The name of the Contractor is:
1.2.1.2	The address of the Contractor is: Address (physical):
	Address (postal):
	Telephone:

PART C2: PRICING DATA

C2.1 Pricing Instructions

C2.1 PRICING INSTRUCTIONS

- 1. Measurement and payment clauses of the COLTO (1998)/SANS 1200 Standardised Specifications, as well as the Particular Specifications, shall be deemed to form part of and included in the pricing instructions.
- 2. The units of measurement described in the Bill of Quantities are metric units. Abbreviations used in the Bill of Quantities are as follows:

% = percent m².pass square metre-pass m^3 h = hour = cubic metre ha hectare m³.km = cubic metre-kilometre kilogram meganewton = MN = kg kΙ = kilolitre MN.m = meganewton-metre = kilometre MPa = megapascal km kilometre-pass = number km-pass No. kPa = kilopascal Prov sum Provisional sum kW kilowatt P C sum Prime Cost sum = = lump sum litre sum m = metre = ton (1 000 kg) = millimetre Work day W/day mm m^2 = square metre

- 3. Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance is made for waste.
- 4. The prices and rates to be inserted in the Bill of Quantities are to be the full inclusive prices for the work described under the items. Such prices and rates shall cover all costs and expenses that may be required in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. These prices shall be used as a basis for assessment of payment for additional work that may have to be carried out.
- 5. It will be assumed that prices included in the Bill of Quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to www.sabs.co.za or www.iso.org for information on standards).
- 6. Where the Scope of Work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount tendered for such items.
- 7. An item against which no price is entered will be considered to be covered by the other price s or rates in the Bill of Quantities. A single lump sum will apply should a number of items be grouped together for pricing purposes.
- 8. The quantities set out in the Bill of Quantities are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Bills of Quantities.
- 9. Reasonable compensation will be received where no pay item appears in respect of work required in the Bills of Quantities in terms of the Contract and which is not covered in any other pay item.
- 10. The short descriptions of the items of payment given in the Bill of Quantities are only for the purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work.
- 11. The Bill of Quantities has been drawn up in accordance with the latest issue of the COLTO (1998)/SABS1200 Standardised Specifications. Descriptions in the Bill of Quantities are abbreviated and must be read in conjunction with the measurement and payment clauses of the applicable specifications.

SCHEDULE OF QUANTITIES PREAMBLE TO THE SCHEDULE OF QUANTITIES AND RATES

- The standard commercial terms and conditions, special terms and conditions, and specifications (including the project specification.
- The proposer is at liberty to insert a rate of his own choosing for each item in the schedule, and any item against which no quantity (where applicable) or rate is entered will be considered to be covered by other items in the schedule.
- The quantities and rates inserted in the schedule are to be inclusive prices to the employer for the work described under the several items. Such prices shall cover all costs and expenses that may be required in and for the works and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based.
- All rates and amounts shall be net, exclusive of value-added tax (vat) and shall be carried to the summary page in their net form. Vat will then be calculated on the total of the nett amounts.
- All quantities and rates as set forth and inserted in the schedule and extended to the totals for each
 portion of the schedule shall be considered as being totally inclusive for the whole of the works as
 stipulated or as can reasonably be inferred from these documents.
- All product guarantees are deemed to be included in the rates, and installation and application rates will consist of all necessary inspections and approvals to maintain guarantees.
- "Complete" as it is used in the schedule means the complete system or unit as specified in the particular documents. Each item in the schedule that is priced shall be filled in black ink.
- All quantities shall be considered as final and sufficient for the work described. The proposer shall satisfy himself as to the sufficiency of quantities but may not change quantities. Quantities shall be re-measured, and payment shall be made according to the adjusted total only.

PART C3: SCOPE OF WORK

Dear Vendors please quote on any brand not just the Samsung brand

PROJECT DESCRIPTION: SUPPLY AND FIT NEW AIRCON SAMSUNG SPLIT UNITS: KNYSNA LAB Notes Old materials to become property of the contractor Old materials from alterations except where described to be re-used or handed over, still become NHLS's property. Operational Process Tenderer's attention is drawn to the fact that the Laboratory will be fully operational during the building process. The work will have to be carried out in phases and at times that must be liaised and agreed to with the Business Manager and Lab Manager. This might result in certain work being carried out at certain times only, even after hours of weekends. Also note that sensitive electronic equipment is in use and no work that cause a vibration can be carried out when this equipment's are in operation Old materials to be carted away Old materials from alterations except where described as re-used or handed over, as well as all rubbish, etc. must be regularly carted from the site and not be allowed to accumulate on or around the site. Old materials to be re-used None of the old materials are to be used for new work except where specifically described as being set aside for re-use. Supplier should not the following Supplier shall prepare and make sure that all partition walls designed and are being constructed with resiliant material. Supplier shall prepare and make sure that work is complete in accordance with SABS and SANS approved. CIDB GRADING Supplier from 1 to 2 GB ITEM DESCRIPTION MOU QTY RATE TOTAL WORK IN CONNECTION WITH NEW AIR CONDITION: SAMSUNG TYPE Supply and install 18 000 BTU midwall split unit heating and cooling system with remote control. Inverter type using R410A refrigerant 15 to 30 degrees celcius heating and cooling with clear air and eliminate harmful substance, booster pump for drainage No Re connect to existing power supply Item Allowance of pvc drainage pipe with bands and fittings Item Connected to isolators and compressor system Item Supplier to issue COC Item SUB-TOTAL TOTAL

P3/10/23